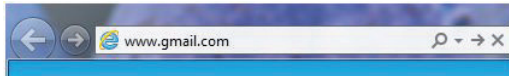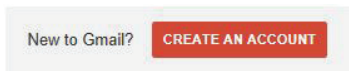# HOW TO CREATE AN E-MAIL ACCOUNT

OBTAIN YOUR OWN FREE E-MAIL ACCOUNT on GMAIL

1. Open Internet browser and type www.gmail.com in the address bar, press Enter.

> " With an e-mail account, you can send and receive messages quickly, easily, and safely. A professional email address conveys a good image to potential employers."

2. Click "Create Account" on the top right of the screen.

3. Enter the following information:

- First name, last name

- Choose your user name: this will be your email address. Create a professional email address by using your name. A message will appear letting you know if the name you entered is already in use. For more about selecting an email address, please refer to the job search guide titled, "Email Address—Your First Impression."

      Suggested user names for "Ryan Fuller":
         o First initial & last name = rfuller
         o First, middle initial & last name = rtfuller
         o Last name & first initial = fullerr
         o First name. last name = ryan.fuller

- Password. Create a password that is at least 8 characters and easy to remember.

- Birth date, gender

- Mobile phone. Leave this blank if you do not have a cell phone which can receive text messages. If you place a phone number in this box, a text message can be sent to that number to authenticate this process or if you forget your password and need help accessing your account.

- Current email address. Leave this blank unless you have another email account where you can receive messages. If you place an email address in this box, an email will be sent to you to authenticate this process.

- Type the words that appear in the box. This is called a captcha and is used to prove that a real person is creating the account. The words are hard to read. If it is impossible to tell what the letters are, click the circle arrow to get new words that may be easier to read or click the speaker to hear the words.

Leave this blank unless you can receive text messages.

Leave this blank unless you can receive email messages.

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- Make sure there is a checkmark in the box next to "I agree to the Google Terms of Service and Privacy Policy."

- Personalization option: this is up to you.

- Click "Next Step."

4. Create Profile: This is an optional step where you can create a profile on Google.
   If you wish, you can create a profile at a later time. Click "Next Step".

5. Your email address is created. Click "Continue to Gmail" to go to your new email account.

- -

Keep for your records

User name: _____

Password: _____

New email address: _____@gmail.com

NWMichWorks.org

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