



California Emerging Technology Fund
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Module: Starting Out
Course: Introduction To Email 1 (Computer Device)
Lesson: 2

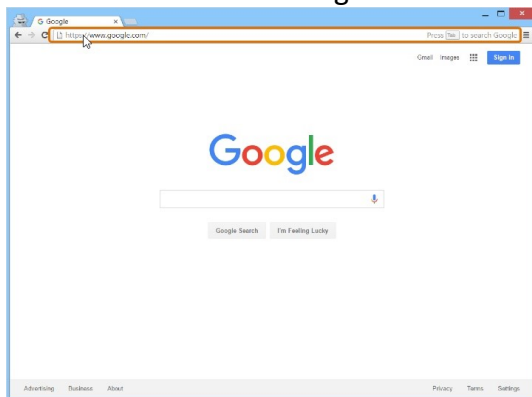
1.1 Register For An Account

Script: If you don't have an e-mail account, you can easily set one up for free. You can do that with a variety of different e-mail providers, such as Gmail, Yahoo! or Outlook.



1.2 Go To Website Of Your Selected Email Provider

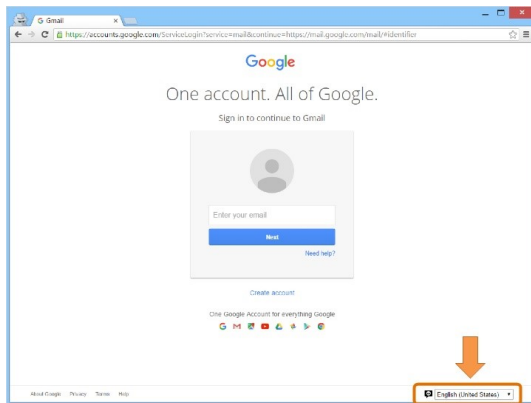
Script: Let's follow along with Amy as she sets up a Gmail account. First, she will open her Internet browser and go to the address bar.



1.3 Select Your Language For The Email Provider Website

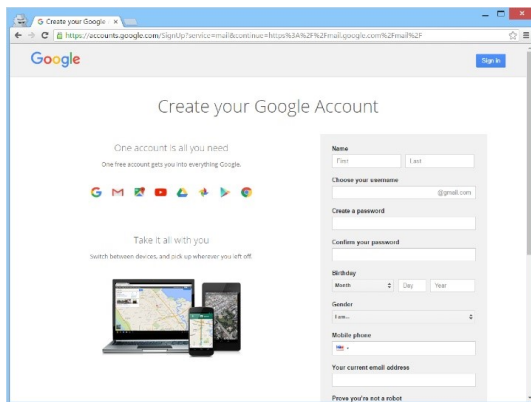
Script: In the address bar, Amy will type gmail.com and then press enter to go to the Gmail website. Now she can start setting up her account. In the address bar, Amy will type gmail.com and then press enter to go to the Gmail website. Now she can start setting up her account.

If you'd like the website to display in a language other than English, you can change the language using the drop-down menu at the bottom.



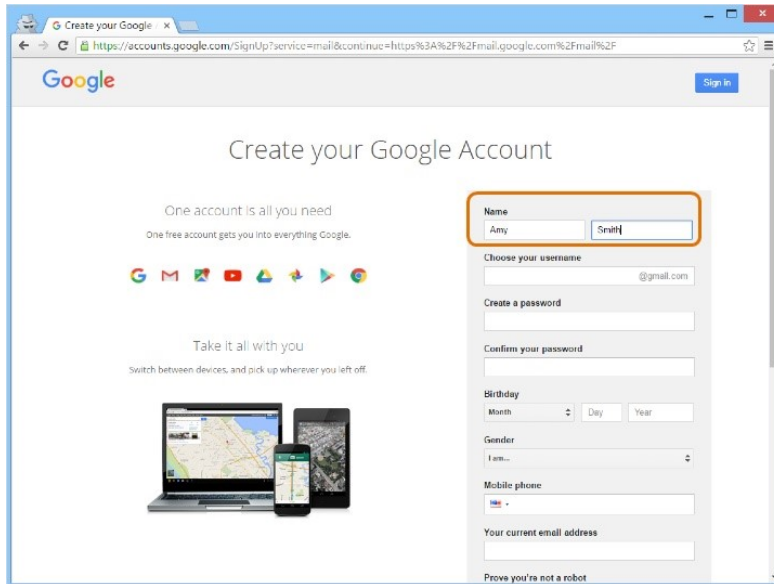
1.4 Enter Account Details To Set Up An Account

Script: Here we see a form to log in, but first we need to create an account. When Amy clicks on this link, a form will appear



1.5 Enter Your Account Details

Script: At the top of the form, Amy will begin by typing in her first and last name.



The screenshot shows the 'Create your Google Account' page. The 'Name' field is highlighted with an orange box and contains the text 'Amy Smith'. Below it, the 'Choose your username' field contains 'amy@smith1992@gmail.com'. Other fields include 'Create a password', 'Confirm your password', 'Birthday' (Month, Day, Year), 'Gender' (Female), 'Mobile phone', and 'Your current email address'. A 'Prove you're not a robot' checkbox is at the bottom.

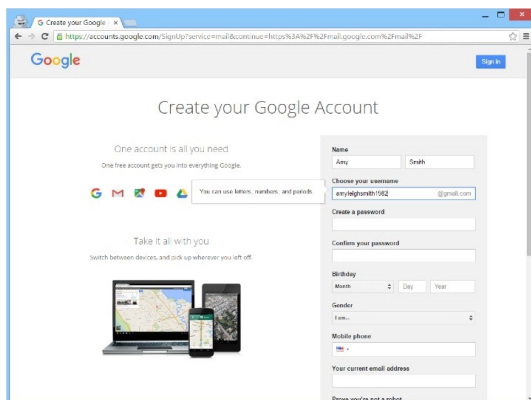
1.6 Choosing A Username

Script: Next, Amy will choose a username, which will become a part of her email address.

Here is a tip on usernames: Since usernames become a part of your email address, you will want to use something that is appropriate to share with anyone you may give your email to, including those who are hiring if you are a jobseeker.

That is why Amy would want to choose something with her name over something like "RedHotRedHead". You want your email address to be professional.

Also, keep in mind that usernames are unique to each user so it may be hard to find something that is not already taken. This means that you may have to be creative with your username and add numbers or other identifying factors to it.



The screenshot shows the 'Create your Google Account' page. The 'Choose your username' field is highlighted with an orange box and contains the text 'amy@smith1992@gmail.com'. The 'Name' field contains 'Amy Smith'. Other fields include 'Create a password', 'Confirm your password', 'Birthday' (Month, Day, Year), 'Gender' (Female), 'Mobile phone', and 'Your current email address'. A 'Prove you're not a robot' checkbox is at the bottom.

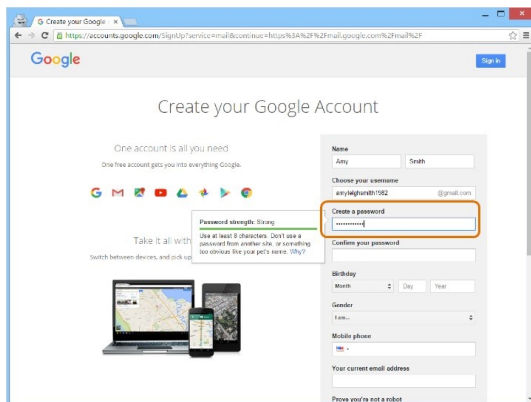
1.7 Choosing A Secure Password (Part 1)

Script: Next, Amy will also have to choose a password for her account.

Passwords are secret because they are like the lock to your mailbox. To keep your password secret, it will be masked with symbols as it is typed so that others watching can't see the characters.

A password on Gmail must be at least 8 characters long, and should not be a word that is too easy to guess. You can add capital letters, numbers, and symbols to make your password more secure.

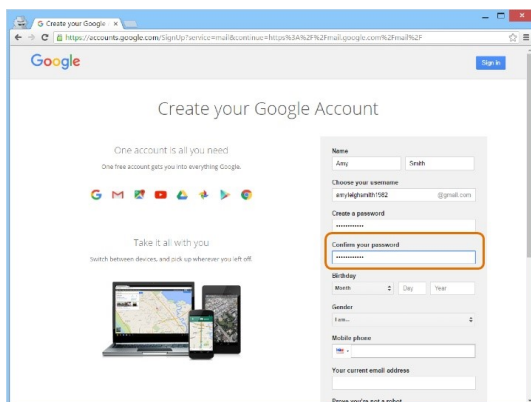
After setting up an account, it is important to remember your username and password, because you will need these to access your account later. It's a good idea to write them down and keep them in a safe place until you have memorized them.



The screenshot shows the 'Create your Google Account' page. The 'Create a password' field is highlighted with an orange box. The password is masked with dots. To the left of the form, there is a 'Password strength: Strong' indicator and a tip: 'Use at least 8 characters. Don't use a password from another site, or something too obvious like your pet's name, '987'.

1.8 Choosing A Secure Password (Part 2)

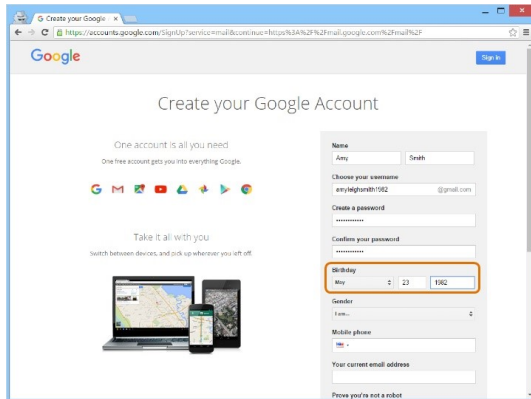
Script: When entering her password, Amy is prompted to type it in one more time; this confirms that it was typed correctly by making sure both entries are the same.



The screenshot shows the 'Create your Google Account' page. The 'Confirm your password' field is highlighted with an orange box. The password is masked with dots. The 'Create a password' field above it is also visible and filled with the same masked password.

1.9 Date Of Birth

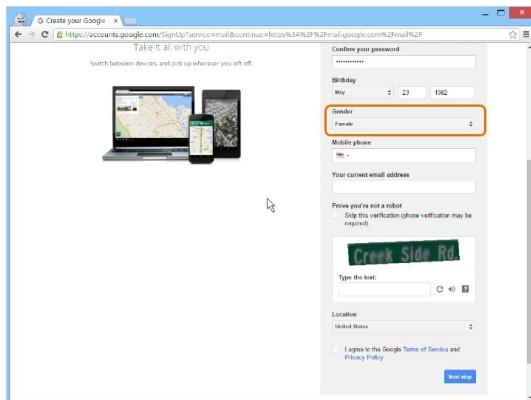
Script: Amy then adds her date of birth, typing all four digits for the year.



The screenshot shows the Google Account creation interface. On the right side, there is a form with several fields. The 'Date of birth' field is highlighted with an orange border and contains the text 'May 5 23 1982'. Other fields include 'Name' (Amy), 'Choose your username' (amylegmonth1982@gmail.com), 'Create a password', 'Confirm your password', 'Gender' (Female), 'Mobile phone', 'Your current email address', and 'Prove you're not a robot'.

1.10 Identification Preference

Script: Next, Amy will select her gender from the drop down menu.

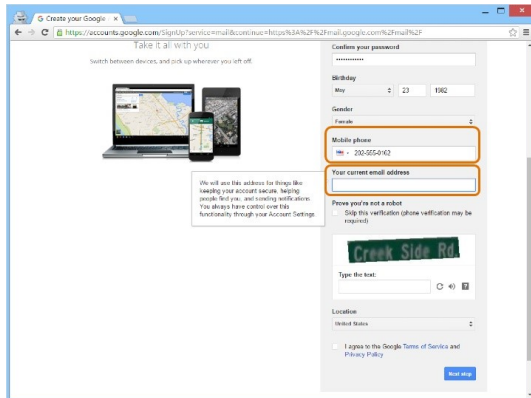


The screenshot shows the 'Prove you're not a robot' step of the Google Account creation process. The 'Gender' field is highlighted with an orange border and contains the text 'Female'. Other fields include 'Date of birth' (May 5 23 1982), 'Mobile phone', 'Your current email address', and a CAPTCHA image showing 'Creek Side Rd'. There is also a 'Location' field with 'Issue state' and a checkbox for 'I agree to the Google Terms of Service and Privacy Policy'.

1.11 Backup Contact Information (Optional)

Script: Next, Amy enters her mobile phone number. This number will be used if she loses her password and needs help accessing her account.

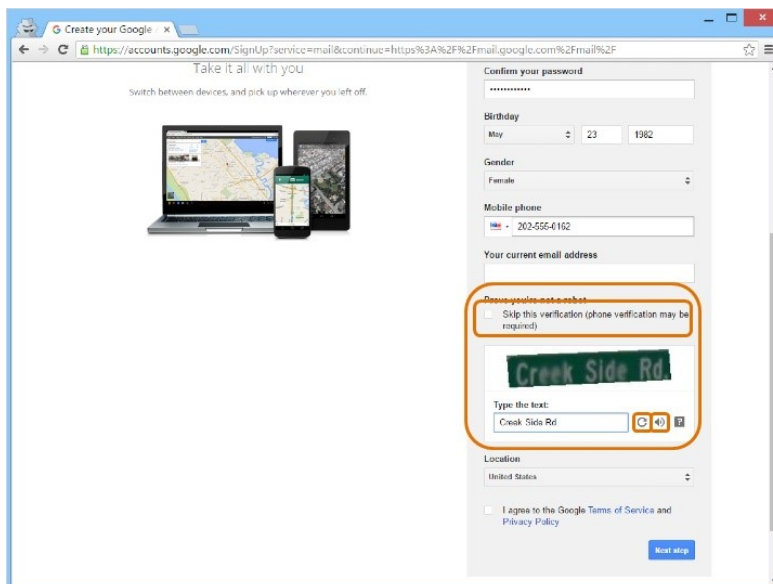
This is optional, but if you have a mobile phone I recommend you include it. If you have another email address, You also have the option to enter it here.



1.12 Check You Are Not A Robot

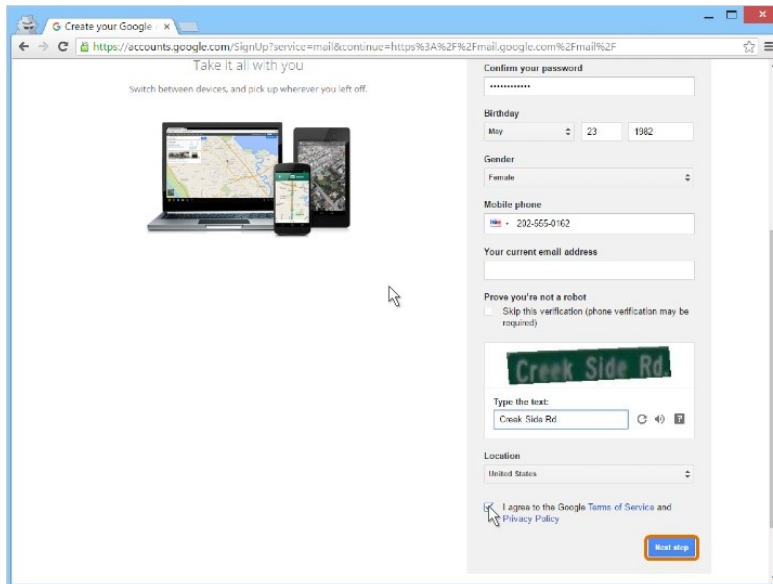
Script: In order to make sure that everyone who signs up for an email account is a person, Google will ask you to type the strange text under this section labeled “Prove you’re not a robot.” Sometimes, this can be pretty tough to read. If you have trouble reading them, you can press the refresh button to see a different word or the sound button to listen to an audio recording.

You can also skip this step if you would prefer receiving a code on your phone instead.



1.13 Email Provider Terms Of Service And Privacy Policy

Script: Finally, Amy agrees to Google's Terms of Service and Privacy Policy. Now that Amy is done completing this form, she clicks the "Next Step" button.



1.14 Welcome To Your New Email Account

Script: Amy's email is now all set up and she gets a welcome message from Google. She clicks on the blue button that says "Continue to Gmail" and goes to her inbox for the first time.

