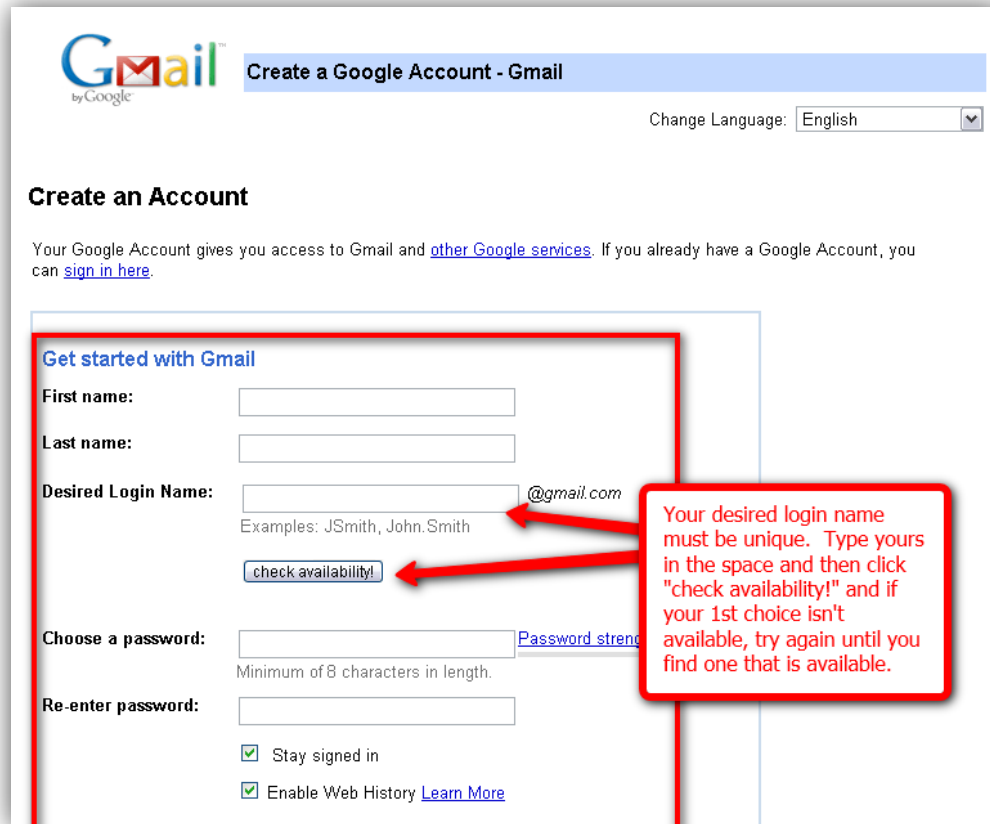


Step-By-Step Gmail Instructions

1. Go to <http://mail.google.com/mail/signup> to create your Google Gmail account



The screenshot shows the Gmail account creation page. At the top left is the Gmail logo with 'by Google' underneath. To its right is the text 'Create a Google Account - Gmail'. Further right is a 'Change Language' dropdown menu set to 'English'. Below this is the heading 'Create an Account' followed by a paragraph: 'Your Google Account gives you access to Gmail and [other Google services](#). If you already have a Google Account, you can [sign in here](#).' The main form area is titled 'Get started with Gmail' and contains several fields: 'First name:', 'Last name:', 'Desired Login Name:' (with a dropdown menu for '@gmail.com' and examples 'JSmith, John.Smith'), a 'check availability!' button, 'Choose a password:' (with a 'Password strength' indicator and 'Minimum of 8 characters in length.'), and 'Re-enter password:'. At the bottom are two checkboxes: 'Stay signed in' and 'Enable Web History' with a 'Learn More' link. A red box highlights the 'Desired Login Name' field and the 'check availability!' button. A red callout box with arrows pointing to these elements contains the text: 'Your desired login name must be unique. Type yours in the space and then click "check availability!" and if your 1st choice isn't available, try again until you find one that is available.'

(this form continues on the next page)

2. Complete the rest of the Gmail signup form and then submit it

Security Question: Choose a question ...
If you forget your password we will ask for the answer to your security question. [Learn More](#)


Answer:


Recovery email:
This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. [Learn More](#)

Location: United States

Birthday:
MM/DD/YYYY (e.g. "7/22/2010")

Word Verification: Type the characters you see in the picture below.




Letters are not case-sensitive

Terms of Service: Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.

With Gmail, you won't see blinking banner ads. Instead, we display ads that you might find useful that are relevant to the content of your interests. [Learn more](#)

[Printable Version](#)

[Terms of Service](#)

Welcome to Google!

1. Your relationship with Google

By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).

Enter an email address here that you already own.

When done entering all your details, click this button

3. After submitting the form and Google accepts it, you see this Congratulations page

Gmail
by Google

Introduction to Gmail

Congratulations!
You've successfully signed up for Gmail! Here's a quick run through to help you get started and comfortable.

[Click here](#) [Show me my account »](#)

Archive

Archive instead of delete
Tidy up your inbox without deleting anything. You can always search to find what you need or look in "All Mail."

Chat and video chat
Chat with your contacts directly within Gmail. You can even talk face-to-face with built-in video chat.

Labels instead of folders
Labels do the work of folders with an extra bonus: you can add more than one to an email.

©2010 Google - [Terms](#)

4. That's all there is to it. Your Google Gmail account is now officially set up.

The screenshot shows the Gmail interface for the account **ericuibc@gmail.com**. The top navigation bar includes links for **Gmail**, **Calendar**, **Documents**, **Web**, **Reader**, and **more**. The main header features the Gmail logo, a search bar, and buttons for **Search Mail** and **Search the Web**. The left sidebar contains navigation options: **Compose Mail**, **Inbox (3)**, **Buzz**, **Starred**, **Sent Mail**, **Drafts**, **Personal**, **Travel**, **6 more**, **Contacts**, and **Tasks**. A **Chat** window is open at the bottom left, showing a contact named **Eric Uibc** with a status of **Set status here** and a **talk** icon. The main content area displays an email from **Gmail Team** with the subject **Import your contacts and old email**, dated **9:19 pm**. A red rectangular box highlights a message within the email that reads: **You did it! ;-)**
 Please write down your new Gmail email address and your password and bring them with you to the training. Below the email, there is a status bar indicating **You are currently using 0 MB (0%) of your 7479 MB.** and a footer with copyright information for 2010 Google.