

Use the steps below to acquire a FREE Google Email! It is Quick & Easy to acquire Gmail!

@ Good Idea is to **Print Out** this page of directions before starting! @

Procedure to acquire a FREE Email with Google (username@gmail.com)

1. Go to Google **www.google.com**
2. At the top for the Google Search Engine, Click on **Gmail**
3. At bottom right, Click "**Create an Account**" Button (Remember to **write down** all information!)
4. When the online data base (**online boxes are data entry**) appears, fill in all of the boxes...

Suggestion: Use your Initials & last name for "username" ((**Thomas E. Love**)))

telove@gmail.com (You might need some numbers after last name. **Maybe!**)

Suggestion: Use a password to **easily remember**. **GOOD passwords have Ns & Ls...**

Remember to write down all information! Username & Passwords as you go along!

5. After filling in all the **Data Base boxes** **then** at the bottom click: (**I accept. Create my account.**)
6. If you are told to redo something in Gmail Data Boxes **then** redo it **and** submit again...
7. After all has been accepted **then** Click at **Top Right** corner: (**Show me my account...**)
8. Gmail is very easy and simple to use **and** reminds user to put in a **subject** for each message... ☺
9. Again Gmail is very easy **and** quick to acquire... Good to learn **and** easy to teach students...
10. Your assignment for this activity is to **send me Email** with New Google Email! tlove@malone.edu
11. Teachers should know how to do acquire a Google Email **thus** Google Docs are automatic!

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12. **Now to Google Docs:** <https://docs.google.com/> on right enter **Username & Password**

@@@ **Wow!** That was really easy & simple and now you have Gmail & Google Docs accounts. @@@

@ If you select Cloud Computing Projects, **then** Learning Google Docs is required with (3) of the (4) left! @