

Sign up for Gmail Worksheet

1. Type www.google.com in your browser's address box and press ENTER Key
2. Click on the "Gmail" link at the top left of page
3. Click on "Create an Account" on right side of page
4. Type in your first name and last name
5. Make up a Google username.
This will be in front of " [username] @gmail.com" for your email address.

For example, if your username is "donaldduck" then your email address will be donaldduck@gmail.com.

Taking a few minutes to choose a good username is worthwhile, since your username can't be changed later. What sort of a message do you wish your username to convey? Advice you offer with the username "CompleteMoron" may not be taken too seriously! How long is your username? Remember that people who wish to contact you will have to type out your username.

6. After typing in your proposed username click on "**check availability**". Your first username choice may not be available (there are more than 100 million gmail users). If not, choose another (for example, "donaldduck2009" instead of "donaldduck").

7. Make up a password.

Passwords must be at least 8 characters long.

Passwords are case sensitive (a capital letter is not the same as a small letter)

You can change your password later - so I suggest using the simplest you can think of for now (e.g., 1234567A).

8. Reenter your password in the appropriate field (this is to avoid a password typing error).

9. Use the dropdown menu to choose a security question and then enter the answer in the next field.

10. Type in the **Word Verification** (CAPTCHA code) in the appropriate field. This is for Google to be sure that you are a human and not another computer. The code is text on top of an image (which is not seen as text by the browser) so that another computer cannot read it. Unfortunately, these codes are sometimes difficult for even humans to read. If you type it wrong Google will not accept your submission and you will have to enter a new code (you will also then have to reenter your

password twice - which is why I suggest using a simple password before you get your account - you may have to enter it several times).

11. Read the "Terms of Service" and then click on "I Accept" to submit your account information.

12. Write down your information here (for you to remember):

Your Gmail Address: _____

Your Gmail Username: _____

Your Gmail Password: _____