

Avista

How to Set Up a Gmail Account



A Gmail account is an online postal address that you set up using Google.

A Gmail account is the same as an e-mail account.

To set up a Gmail address you will first need to create a Google account.

You will need to provide some basic information like your name, birth date, gender, and location.

You will also need to choose a name for your new Gmail address. Give yourself time to do this

This easy read guide tells you how to set up a Gmail account.

The words and their meaning are easy to read and understand.

You may need support to read and understand this guide so ask someone you know to help you.

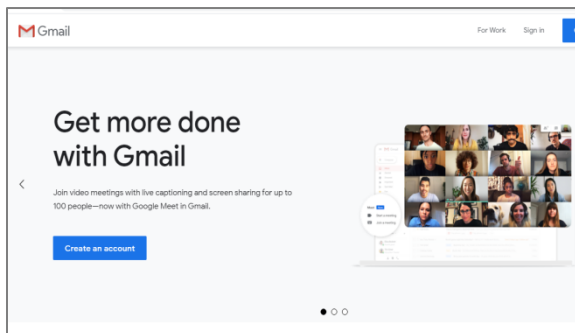


Before you start have a notebook to write down your new Gmail password and username.

Keep this information in a safe place.

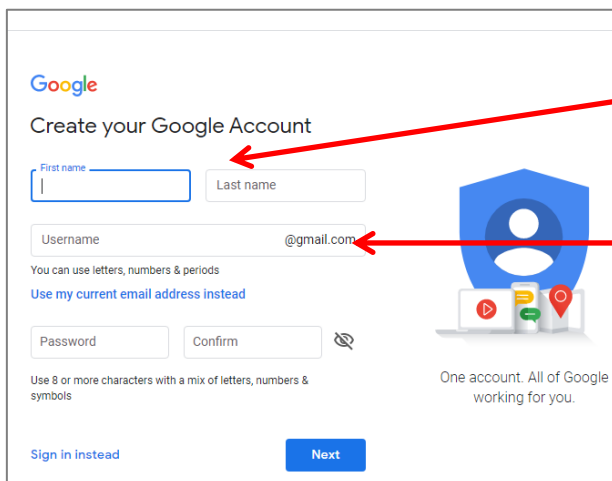


In your internet browser type www.gmail.com



This is the screen where you can set up your Gmail account.

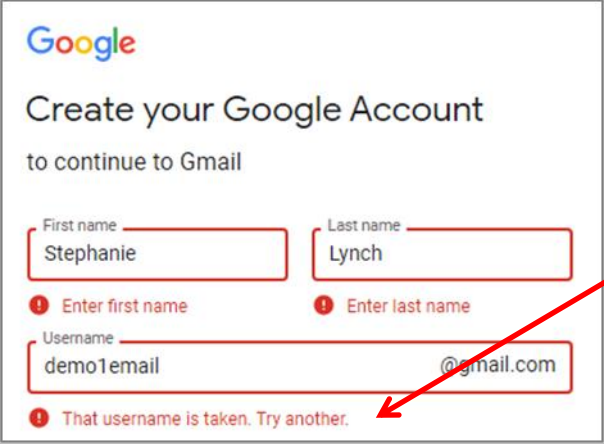
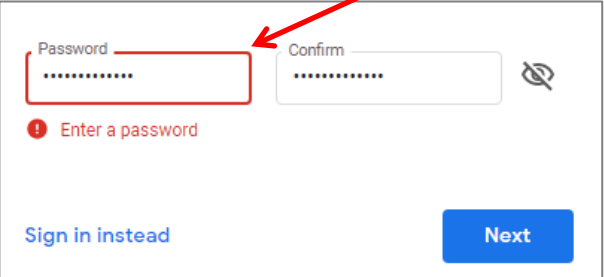
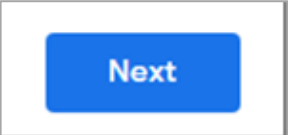
Click Create account.



Type in your first and last name here.

Then type in your username.

You can use letters and numbers.

 <p>Google</p> <h3>Create your Google Account</h3> <p>to continue to Gmail</p> <p>First name <input type="text" value="Stephanie"/> Last name <input type="text" value="Lynch"/></p> <p>Enter first name Enter last name</p> <p>Username <input type="text" value="demo1email@gmail.com"/></p> <p>That username is taken. Try another.</p>	<p>If the username is being used by someone else you will have to change it.</p> <p>This might take a few attempts.</p>
 <p>Password <input type="password" value="*****"/> Confirm <input type="password" value="*****"/></p> <p>Enter a password</p> <p>Sign in instead Next</p>	<p>Next you need to create a password.</p> <p>You can use 8 or more characters made up of letters, numbers and symbols.</p> <p>You then need to confirm the password</p> <p>If the password is already being used by someone else you will have to change it.</p>
 <p>Next</p>	<p>Click Next</p>

When you create a Google Account, you are asked for some personal information.

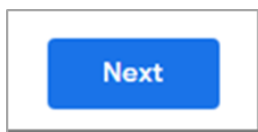
This helps keep your account secure.

You will be asked to enter your phone number.

You can choose not to give this information.

You will be asked to enter a recovery email address.

You can choose not to give this information.



Click Next

Privacy and Terms

To create a Google Account, you'll need to agree to the [Terms of Service](#) below.

In addition, when you create an account, we process your information as described in our [Privacy Policy](#), including these key points:


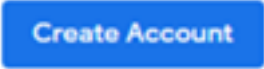
Data we process when you use Google

- When you set up a Google Account, we store information you give us like your name, email address, and telephone number.
- When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.
- When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process



You're in control of the data we collect & how it's used

You will be asked to agree to Google's Terms of Service and Agree to the processing of information

	<p>Tick the boxes</p>
	<p>Click on Create Account</p> <p>You have now set up your Gmail account.</p>