Part 1: Create your account

In this section, you will enter the appropriate information into the corresponding fields. As we move through each field, we will discuss each piece of information required, the importance of creating unique usernames and passwords, and recording this information for future reference.

This is the Google Account form we will work through together in order to create your account.

As we complete the online form, you will hand write the information on this handout using the form below.

Continue to Page 2 for information on choosing a unique username and password
Setting Up an Email Account

Username:

You may or may not have a unique first and/or last name. You may have gone through elementary, middle, or high school with several people who shared your first and/or last name. For this reason, it is important that you choose a Username that is unique. A unique Username combines letters and numbers and can be a combination of things, such as your initials, a nickname, or an interest of yours with your favorite number combination.

Here are some examples:

1. mmpl1984@gmail.com
   mmpl1984 is the **username**
   @gmail.com is the **domain** (this let’s people know that my e-mail is a Google Mail account)

2. slickrick99@gmail.com
   slickrick99 is the **username**
   @gmail.com is the **domain**

3. handcrafted_usa@gmail.com
   Fill in the blanks:
   The username in the above email address is ____________________.
   The domain in the above email address is ____________________.

**NOTE**: If you enter a Username into the “Choose your username” field that is already in use, the box will be outlined in red and there will be a message in red font that reads: “That username is taken. Try another.” Google will then provide suggestions based on what you entered and your first and last name. If you like one of the suggestions, simple click on it and the “Choose your username” field will be automatically filled.

**Exercise 1: Create your username**:

1. Use a combination of your first, middle, or last name and/or initials, your favorite number combination, or a personal hobby or interest.
2. If the Username idea you enter is already in use, look closely at the suggestions that Google provides and see if one of those will work for you.
3. Once you have chosen your Username, write it down in the correct space on the online form on Page 1.
Setting Up an Email Account

Password:

A unique password keeps your account secure. Creating a combination of letters, numbers, and symbols will ensure that your password is difficult to figure out. A password that is difficult to figure out will decrease the likelihood that someone who is not you will be able to figure out the password and successfully log into your email. Remember, most online accounts and even services like Bank and Credit Card Accounts have enabled online features that require an email. If you have emails from these accounts and your email account is hacked, then your information is at risk. The first step in preventing your email from being hacked is creating a unique password.

Here are some examples:

1. 7622formaggio
   
   This password begins with numbers. None of the numbers have anything to do with me. Do not choose numbers that correspond with your birthdate, home address, marriage date, etc. Choose arbitrary number combinations that aren’t of personal significance. You can also pair these numbers with a foreign word for your favorite food. For instance, “formaggio” is Italian for cheese.

2. *3007Rebmevon!
   
   This password includes symbols, numbers, and letters, which is what most accounts currently require of user passwords. The word is “November” spelled backwards, beginning with a capitalized “R”.

**CASE SENSITIVITY: Many online accounts require you to create a Password with one capital letter. If I entered the password from Example 2 without a capital “R”, the password would be incorrect. This is called a “Case Sensitive” password. It makes it a bit harder for someone to figure out not only WHAT your password is, but which letter is capitalized.

Exercise 2: Create your Password:

1. Create a Password using a combination of the following: numbers, capitalized and lowercase letters, and symbols (!@#*)
2. Type your password idea in the “Create a password” field and a box will appear rating your Password from “too short” to “strong” as you type
3. Aim for a “strong” password using the criteria from 1
4. Enter the password again into the “Confirm your password” field making sure to match it exactly to what you entered in the box above it
5. Write down your newly created password in the “Create a password” and “Confirm your password” fields on the online form on Page 1.
Setting Up an Email Account

Once you’ve completed the Google Account form and accept the Terms & Agreement, you will see a “Welcome” page similar to the one below.

Click this grid to see a list of Google App icons.

Click this icon to be taken to your inbox. Upon arriving to your new inbox, you will see a slide show introducing you to your new Google Mail account and the features available.
Part 2: Navigating your new email account

Your new email **Inbox** should look similar to the image below. You should’ve received a “welcome” email from someone at Google to introduce you to the same features I’m reviewing with you.

GMAIL has made it easy for you to set up the basic components of your new email account. Click on any of the 5 remaining icons to add new information to your account. As you complete each component, the circle at the left will track your progress!
Part 3: Accessing & Updating account settings

It’s very likely that one day you will lose track of your email password or will confuse it with one of your many other passwords. The recovery of your GMAIL account relies on the updating of either your cell phone number or a recovery email address. If you get a new cell phone number, be sure to log into your GMAIL account and go into your Account Settings to Change Password Recovery Options.

Here’s how you can access your Account Settings:

This icon allows you to access quick settings for changing the display of emails, and accessing the settings to alter and customize your Google Mail account. When clicked, a drop-down menu appears and you click “Settings”.

This is the navigation bar for the “Settings” page.

This tab will give you the option to “Set theme” and a pop-up window will appear to allow you to choose a photo for your inbox. You can change this as often as you like.

Click the “Accounts and Import” link to “Change Account Settings”

Click this link to be taken to a page where you can manage your account security and prevent hacking.
Setting Up an Email Account

Account Recovery:
Below the “2-step-verification option”, the “Account Recovery Options” will allow you to update your recovery cell phone number in the event that you change numbers. Updating this number as soon as possible will ensure your email account is never linked to an out-of-service phone number.

**IMPORTANT:** If you don’t update the “Recovery Phone” option and need to reset your password using a verification code, you will be unable to do so because without your current phone number, Google will be unable to verify that you are the account owner.

With a secondary email account, you can link that account here as your “Recovery Email”.

Linking a cell phone number with this email will allow Google to send a Verification Code to you by text or phone call.
**Logging out:**

This icon lets you know you’re signed into your Google Account. To log out, click the icon and a drop-down menu will appear with the option to “Sign Out.”

Once you’ve successfully signed out of your Google Account, you will return to this screen.

**IMPORTANT:** Whenever you use a public computer, including a computer at the library, always make sure to log out of your accounts!
Part 4: Account recovery

As I mentioned earlier, it is very likely that you will one day forget your password. That is why it is so important to update your account recovery phone number and/or email.

Here is how to reset a forgotten password:

If you can’t remember any of the past passwords, you can click here to be asked to verify who you are in a different way.
Setting Up an Email Account

This is why it is so important to update your Recovery Phone Number in your Account Settings. If the number displayed is out-of-service, you will not be able to receive a text message or a phone call with a Google Account Verification Code. This method of recovery is the easiest to maintain and complete.

Congrats on creating your new email account!

Now it’s time to review some of the things we covered today! The class Post-Test is designed to test your new knowledge and skills. Answer the questions and complete the Exit Ticket to pass the class. Your instructor will not be able to help you answer the questions or complete the Exit Ticket. Once you are finished, notify your instructor.