

#### PARENT GUIDE TO

# Setting Up a Free Email Account in Google or Yahoo

Pages 1 – 4 Steps to Setting Up a Google Email Account Pages 5 – 7 Steps to Setting Up a Yahoo Email Account



Setting Up a Free Email Account in Google (Gmail)	
Action	Screenshot
This brief guide will help you to set up a free email account with Gmail (Google). There are many free email providers you can use but this is one of the most commonly used.	
Start by opening up a web browser on your phone or computer and type in <u>mail.google.com</u> in the address/search bar. Examples of web browsers include Safari, Firefox, Google Chrome, Microsoft Edge.	$ \stackrel{\texttt{O}}{\leftarrow} \operatorname{New Tab} \times + \\ \stackrel{\texttt{C}}{\leftarrow} \rightarrow \operatorname{C}^{\texttt{A}}  \qquad $
If there are other people using your computer, you may see other available accounts to choose from. Before you continue, you will need to <b>Sign Out</b> of any other account. Click <b>Use another account</b> .	Google         Choose an account         Signed out         (2) Use another account         (2) Use another account         (2) Choose an account
Click Create Account. Click Next.	Google Sign in to continue to Gmail Email or phone Forgot email? Not your computer? Use Guest mode to sign in privately. Learn more Create account Next English (United States) • Help Privacy Terms
	Action This brief guide will help you to set up a free email account with Gmail (Google). There are many free email providers you can use but this is one of the most commonly used. Start by opening up a web browser on your phone or computer and type in mail.google.com in the address/search bar. Examples of web browsers include Safari, Firefox, Google Chrome, Microsoft Edge. If there are other people using your computer, you may see other available accounts to choose from. Before you continue, you will need to Sign Out of any other account. Click Use another account.



### Setting Up a Free Email Account in Google or Yahoo

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4 - Gmail	Select <b>For myself</b> .	
		Create account
		For myself
		To manage my business
		glis ,
5 - Gmail	Enter your <b>First Name</b> and <b>Last Name</b> in the boxes provided. Choose a <b>Username</b> . You may want to choose something <i>unique</i> that includes your first and last name so that people can identify that it is you by looking at your email address. Also, consider choosing a name that is appropriate for communicating with your child's school.	Create your Google Account         to continue to Gmail         First name         Usemane       @gmail.com         Vase as one setters, numbers & periods         Des go more characters with a mix of letters, numbers & semiols         Sign in instead       Netter
	Choose a <b>Password</b> with 8 or more characters, including letters, numbers and symbols (!,@,?, &, etc.). Write down your password and keep it in a safe location. <b>Confirm</b> your password by typing it in again.	English (United States) • Help Privacy Terms
	Click Next.	
6 - Gmail	You will get a personalized welcome from Google with your new email address listed.	Google , welcome to Google ® 468@gmail.com
	You have the option to add a phone number and recovery email, just in case you ever forget your email password.	Phone number (optional)      Well use your number for account security. It wort be visible to     others.      Recovery email address (optional)      Well use it to keep your account secure      Month      Day     Year
	Add your <b>Month, Day</b> and <b>Year</b> of birth and <b>Gender</b> .	Vour birthday Gender ~
	Click Next.	Why we ask for this information
		Back Next
7 - Gmail	Read the Terms and Service and if you are	
_	comfortable, click <b>I agree</b> at the bottom of the page.	lagree



	JOINTI Y SERVICES	
8 - Gmail	Next, sign in with the <b>email</b> and <b>password</b> you created in Step 5. Click <b>Next</b> .	Create account     Create account     Regularh (United States) •     Hi L:   @   Z458@gmail.com •     To continue, first verify it's you     Enter your password?     Next
9 - Gmail	If you didn't enter a recovery phone number or recovery email in Step 6, you will be asked to enter one again. You can <b>Confirm</b> to leave your account as it is or you can Update to enter a phone number and recovery email. These features are important if you ever get locked out of your account because you cannot remember your password.	Google Protect your account Constant in the set of your account of your account or if we notice suspicious activity Recovery phone number No phone number No phone number No procovery email UPDATE

## Setting Up a Free Email Account in Google or Yahoo



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10 - Gmail	Congratulations! You now have an email account.	
	Click Next.	
		Engineering and a second a
11 - Gmail	Choose a view. If you are unsure about which to choose, select <b>Default</b> . You can always change at another time.	
	Click <b>OK</b> .	
		Choose a view           Default         Comfortable         Compact
		ок
	ratulations on opening your email account! For your fi ment to someone you care about – a family member, principal.	rst email, consider writing a note of
	ment to someone you care about – a family member, l	rst email, consider writing a note of
encourage	ment to someone you care about – a family member, principal. To write an email, select <b>Compose</b> in the upper left	rst email, consider writing a note of loved one, or even your child's teacher or
encourage 12 - Gmail	ment to someone you care about – a family member, principal. To write an email, select <b>Compose</b> in the upper left corner. Type in the email address of the person you want to	rst email, consider writing a note of loved one, or even your child's teacher or
encourage 12 - Gmail	<ul> <li>ment to someone you care about – a family member, principal.</li> <li>To write an email, select Compose in the upper left corner.</li> <li>Type in the email address of the person you want to send the message to on the To line.</li> <li>The Subject is usually a summary of what your email is about, ex. Missing Assignment, IEP Meeting,</li> </ul>	rst email, consider writing a note of loved one, or even your child's teacher or



#### Setting Up a Free Email in Yahoo

Change	Setting Up a Free Email in	
Steps	Action	Screenshot
	This brief guide will help you to set up a free email account with Yahoo. There are many free email providers you can use but this is one of the most commonly used.	
1 – Yahoo	Start by opening up a web browser on your phone or computer and type in <u>mail.yahoo.com</u> in the address/search bar. Examples of web browsers include Safari, Firefox, Google Chrome, Microsoft Edge.	ychoo!
2 – Yahoo	Click on <b>Create an account</b> .	ychoo. Sign in to Yahoo Mail using your Yahoo account
		Username, email, or mobile          Next         ✓ Stay signed in       Forgot username?         Create an account
3 – Yahoo	Enter your <b>First name</b> , <b>Last name</b> and the <b>Email</b> address you would like to use.	
	Choose a <b>Email address</b> . You may want to choose something <i>unique</i> that includes your first and last name so that people can identify that it is you by looking at your email address. Also, consider choosing a name that is appropriate for communicating with your child's school. Choose a <b>Password</b> with letters, numbers and symbols (!,@,?, &, etc.). Write down your password and keen it in a safe location	Sign up for Yahoo Mail Create a Yahoo email address First name Last name Email address @yahoo.com Iwant to use my current email address Password +1  Mobile phone number Birth Month  Day Year Gender (optional) By clicking "Continue", you agree to the Terms and Privacy Policy
	and keep it in a safe location. Enter a <b>Mobile phone number</b> so Yahoo can send you a verification code for this email account.	Continue Already have an account? Sign in

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	Enter your <b>Birth Month</b> , <b>Day</b> , and <b>Year</b> . You may also enter your <b>Gender</b> .	
	Click <b>Continue</b> .	
4 – Yahoo	You can choose to have a verification code texted to you or to receive a call with a code.	Verify your phone number
	Make your selection and click <b>Text me a verification</b> code or Call me with a verification code.	+1 = (323)
	Enter the code you receive.	We will send a verification code to
		Message and data rates may apply
		Text me a verification code
		or
		Call me with a verification code
5 – Yahoo	Click <b>Continue</b> to move on.	
		$(\checkmark)$
		$\smile$
		Congratulations!
		@yahoo.com
		You can use this email address to access
		everything Yahoo
		Continue
		Do not sell my personal information D



6 – Yahoo	Your new Yahoo email account is now set up.		
Congratulations on opening your email account! For your first email, consider writing a note of encouragement to someone you care about – a family member, loved one, or even your child's teacher or principal.			
7 - Yahoo	To write an email, click on <b>Compose</b> . It is located in the upper left corner.	Compose	
8 - Yahoo	Type in the email address of the person you want to send the message to on the <b>To</b> line.	b         cc/rec           Saljest	
	The <b>Subject</b> is usually a summary of what your email is about, ex. Missing Assignment, IEP Meeting, Encouragement.	G	
	Write your message in the box under Subject. When you are finished, click <b>Send</b> .	<u>~</u> % ⊡ ₽ @   ∞ B <i>I</i> ♣ A … =	