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...

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

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

   <u>Suggestion</u>:   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! @

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