HOW TO CREATE A GMAIL ACCOUNT

A step by step guide to assist to you in creating an email address you can use to better communicate with your friends, family, and medical providers.

WHY DO I NEED AN EMAIL?

- In consideration of current guidelines involving social distancing, there are ways your doctor can connect with you from the comfort of your own home. The concept of remote visits is not new, but the need to quickly transition practices to these visits has presented some challenges in registering patients.

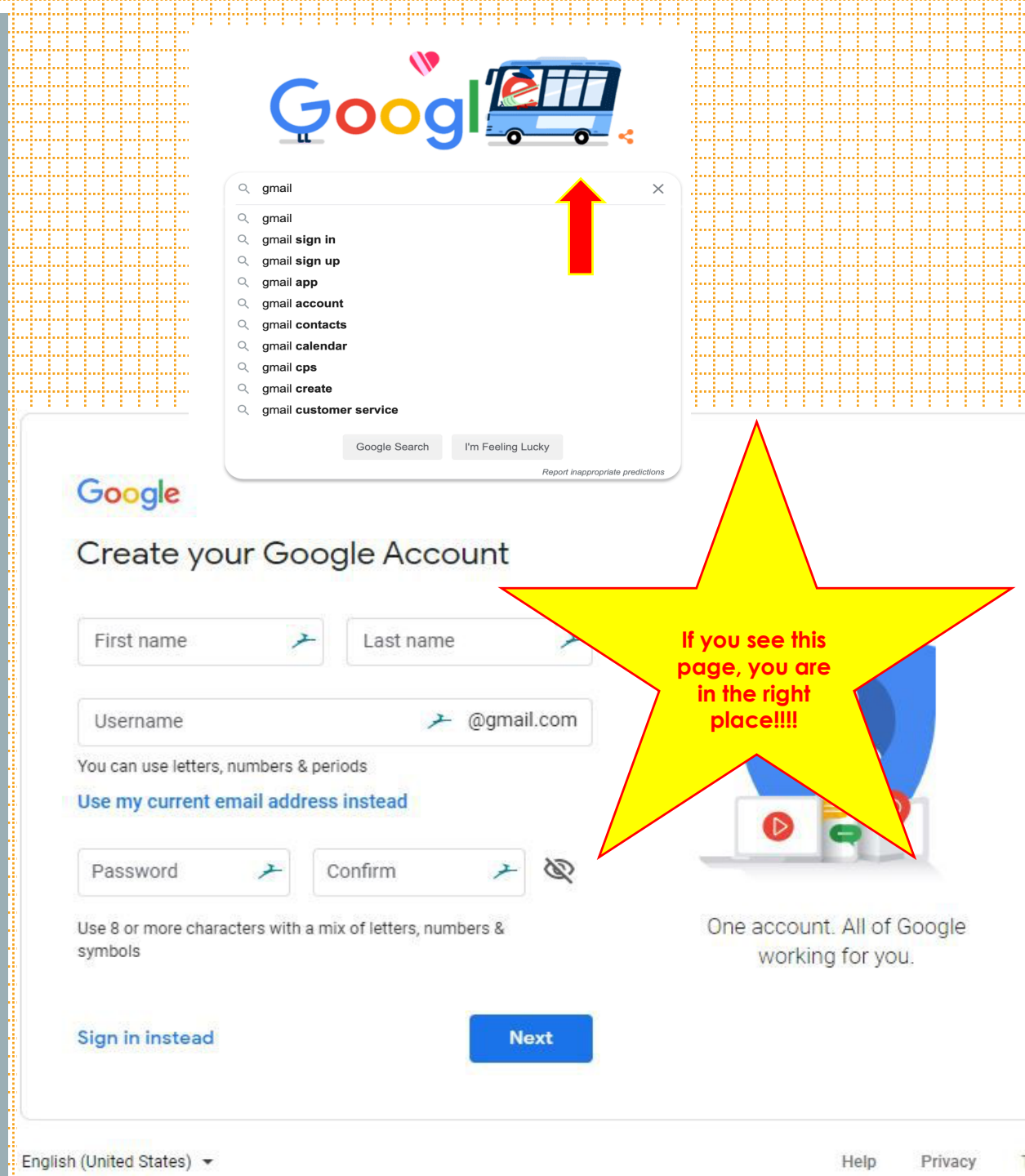
- For many of these services, you will need an email account to register. Perhaps you do not have one, or maybe even have an old one you do not use? You may even be interested in creating an email account that you use solely and specifically for your doctor's visits. Whatever the reason, this guide will show you a simple way to get started creating a personal email.

STEP ONE

Choose your carrier-there are many email carriers to choose from. You may have heard of some like Outlook or Yahoo. Your Verizon or Cox account will also provide email service, but these accounts can be difficult to retrieve if you happen to switch companies for internet, cable, or phone service. Verizon and Cox accounts can also be difficult to view on different devices like your smartphone. For this tutorial, we will be using **Gmail. Gmail** is considered one of the best email services. It is safe and user friendly. **Gmail is also the service currently used by most professionals.**

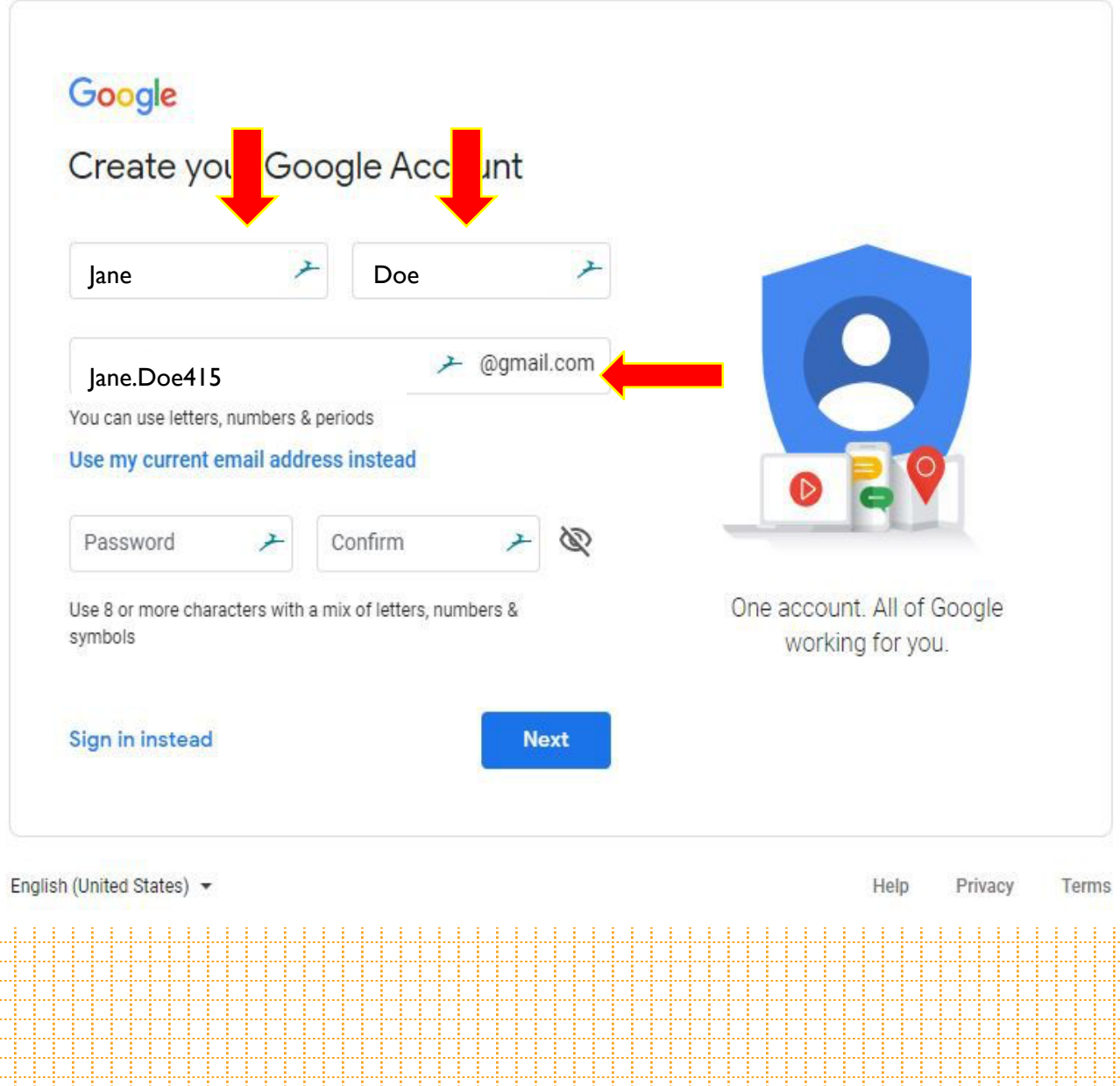
STEP TWO

Type Gmail into your browser bar. The first option that shows up should be what you need: **Gmail- Google** or **Create Google Account.** Click on that link. This link should take you to a form to enable you to create your new account.



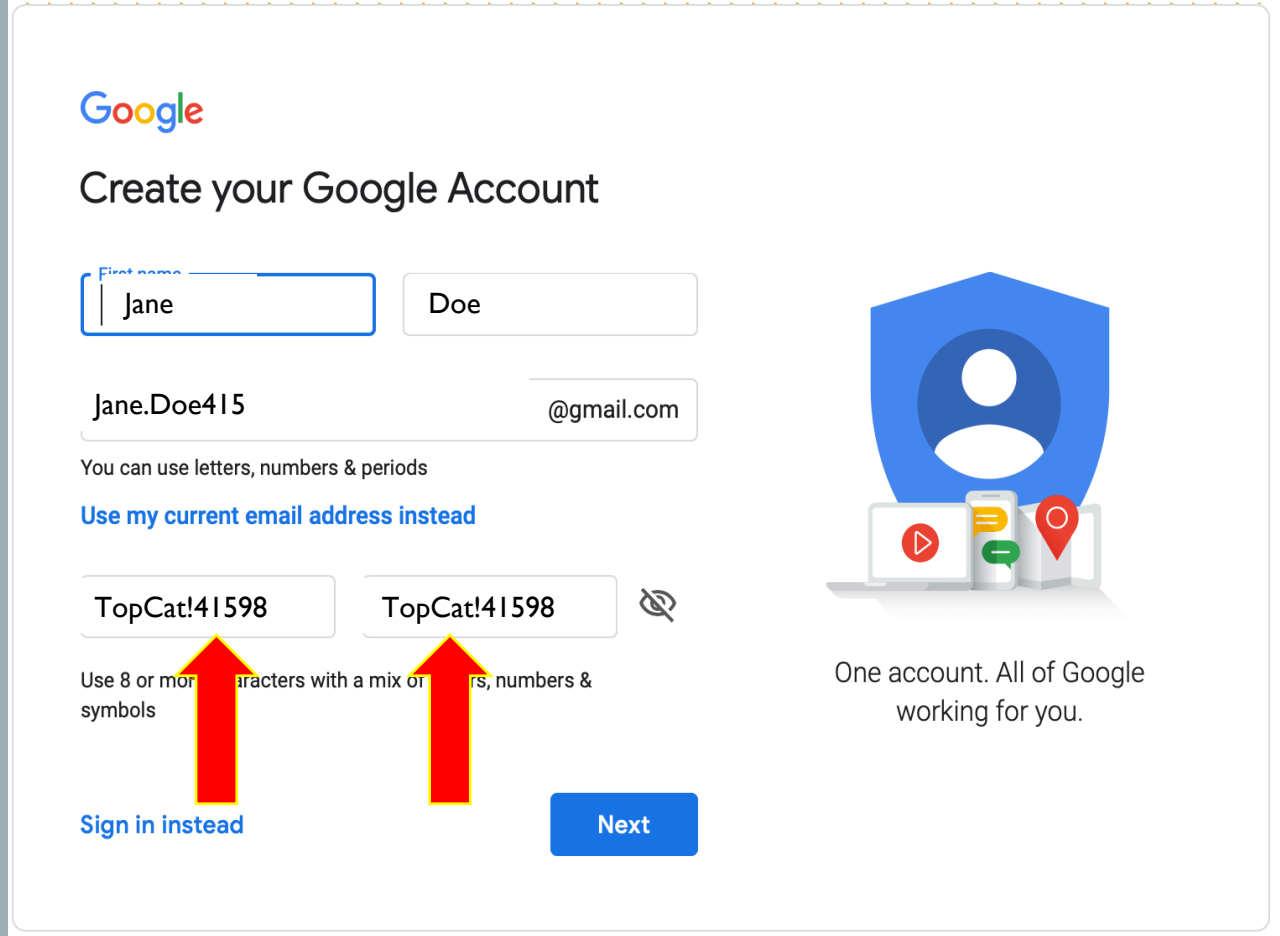
STEP THREE

Next, you are going to begin to fill in your information to Create your Google Account. This step will ask for your first and last name. You will then be asked to create a username. Try to keep this simple and easy to remember. There can be no spaces in your username. Many people choose to use a combination of their first and last names. For example, if my name was Jane Doe, I might use JaneDoe, or Jane.Doe, or Jdoe. You might need to use a number or two to make it unique: Jane.Doe415. You will be prompted to choose a different username if what you selected is not available. This can get frustrating! But try to keep it simple.



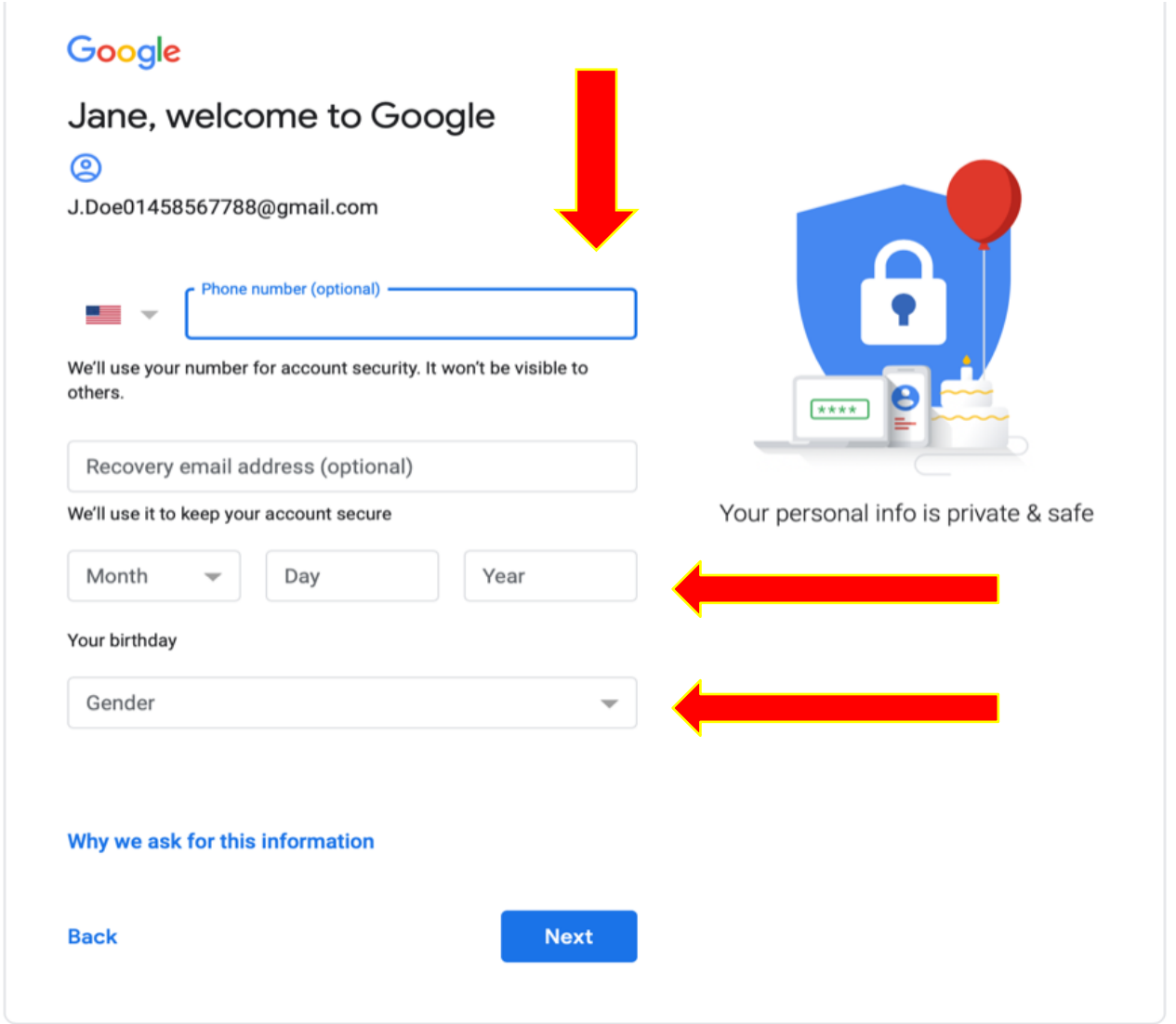
STEP FOUR

Create a password. For this step, it is important to keep your password strong but simple. Gmail requires at least 8 characters, and should be a mix of letters, numbers, and symbols. You should not use your name as part of your password, or anything too simple like "12345678". Still, it should be easy for you to remember, and something significant like a name combined with a special date. Ex: **TopCat!41598.** The final step will be for you to confirm your password by typing it in again.



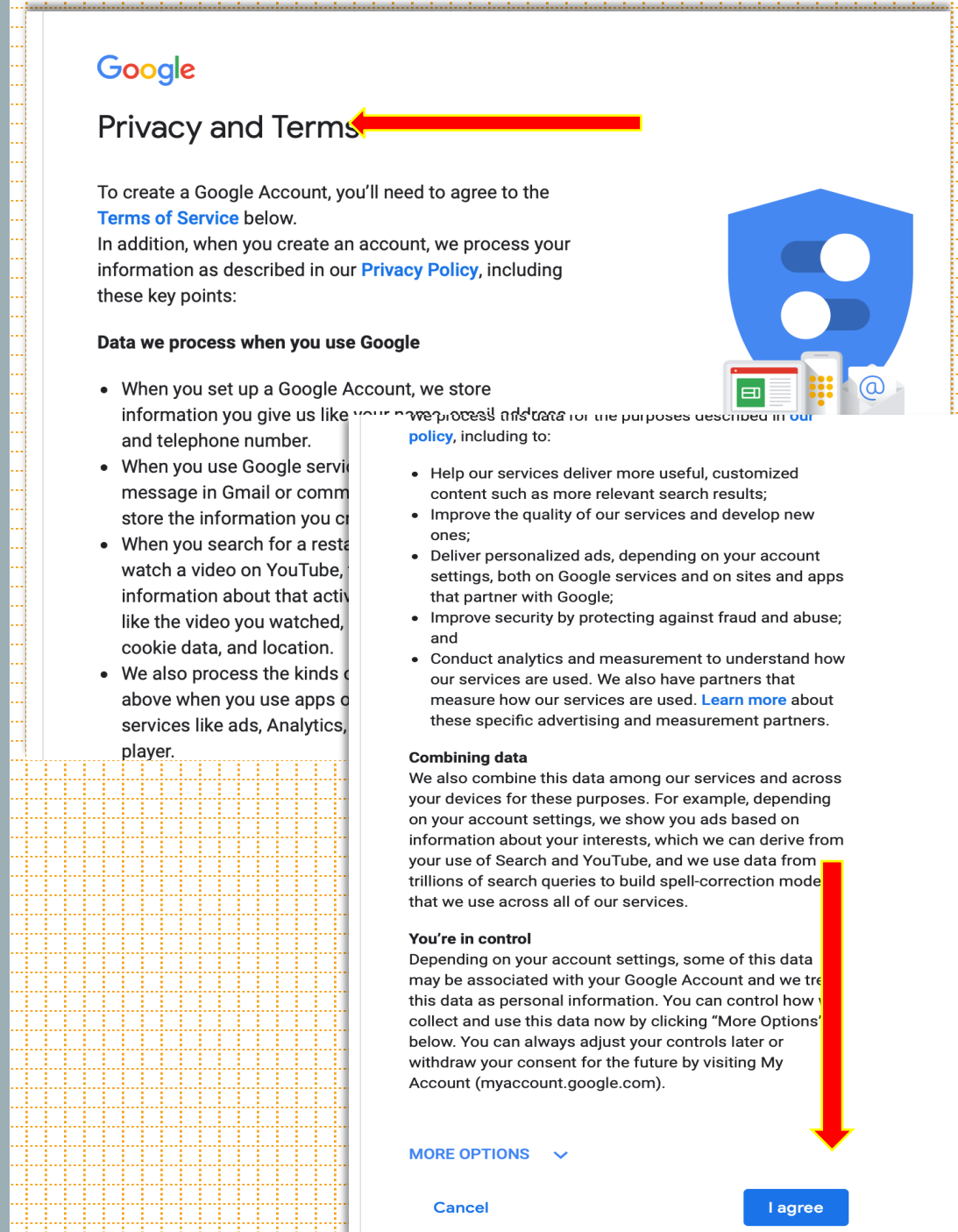
STEP FIVE

Google will then ask for some information from you. You do not *have* to give your phone number, but it is a way they will be able to retrieve your account quickly in case you forget how to log in. They also ask for a recovery email address. If you have another email you use, you can enter that here. If not, you can skip it. You <u>will be **required**</u> to provide your **birthday** and select a **gender**. They ask these questions to keep your account secure, but this information will not be shared without your permission.



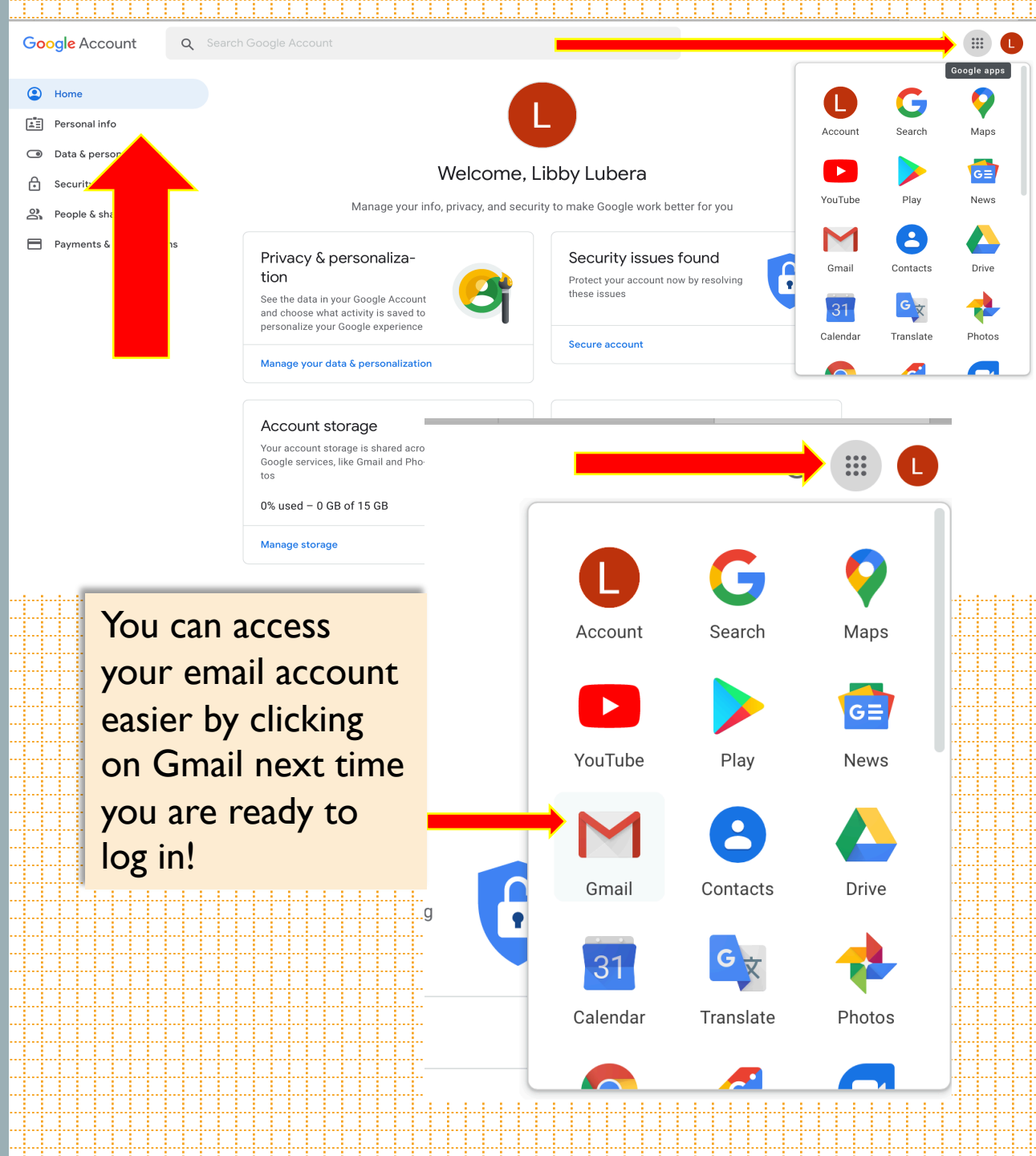
STEP SIX

Agree to the Terms of Service. Next, Google will provide you with a brief synopsis of what they share, and how they use your information. After you have read through the legal jargon, click **I agree**.



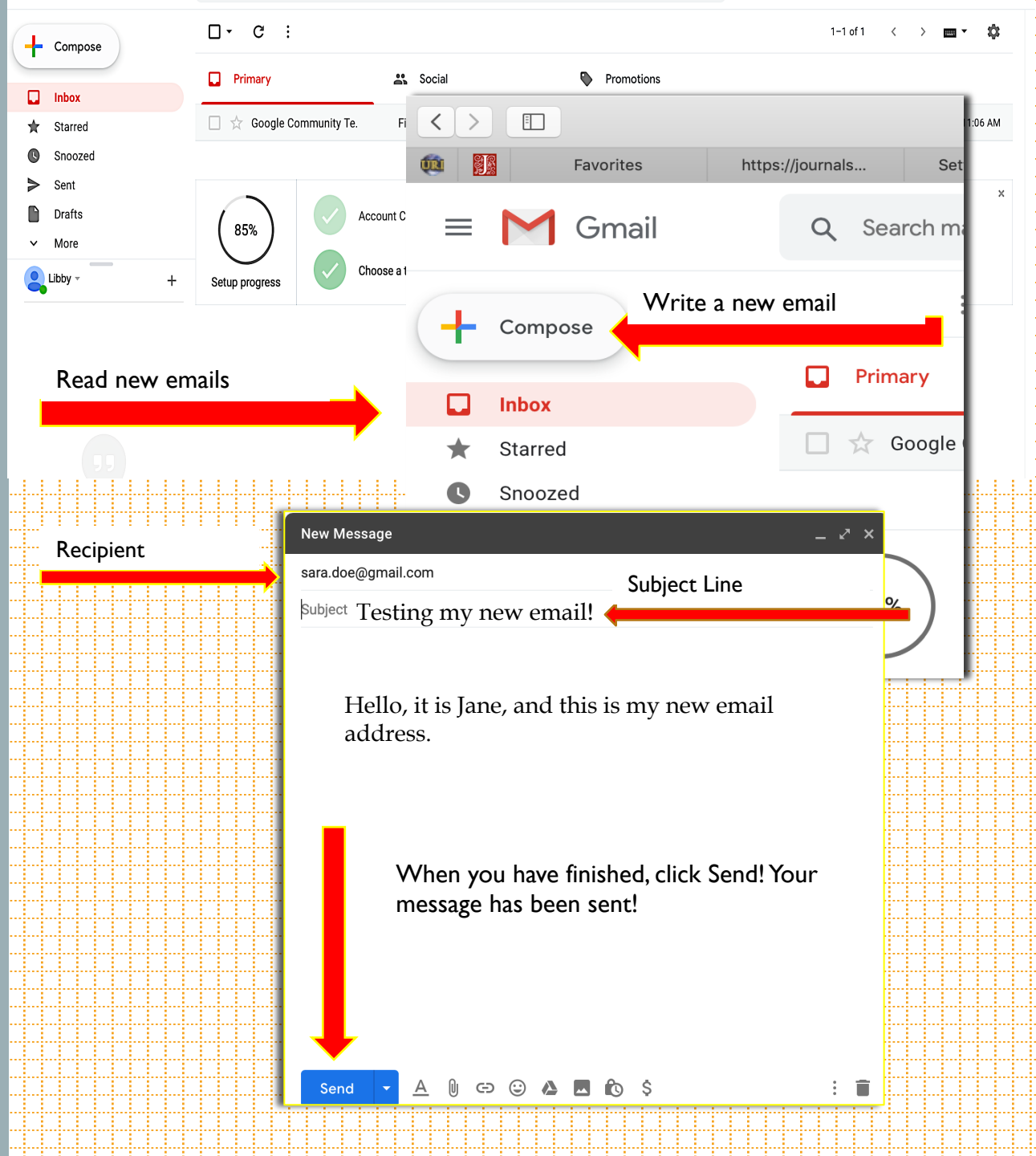
STEP SEVEN

Now you have a Google account! You will be taken to a welcome page where there are many options to choose from Google services. Explore this area. There are tabs along the top of the page that enable you to check in on your **Personal Info**, **Security**, ability to add **Contacts**, and other useful areas. You may not need all of these options, but this is a good time to explore. If you get lost, click on the **Home** button. To get to your email, there is a cluster of dots in the top right corner. When you click on that, you will see a symbol that looks like an envelope. That is your email account!



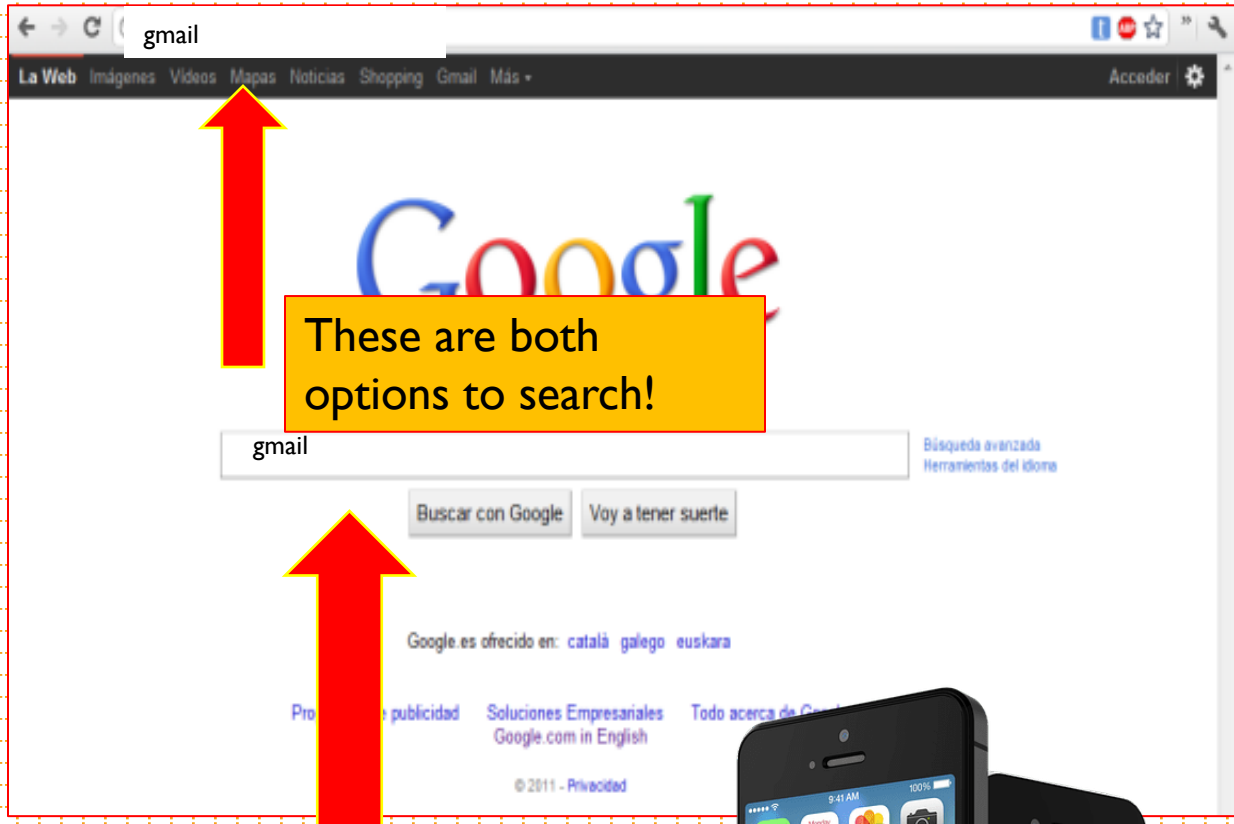
EXPLORE!

You will want to get acquainted with your new email page. I understand that this can be overwhelming, but the more you take the time to familiarize yourself, the easier it becomes! To the left of the page is the ability to create an email: **"+ Compose"**. Your **Inbox, Drafts, and Sent** links are also located there. You can now send and receive emails. Try sending a test message to a family member or friend. You will need their full email address such as- *Jane.Doe415@gmail.com*, and it's always a good idea to send a **Subject.**



SOME TIPS

- You can access your email easily by typing Gmail into the search bar.
- If you have a smart phone, you can easily install the Gmail app on your phone.
- Everyone has trouble remembering passwords. Consider keeping a list in a secure place in your home. Do not take your list out of the home.
- Do not open links in emails from senders you do not know and trust!



IF YOU NEED FURTHER ASSISTANCE

- CyberSeniors.org is a useful website for frequently asked questions, and online tutorials. It is free for older adults to sign up, and there are many resources available. Cyber-Seniors' goal is to bridge the digital divide and connect generations through technology: https://cyberseniors.org

- If you have suggestions or questions about this tutorial, or would like a free one on one remote session to assist you, contact Libby at elubera@my.uri.edu