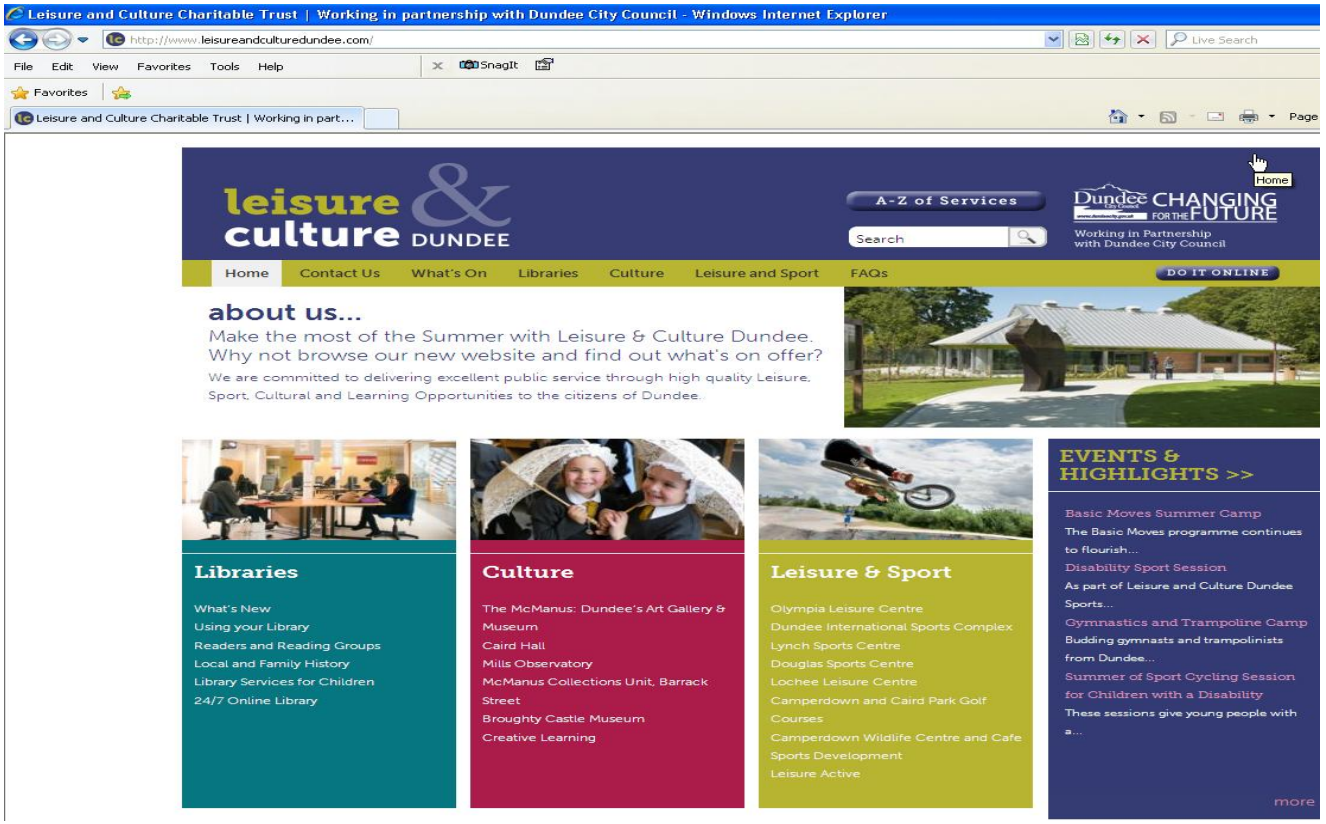
Creating Your Gmail Account

Home Page

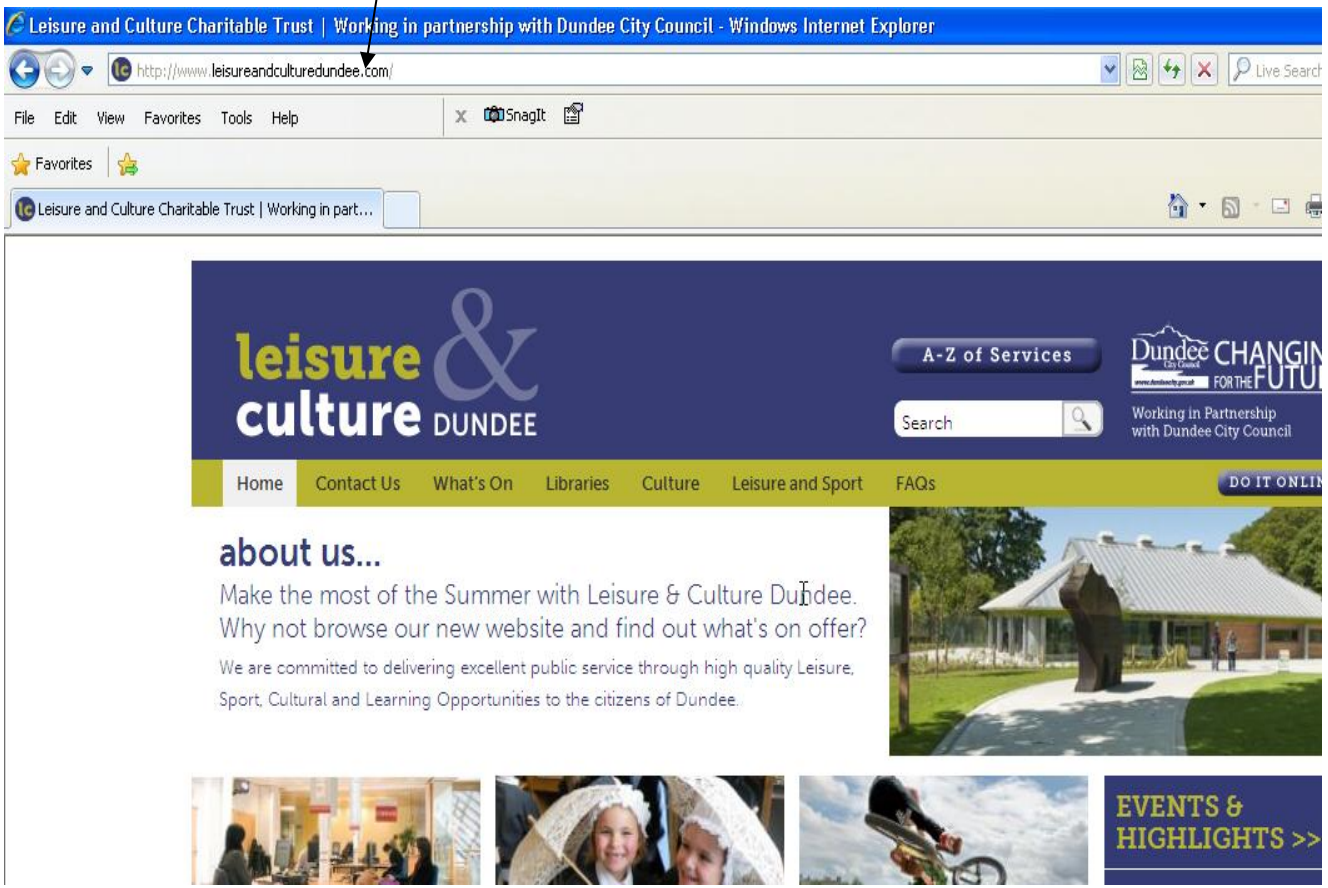
The home page is the first page that you see when you access the internet. In the Libraries the Home Page looks something like this.



Search Engine

To access a search engine click here with your mouse and type the following

www.google.com

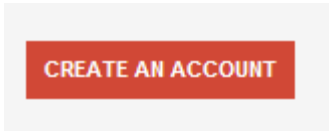


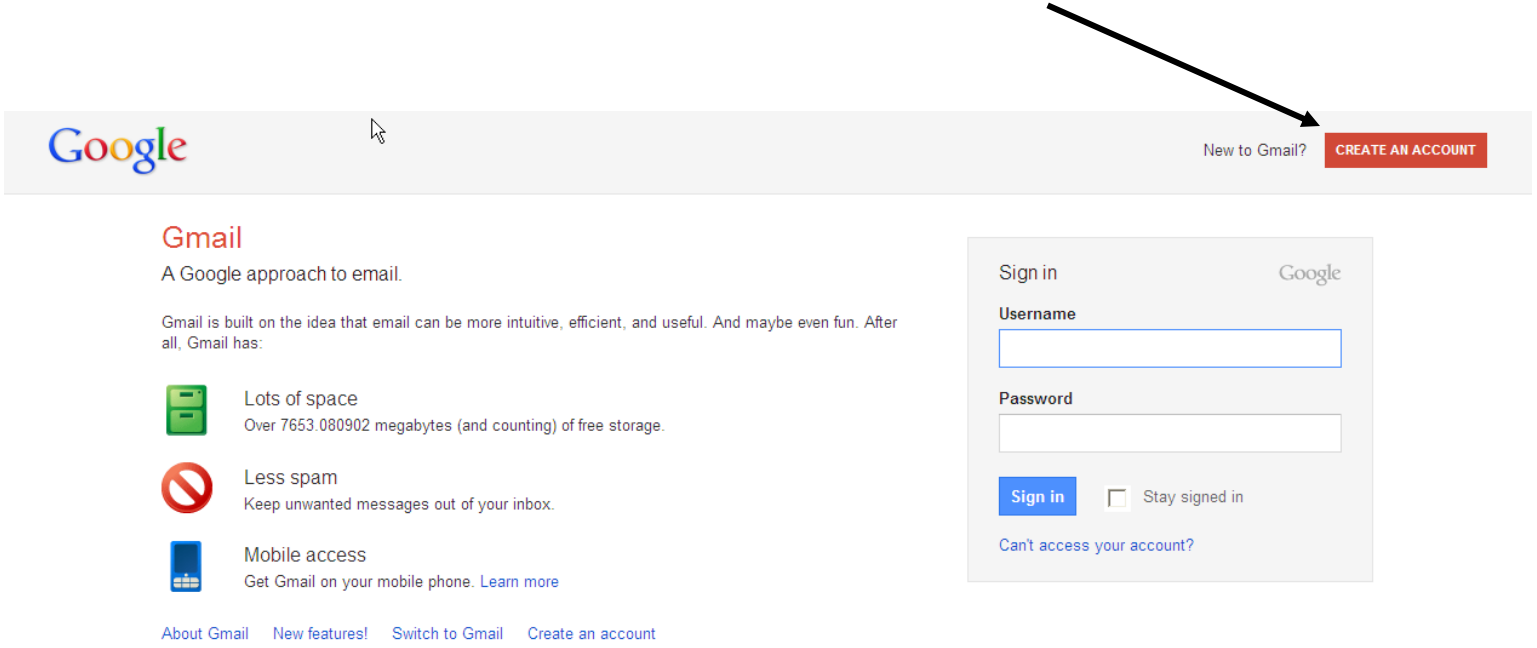
Google Home Page

To create you Gmail click Gmail with your mouse

Create Your Gmail

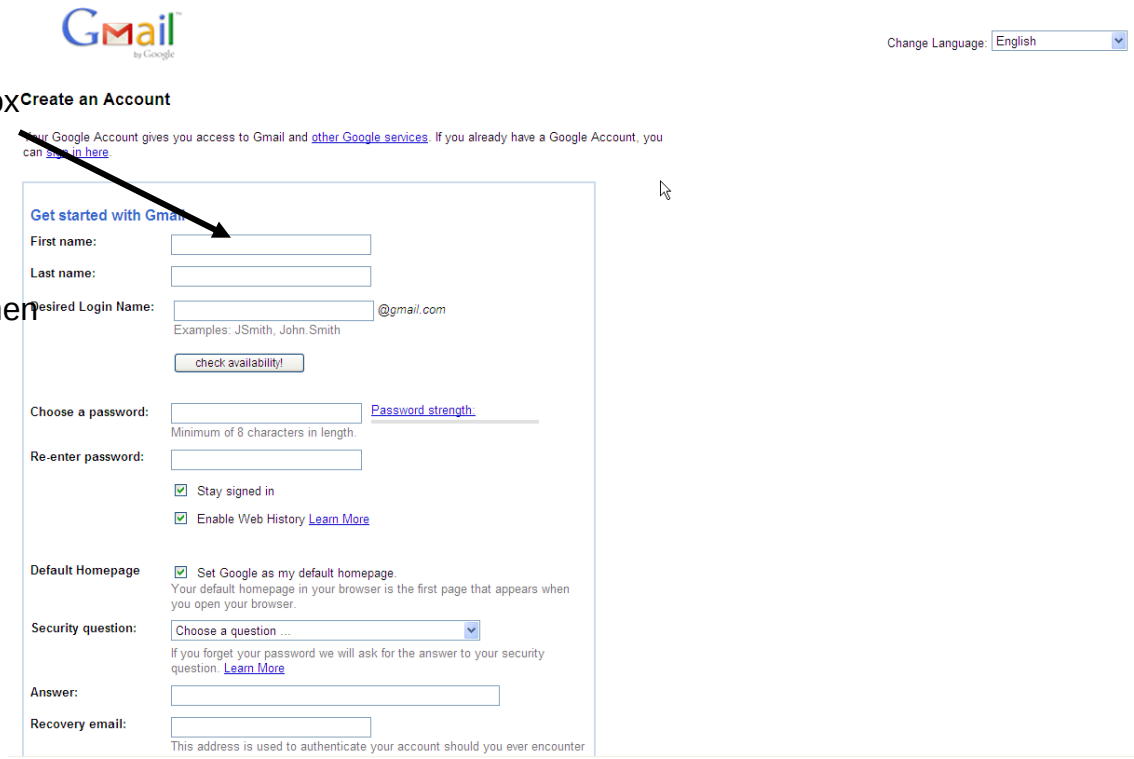
To start creating your email click





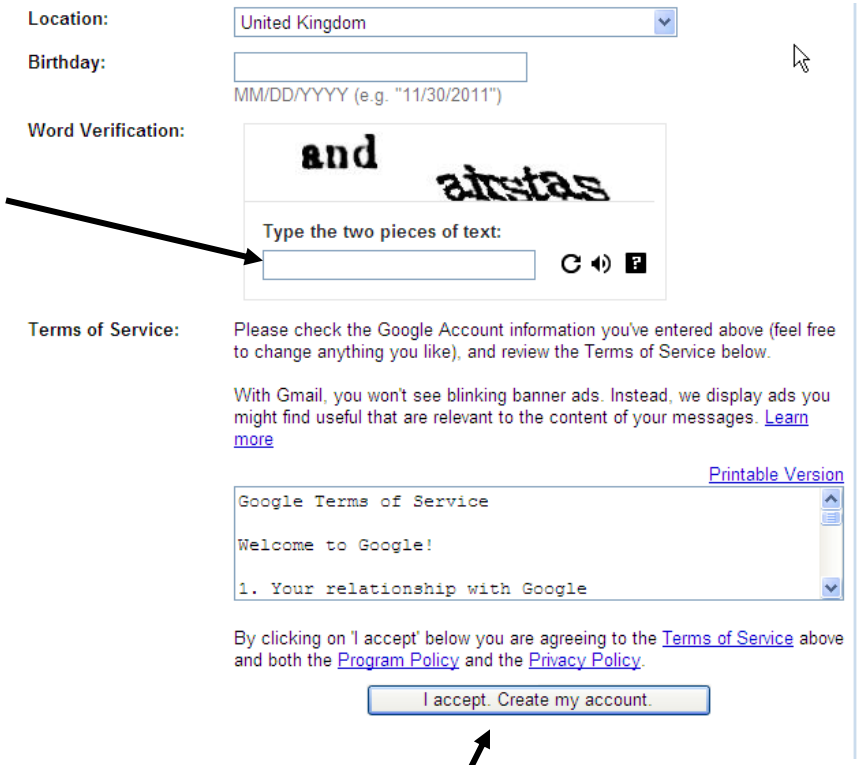
Personal Details

- Use your mouse to click in the first name box then fill in your details.
- Press the Tab key and enter your Surname
- Press the Tab key and fill in your Birthday, then the month and year with your mouse.
- Press the Tab key – Then enter your E-mail Address.
- You will need to fill in all the boxes

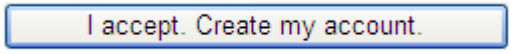


Personal Details Continued

Remember to copy the Word verification exactly

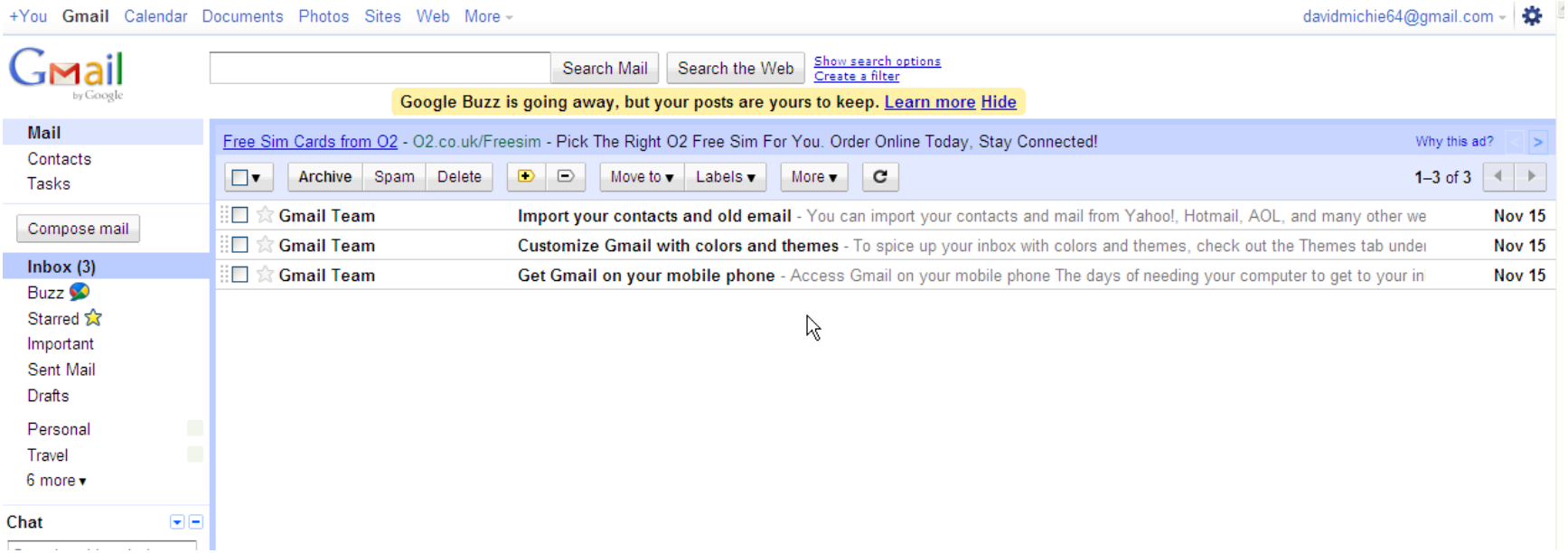


When you have completed all the boxes click on



GMail

You have created you Gmail address and are now ready to use you Email



Please ask at your Library for the User Guide using your Gmail a