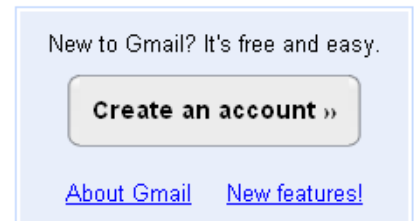


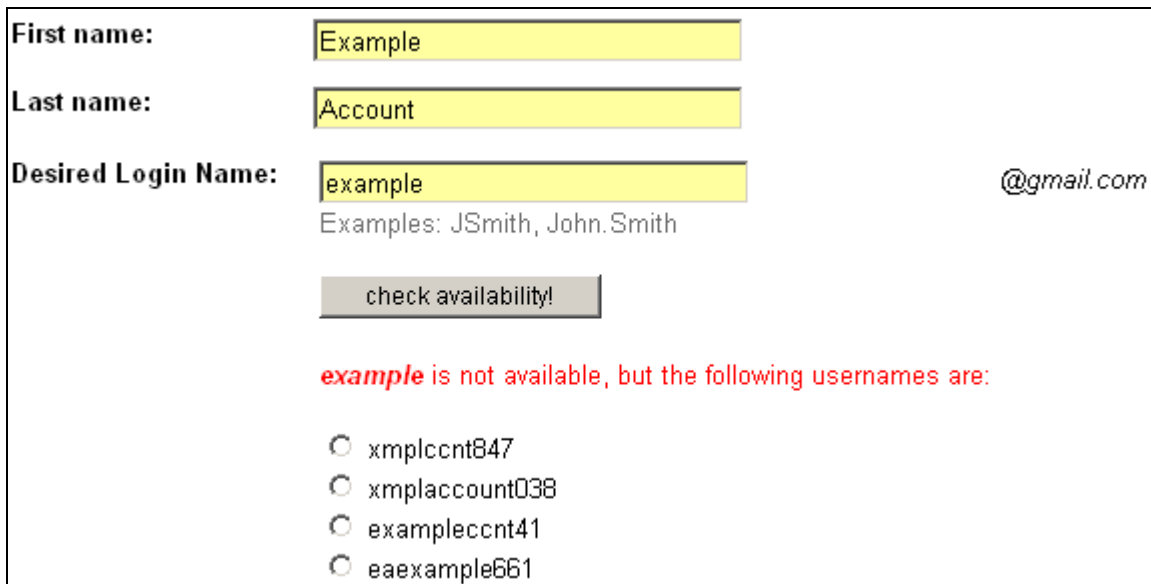
Getting a Gmail Account

Everyone has heard of Google, a search engine that came into its own after the turn of the millennium. Google also offers free web-based e-mail, called **Gmail**.

To sign up for a Gmail account, go to <http://www.gmail.com>. In the bottom right-hand corner, click on the big grey button that says “Create an account”.



The next page allows you to fill out all of your information. First it will ask you to enter your first and last names. Don't feel comfortable sharing your entire name? Use your initial(s) instead, such as “J Doe”, or “John D”.

A screenshot of the Gmail account creation form. It has three input fields: "First name:" with "Example", "Last name:" with "Account", and "Desired Login Name:" with "example". To the right of the "Desired Login Name" field is "@gmail.com". Below the "Desired Login Name" field are "Examples: JSmith, John.Smith" and a "check availability!" button. Below the button, a red message says "example is not available, but the following usernames are:". Below that are four radio button options: "xmplccnt847", "xmplaccount038", "exampleccnt41", and "eaexample661".

Below that, it will ask you to choose a **desired login name**. This is your unique sign-in name, and will be the part of your e-mail address that comes before the @ symbol. The part after the @ symbol will always be **@gmail.com**. Click on “Check Availability” to see if your username is available.

If you try a **username** and someone else already has it, a message will pop up telling you to choose a different name. You may choose one of the names Google suggests below the check availability button, or you can try something different. Once you've successfully chosen an ID, the message will go away.

Next, choose a **password**. This should be something you can remember, and can be a combination of numbers and upper and lowercase letters. Google tries to be helpful by gauging your password strength; stronger passwords are better.

Choose a password: **Password strength:** Fair

Minimum of 8 characters in length.

Re-enter password:

Remember me on this computer.

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

Enable Web History.

Once you have chosen a password, you must type it in again to confirm your choice. This helps to prevent errors. **Important:** Whatever you do, do NOT share your password with anyone. Like the PIN on your debit card, if someone else has that information, they can use your account.

If you will always be using a public computer, such as the ones at the library, uncheck the boxes below the password section. These options, which remember your username and password, are designed for those using Gmail on their home computers, where they may be the only people who ever sign in.

Next, Google asks you to select a **security question** from the drop-down list, and to provide an appropriate answer. That way, if you forget your password, you can reset it by answering that

Security Question: ▼

If you forget your password we will ask for the answer to your security question. [Learn More](#)

Answer:

Secondary email:

This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. [Learn More](#)

question. Aim for a question that few people know the answer to. If you have another e-mail account elsewhere, you can enter that as an additional security measure. Select your country (Canada) as a final mark of security.

Word Verification: Type the warped characters displayed in the white box. If you can't read the letters, click the blue link to get a new set of letters. These letters will be different for everyone.

Word Verification: Type the characters you see in the picture below.





Letters are not case-sensitive

Finished? Read the **terms and conditions** in the box before clicking the grey button labelled “I accept. Create my account.”