

How to Set up a Gmail account



- Go to mail.google.com
- Locate the New to Gmail? Box on the bottom right corner
- Click the Create an account button
[NOTE: even if you already have a Gmail account, it is recommended you set a new account up specifically for school use only. This will help protect your non-school privacy!]
- Fill in the required information, but uncheck the Stay signed in, Enable Web History, and Set Google as my default homepage boxes. If you have another email address you can set that as your Recovery email address. If not, just leave that box blank
- Write down your new Gmail account (user name) on the bottom of this sheet and turn it in on Tuesday so Ms. Taweh can add you to her address book
- Record your password in your planner so you don't forget

THESE STEPS MUST BE COMPLETED OUTSIDE OF SCHOOL!

When you use school computers, we all share the same IP address. If Google sees too many new account requests coming from the same IP address, they assume they are being SPAM-ed and will block the IP from setting up new accounts. Don't wait to do this before school on Tuesday morning!

Your Name: _____

Your Period: _____

Your Gmail address: _____@gmail.com_____