

Create

Creating a Gmail Account

In this lesson we set up a Gmail account so that we can use both the email and Play Store apps

If You Already have a Gmail account but you haven't signed into it on your tablet go straight to Lesson 2

It may also be that your tablet already has an account created and signed in already so check with your tutor before attempting this booklet

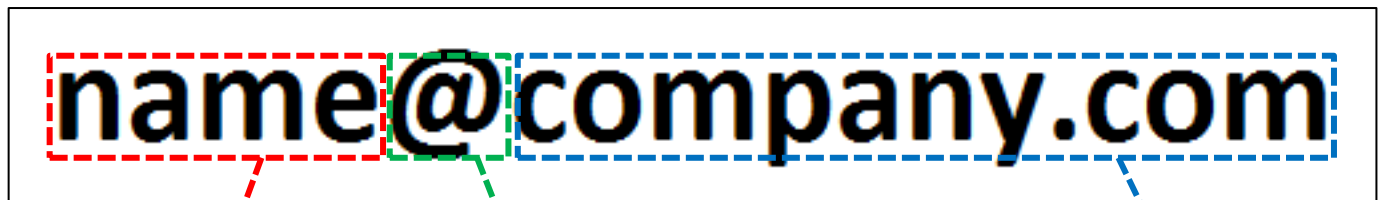
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In this lesson we're going to create an email address with Gmail which you will be able to use to send and receive emails from friends, relatives and companies.

Your email address has to be as unique as your own home address so that only you receive messages sent to it. It's frequently the case that when you go to create your email address that someone else in the world with your name has already claimed that address so you may need to add something like your year of birth at the end

Every email address has structure shown below and is one single word with no spaces. Let's examine each element:



This will be your full name but there may already be someone with your name who has claimed this email address already. If that is the case you will likely have to add a number at the end (such as your year of birth) to make sure the email address is complete unique

This is called an "at symbol" and enables your computer to recognise this as an email address - without this symbol your computer will just see it as a long word

This will be the name of the company you've chosen to have your email with - in this case it's GMAIL but you can also have HOTMAIL, YAHOO and many others with .COM at the end (there are other endings such as .CO.UK or .ORG.UK which you'll see when people give you their email addresses)

Lesson 1: Creating An Account

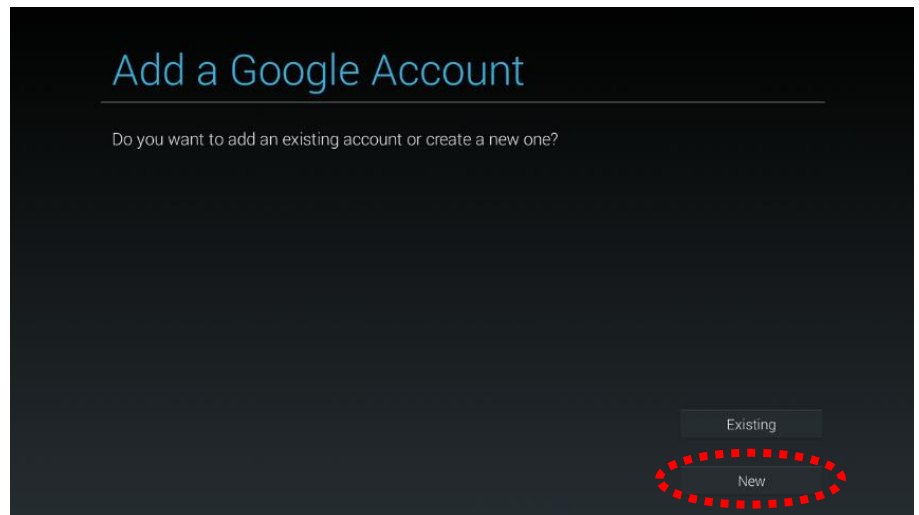
1. Tap the All Apps button.



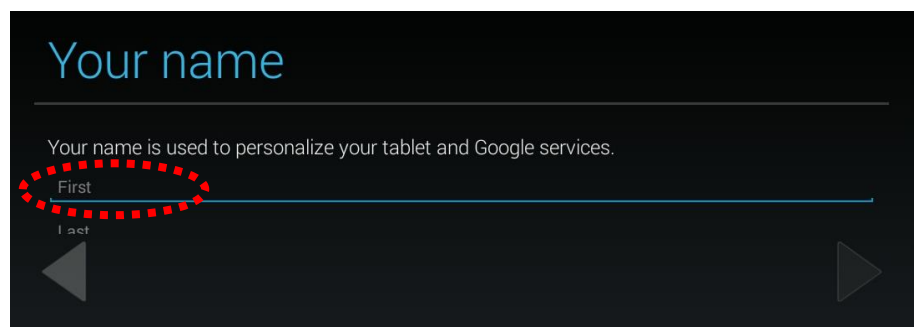
2. Tap the Gmail App



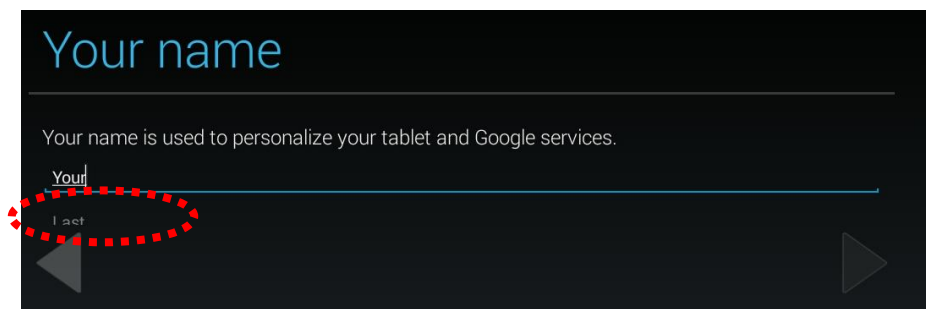
3. Tap the button that says "New"



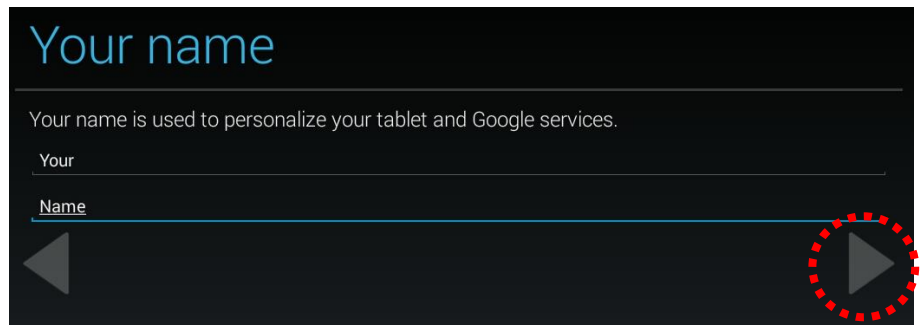
4. Tap where it says "First" and type your first name



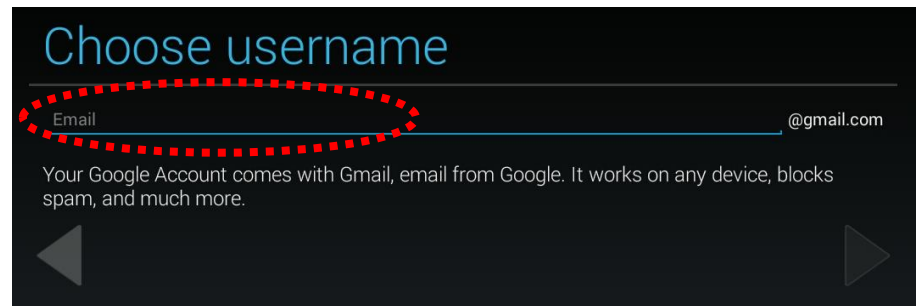
5. Tap below where is says "Last" and type your surname



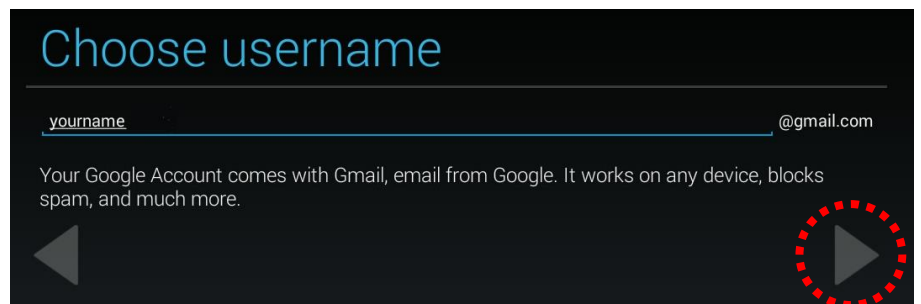
6. Tap the grey arrow at the right



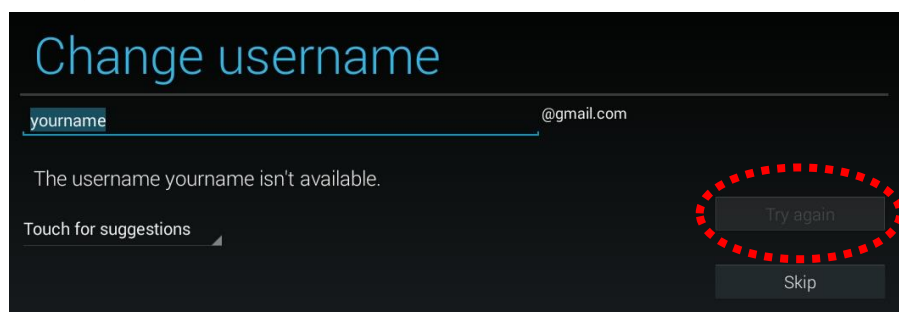
7. We're now going to choose our email address - tap into the box that says email



8. Type your full name with not spaces and hitting the grey arrow at the right



If you find your name has already been claimed this screen will appear:

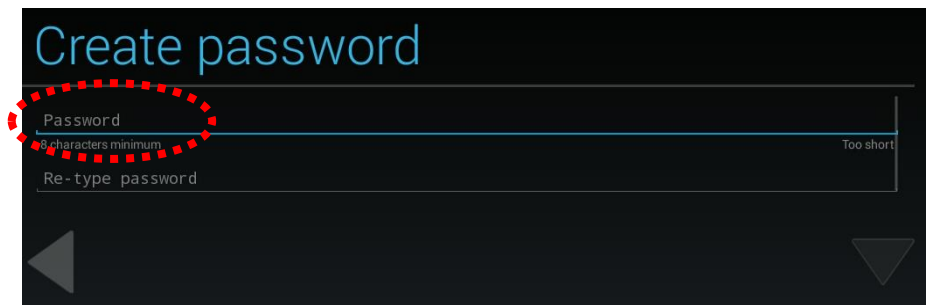


If this does happen, try typing in your full name again (with no spaces) and add the year of your birth too (FOR EXAMPLE: yourname1960) and tap "Try Again"

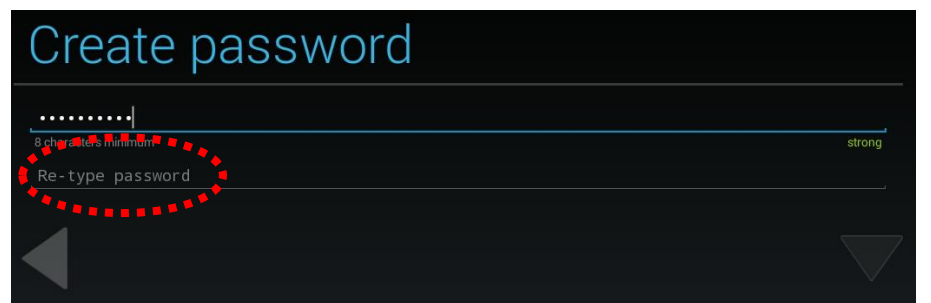
We're now going to create a password so that only you can access this Gmail account in future. Imagine it like a key to a PO box at the post office. It needs to be EIGHT characters long and should have at least one capital letter and at least one number. We suggest using the name of the street you grew up on and then the number of the house.

For example: Buchanan32

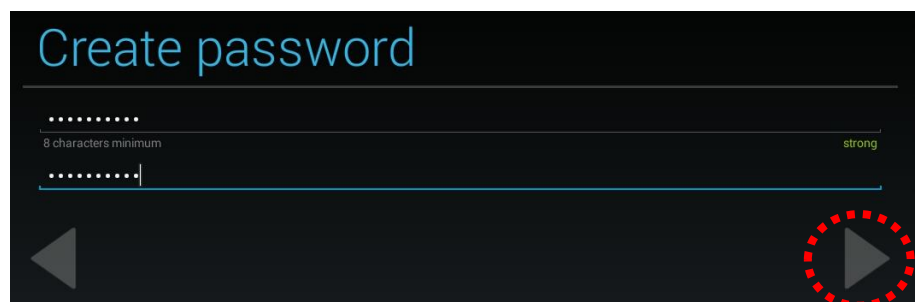
9. Tap where it says "Password" and type the password you've chosen. For security all the letters you type will turn into white dots so that no one else can see them



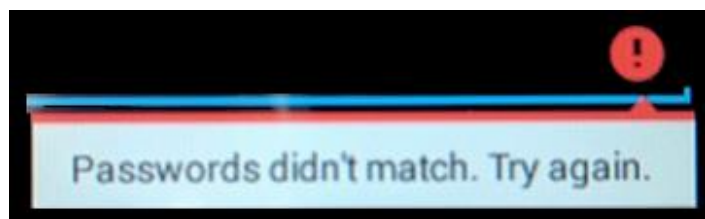
10. Tap where it says Re-Type password and type it again



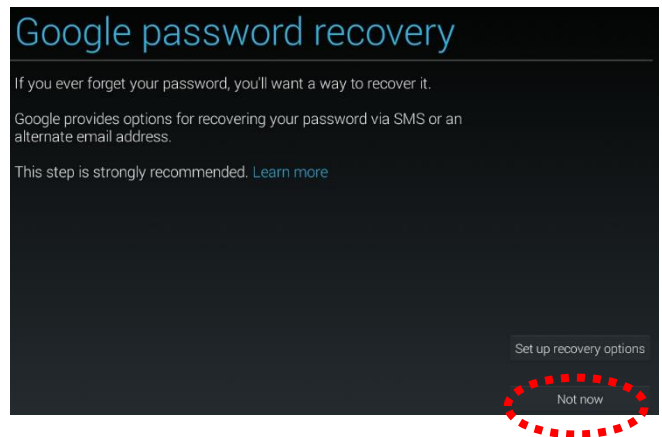
11. Tap the grey arrow at the right



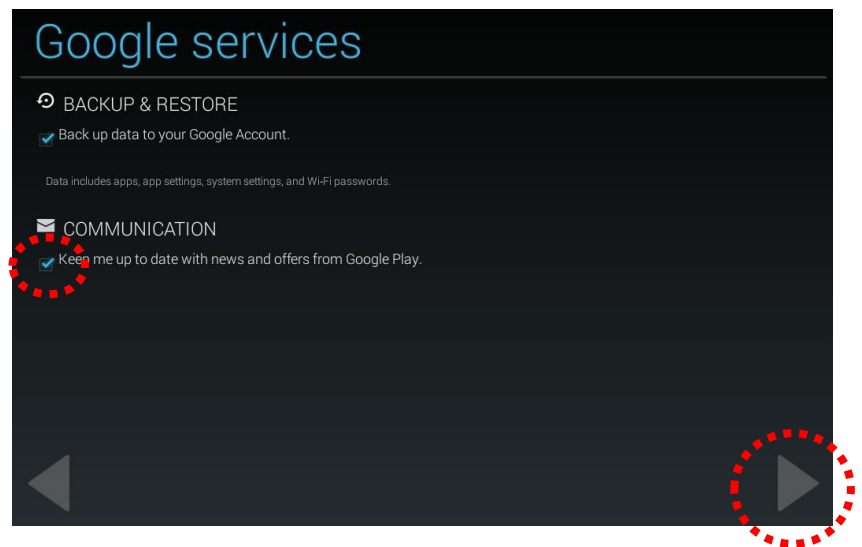
If the passwords you typed don't match this message will appear and you will have to delete what you've typed and start again



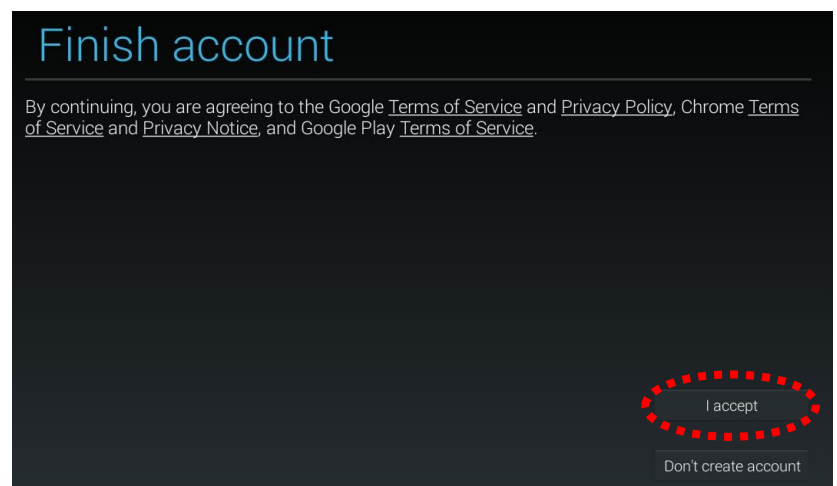
12. On the next screen tap “Not Now”



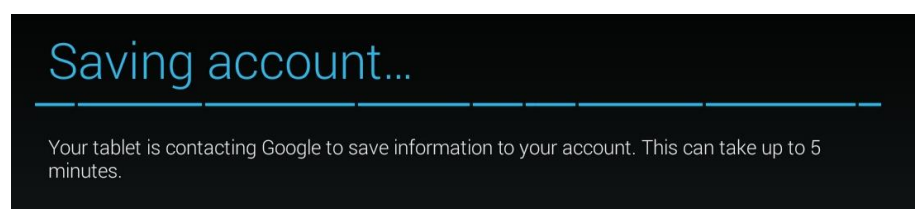
13. On the next screen tap on the blue tick below “Communication” so it disappears and tap on the grey arrow to the right



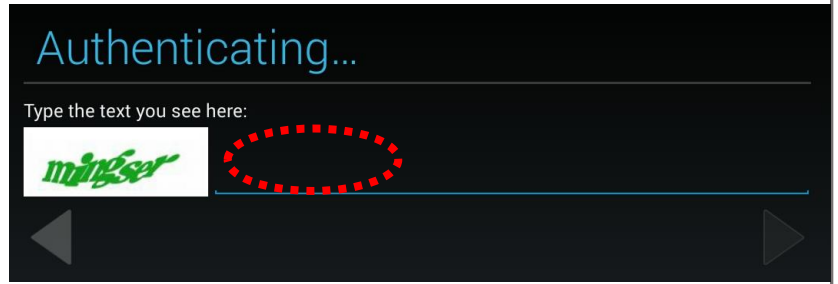
14. On the next screen tap “I accept”



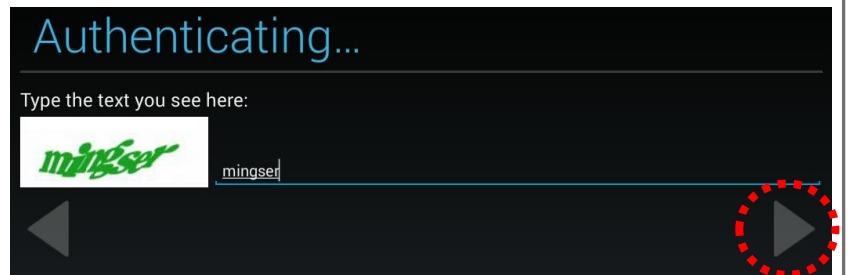
15. This screen will appear and may take a few minutes



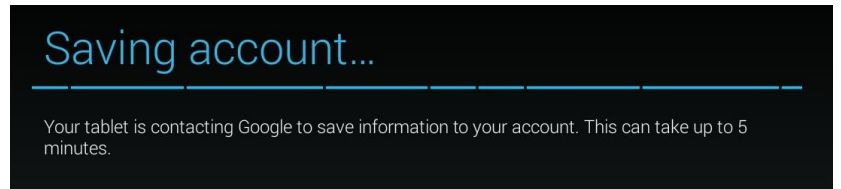
16. Finally (and mostly fiddly) tap into the space beside the white box and type EXACTLY what the text says in the white box (including capital letters if there are any)



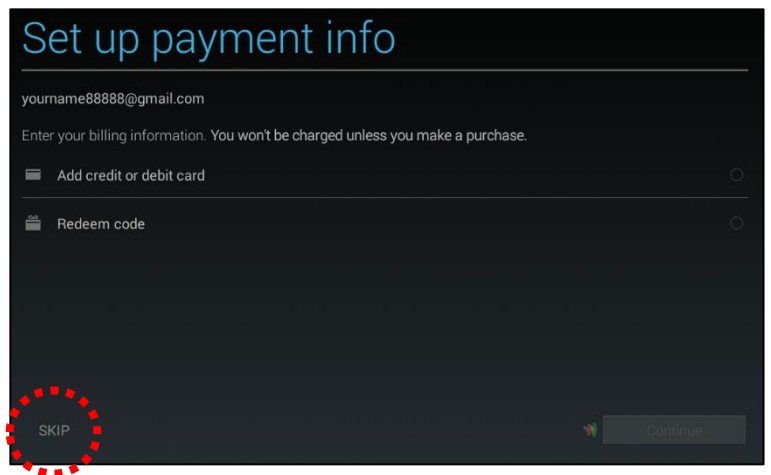
17. Tap the grey arrow to the right (if you have typed anything wrong it will come back with another bit of text and you'll have to try again)



18. This screen will appear again and may take a few minutes



19. On the next screen tap "Skip"



20. Shortly you should be taken to the Gmail app. Press the home button to close it.



Your Gmail account is now ready to use! You can now download apps from the Play Store and send and receive emails using the "Installing and Uninstalling Apps" and "Using Blue Mail" booklets as a guide

Lesson 2: Signing Into An Existing Gmail Account

If you have already completed Lesson 1 you do not need to complete this lesson!!

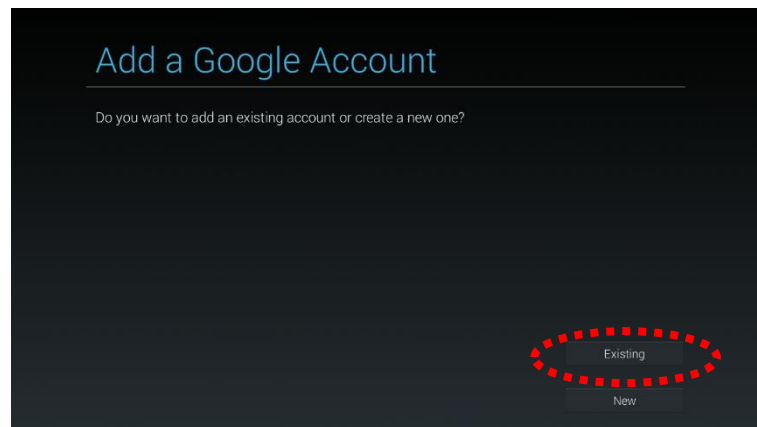
1. Tap the All Apps button.



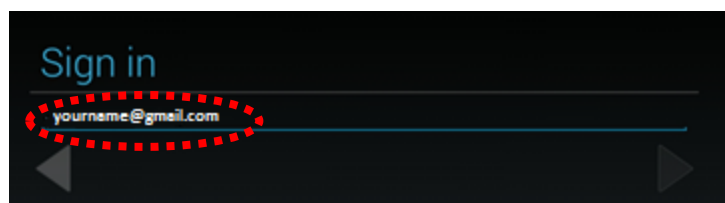
2. Tap the Gmail App



3. Tap the Gmail App



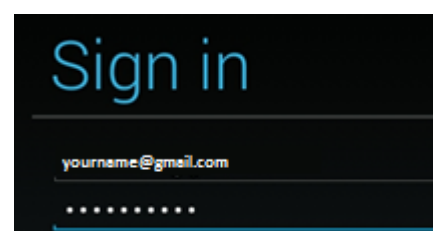
4. Tap into the "Email" box and type your full email address.



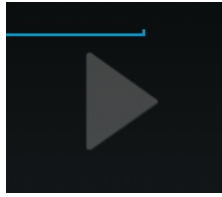
5. Tap the downwards arrow at the bottom of the screen to make the keyboard disappear.



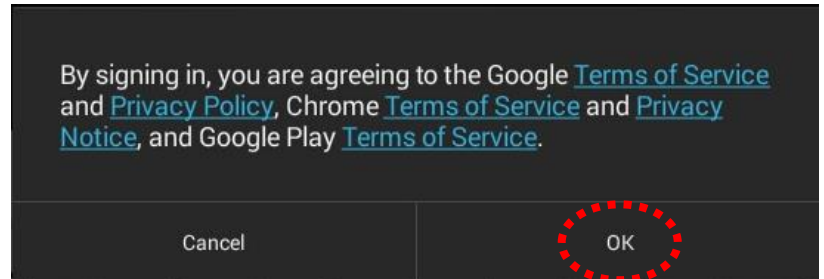
6. Tap into the password box and type in your full password (the letters will turn into dots for security so that no one can see what you typed in)



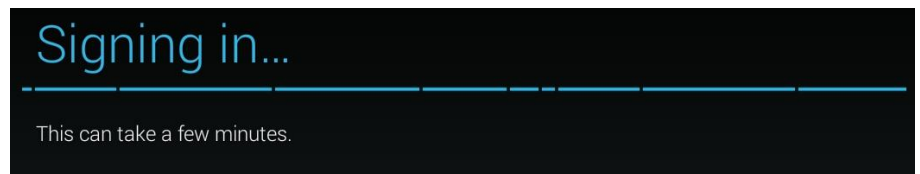
7. Tap the grey arrow to the right



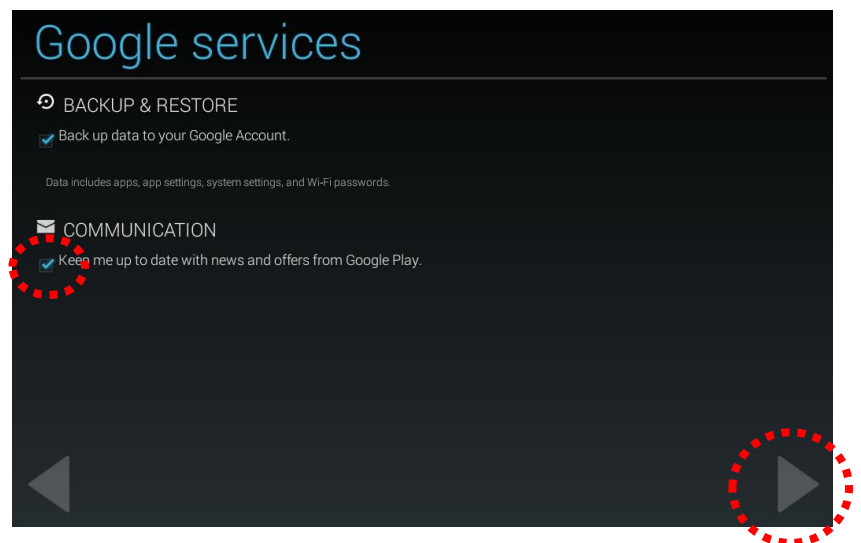
8. When this box appears tap "OK"



9. This screen will appear and make take a few minutes



21. On the next screen tap on the blue tick below "Communication" so it disappears and tap on the grey arrow to the right



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