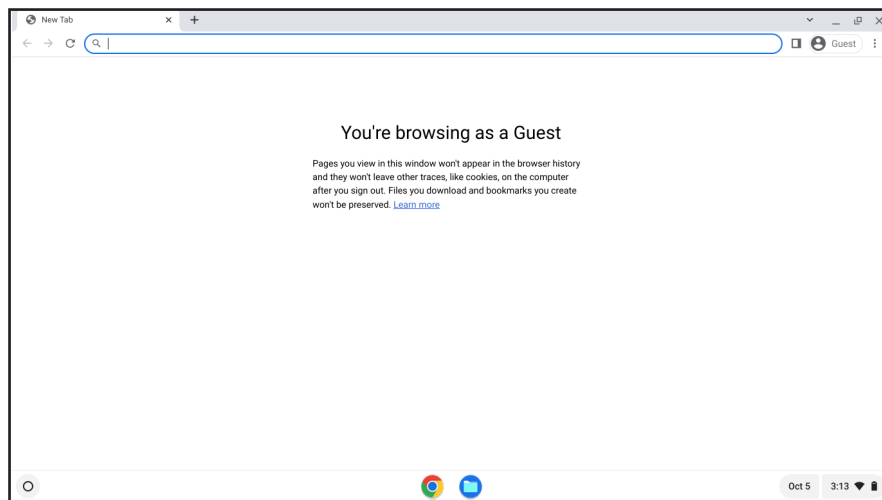# Signing Up for Gmail

Gmail is a free email account provided by Google. Gmail is just one of many free email services, but once you set up the account, you can send to and receive email from any email address.

Your Gmail account email and password are also your Google account username and password. You use these to sign in to your Chromebook!

The steps below go over how to set up a standard Gmail account.
If you need more support, call the Senior Planet in Montgomery Tech Hotline, Monday - Friday, 9am - 8pm Eastern: (240) 753-0676.

1 After you select Browse as Guest to start using your Chromebook, the Chrome web browser may automatically open to Guest mode.
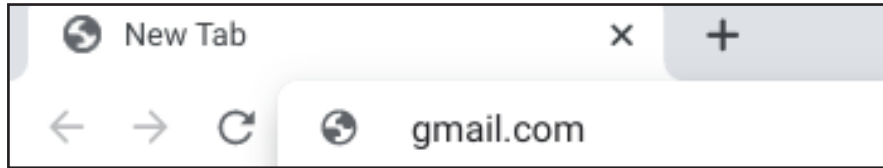

If your screen doesn't look like the image above, look for the **Chrome icon** on your screen and click it to open the web browser.
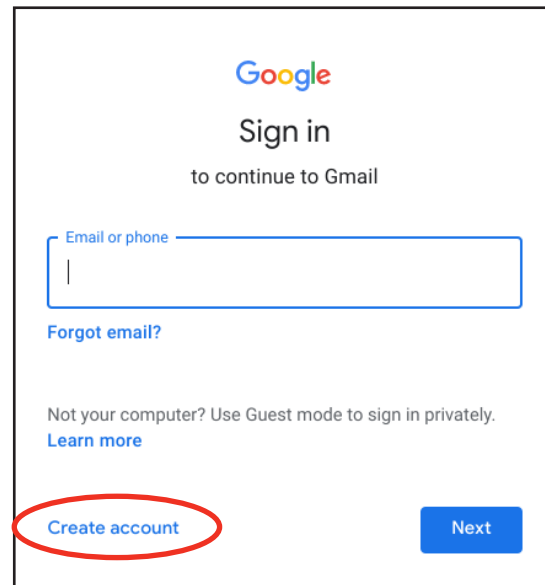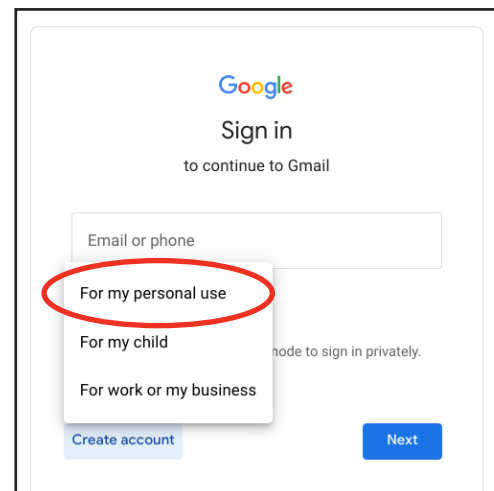
2 Type "gmail.com" in the address bar at the top of the screen. Then, hit **Enter** on your keyboard.

3 Click **Create account** below the box to sign in.

4 In the window that opens, click **For my personal use**. From there, you'll start the sign-up process for your Gmail account!

Selecting a Username & Password

1 Enter your name and then choose a username. If you get a message telling you that the username you want is not available, try something else. There are so many Gmail accounts, it's sometimes difficult to find a unique username, especially if your given name is common. Keep trying until you find one that is available. Do not include any spaces in your username.

2 Make sure your password is at least 8 characters long (no spaces) and has a combination of letters and numbers — symbols are good, too, but aren't required. Write down your username, password, and email address —this is your username followed by @gmail.com in the spaces below:

Username:

_____

Password:

_____

Email Address:

_____

Tips for a Strong Password

Coming up with a strong password can be a creative activity. You'll want to make sure it's easy for you to remember and impossible for anyone to guess. One idea is to come up with a phrase or mantra that is meaningful to you, substituting letters with numbers and symbols, e.g. "@" for "a" or "1" for i, the possibilities are endless! Here are a few examples:

- "I love pasta!" = "1lov3P@$t@!"
- "Coffee is gold" = "coff3315g0ld"

Another good tip is to use a line from a book, poem, or song that is meaningful to you.

A popular article on seniorplanet.org talks about how inspirational quotes can help you achieve your goals, becoming like a mantra. Here are a few examples from the article. These are great passwords, but don't use any of these because they're publicly available!

Strong password	Stronger passwords
Walk2milestoday	WALK2M!LE$2day
Keepitlockeddown	K33p!tL0CK3dD0Wn
learnfromanyone	l3@rNfr0M@ny0n3

Finish Signing Up

1 You'll see your new email address at the top of the next page.
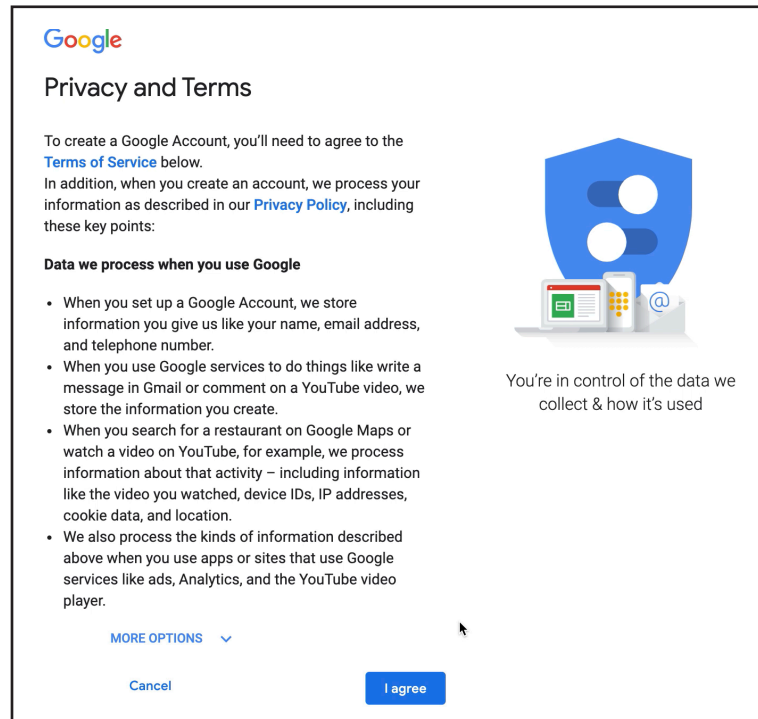

2 Enter a mobile phone number. Although this is optional, it's strongly recommended that you enter a cell phone number. If you ever forget your password or get locked out of your account, having a cell phone number associated with your account makes resetting your password much easier.

3 Enter a recovery email if you have one. Again, this can help you regain access to your account if you get locked out.

4 You must enter your birthday and gender to continue with the sign up process.
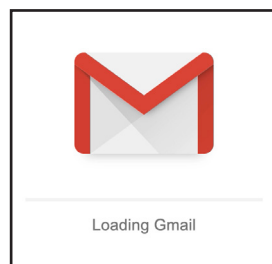
Finish Signing Up, Cont'd

5 Scroll down the page to accept the Privacy & Terms. You can read these as closely as you like. When ready, click **I agree** to continue creating your new Gmail account.
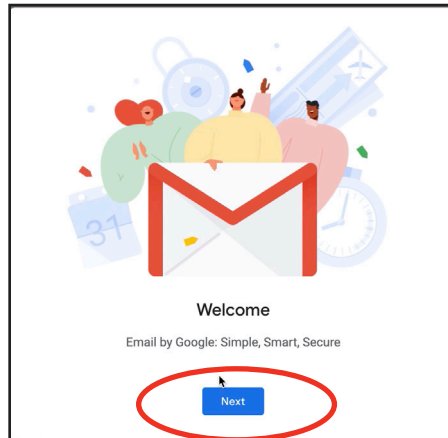

It may take several minutes before you reach the next screen. This is because Google is creating, in real time, your new Gmail address.
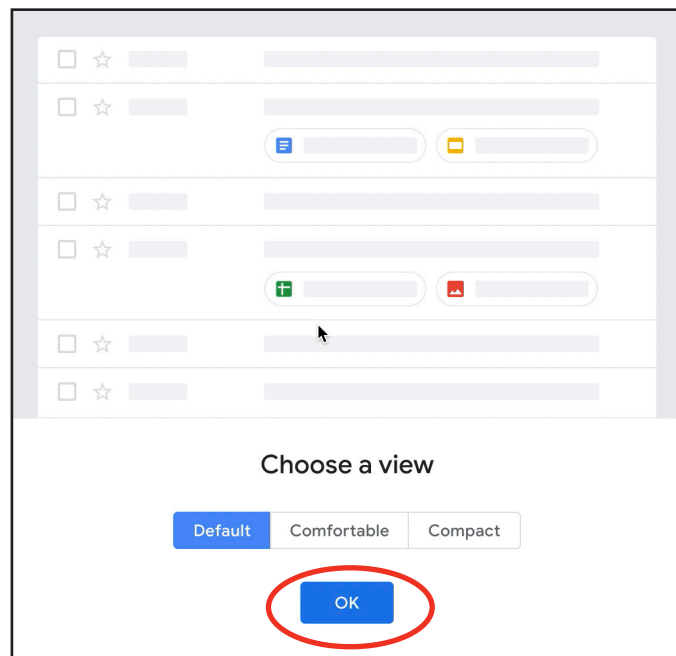
Your New Gmail Account

1 The Welcome notification lets you know that you've successfully created a new Gmail address! Click **Next** when ready.

2 Pick a view for your inbox that you're comfortable with. You can click on each option for a preview. Click **OK** when ready. You can always change this later in **Settings**.
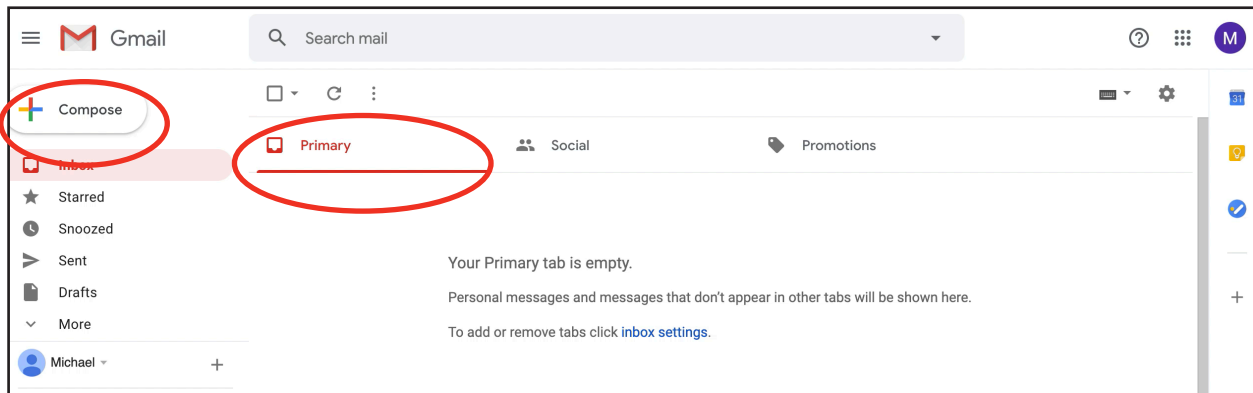
Your Inbox

Since your Gmail address is brand new, your inbox will be empty. Any personal emails that come in, will appear under the **Primary** tab.
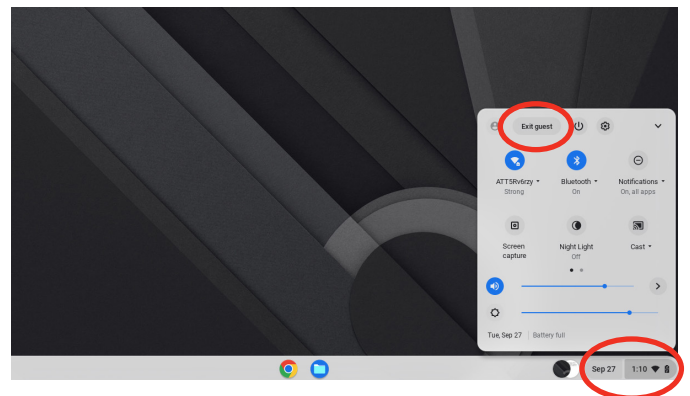
Click the **Compose** button in the column on the left-hand side of your screen to start sending emails!

Signing in to Your Chromebook

Now that you have a Google (Gmail) account, you can get the most out of your Chromebook. Exit Guest mode and sign in using your new Gmail address and password.

1 Open the **tray** in the bottom right corner of the screen and select **Exit Guest**.

2 On the next screen, click **Add Person**. Then, follow the prompts to sign in using your new Gmail address and password.