



Connect Through Tech

Tech Coaching Quick Start Guide

Using a Smartphone to Communicate
with Family, Friends and Others

Create Email Account (Gmail) iPhone

*updated 4/7/2020
v 1.0*



©2019 DOROT, Inc.

For public use; please credit DOROT if possible



Connect Through Tech

Table of Contents

Benefits	3
Prerequisites	4
Introduction	5
Creating an Email Account	6



Connect Through Tech

Benefits

In order to reap the benefits of email, you must first set up an account. Why go through the set up process? Many people communicate by email. Companies are doing away with paper mail or offer an email option to save costs and be environmentally conscious. Online shopping sends tracking information and receipts through email. Emails are also used for longer communications and are a way to share valuable documents. Additionally, since text messages can only handle small amounts of pictures and videos, email is a great way to send larger numbers of pictures and videos at once and preserve their quality. And email through Google (Gmail) is completely free!



Connect Through Tech

Prerequisites

- iPhone with IOS 12.x or later
- Active mobile provider (e.g. Verizon, Sprint, AT&T)
- Apple ID added to iPhone



Connect Through Tech

Introduction

The word “app” is short for application. An application tells your phone how to do a related set of tasks. In this guide, you will learn how to create an email account through the mail app.

Email and texts have become the primary types of electronic communication used on smart phones. (Texts and emails are each covered in separate Quick Start Guides.)

Your coach will support you as you use this guide to set up your new email. Once you have set up this account, you will not need to revisit any steps in this guide. You should speak with your coach about using the mail app to compose, send and receive email. Please write or draw on the pages in any way that will help you.

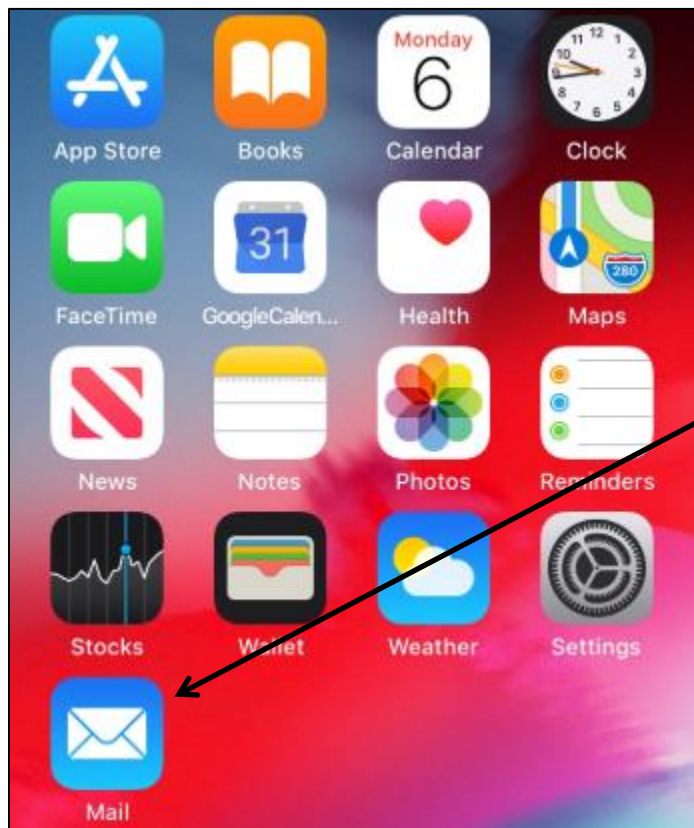
Different people like to communicate in different ways. When adding someone to your contacts, ask them if they prefer calls, text or email. Using their preferred method when you contact them will help you to get a quicker response.



Connect Through Tech

Creating an Email Account

Step 1. **Open** (start) the Mail App.

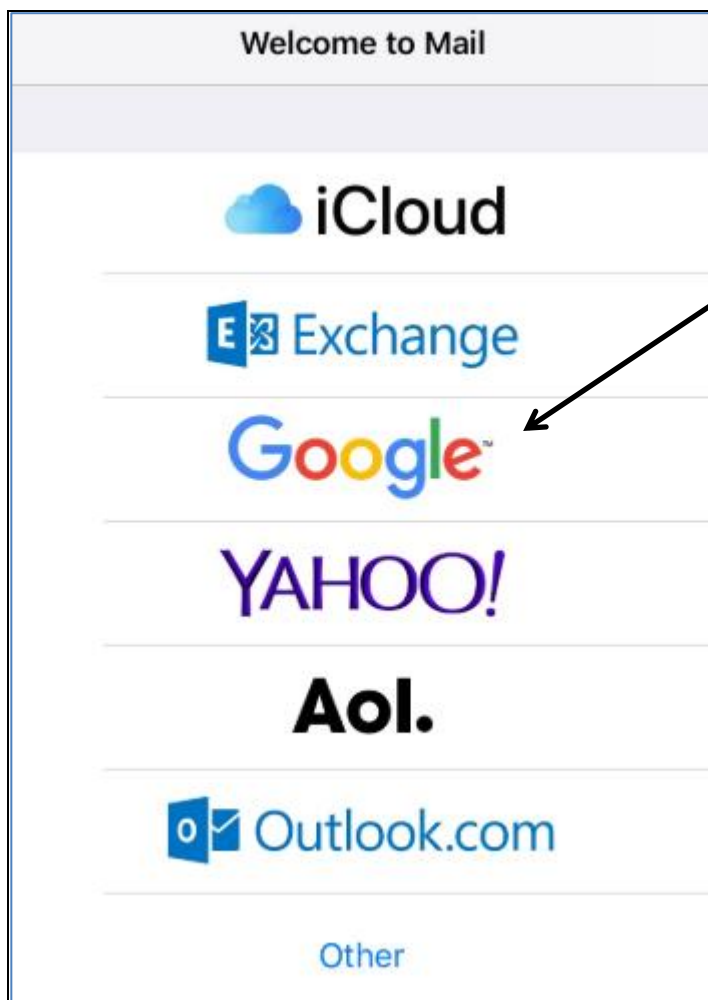




Connect Through Tech

Creating an Email Account (continued)

Step 2. From list of email providers, we recommend you choose *Google*. Google's email program is called Gmail, and is very widely used. It is completely free.

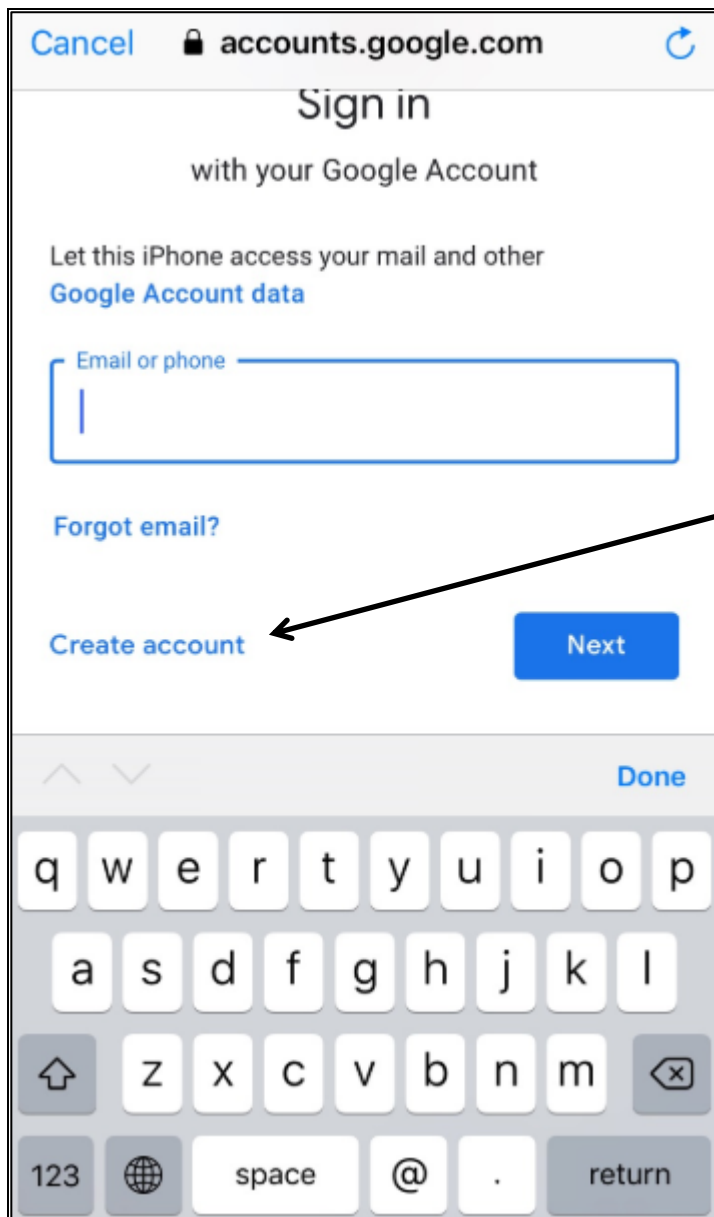




Connect Through Tech

Creating an Email Account (continued)

Step 3. **Click** (tap) *Create Account*.





Connect Through Tech

Creating an Email Account (continued)

Step 4. Enter your first name and last name, then **click** (tap) *Next*.

Cancel accounts.google.com

Google

Create a Google Account

Enter your name

First name

Last name

Next



Connect Through Tech

Creating an Email Account (continued)

Step 5. Enter your birthday and gender, then **click** (tap) *Next*. You can enter any date you want for birthday and opt not to select a gender. This is a personal choice.

The screenshot shows a mobile browser interface for creating a Google account. At the top, there is a navigation bar with a 'Cancel' button, a lock icon, the URL 'accounts.google.com', and a refresh icon. Below the navigation bar is the Google logo. The main heading is 'Basic information' with the instruction 'Enter your birthday and gender'. There are four input fields: 'Month' (a dropdown menu), 'Day' (a text field), 'Year' (a text field), and 'Gender' (a dropdown menu). At the bottom right, there is a blue button labeled 'Next'. A black arrow points from the right side of the page towards the 'Next' button.



Connect Through Tech

Creating an Email Account (continued)

Step 6. Create your Gmail address by choosing one of the suggested addresses. We highly encourage you to enter one you create, shown in the next step.

Cancel accounts.google.com

Google

Choose your Gmail address

Pick a Gmail address or create your own

t98579855@gmail.com

t2450301@gmail.com

Create a different Gmail address

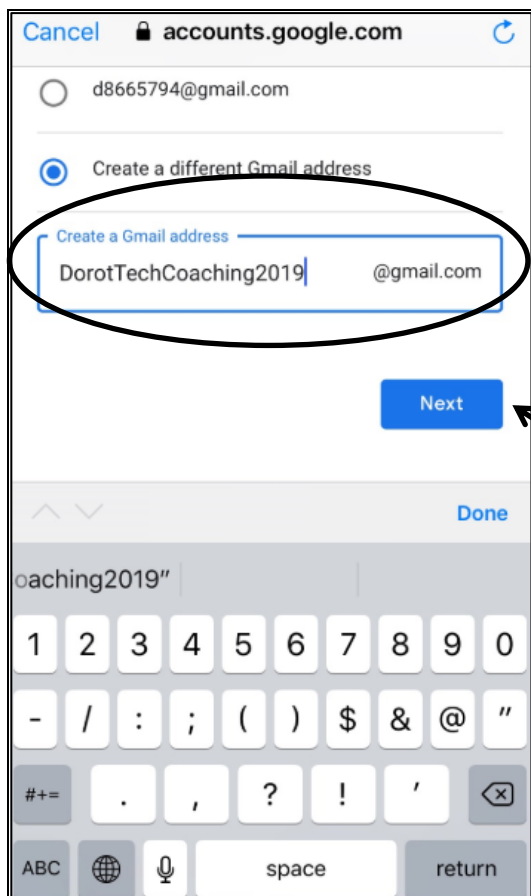
Next



Connect Through Tech

Creating an Email Account (continued)

Step 7. In below example, DorotTechCoaching2019@gmail.com was added as a new email address. NOTE – if you pick your own, you may have to try several times to find an email address that is not already in use by someone else. Only letters (a-z), numbers (0-9) and periods (.) are allowed in your chosen address. When ready, **click** (tap) *Next* to continue.





Connect Through Tech

Creating an Email Account (continued)

Step 8. Select a password of at least 8 characters, using a mix of letters, numbers and symbols. To ensure it is the way you want, you will be asked to type it twice. When done, **click** (tap) *Next*. Remember to write down this password somewhere where you can find it should you forget the password.

Cancel accounts.google.com

Google

Create a strong password

Create a strong password with a mix of letters, numbers and symbols

Create password

At least 8 characters

Confirm

Next



Connect Through Tech

Creating an Email Account (continued)

Step 9. If desired, you can associate a phone number with this account. This can make it easier to access a forgotten password. This guide will skip this step. Scroll to bottom left of screen and **click** (tap) *Skip*.

Google

Add phone number?

If you like, you can add this phone's number to your account for use across Google services. [Learn more](#)

Phone number

This won't make your number public

For example, your number will be used to

- Reset your password if you forget it
- Receive video calls & messages
- Make Google services, including ads, more relevant to you

How it works

- To make sure this number is yours, Google will send you an SMS with a 6-digit verification code (charges may apply)

You're in control

- You can always change your number, control how it's used, or remove it in your Google Account (account.google.com/phone)

[More options](#)


[Skip](#) [Yes, I'm in](#)



Connect Through Tech

Creating an Email Account (continued)

Step 10. On Privacy and Terms screen, it is highly recommended that you read what you are agreeing to. Please know that should you not agree, you will not be able to set up the account.

<p>Why we process it We process this data for the purposes described in our policy, including to:</p> <ul style="list-style-type: none">• Help our services deliver more useful, customized content such as more relevant search results;• Improve the quality of our services and develop new ones;• Deliver personalized ads, depending on your account settings, both on Google services and on sites and apps that partner with Google;• Improve security by protecting against fraud and abuse; and• Conduct analytics and measurement to understand how our services are used. We also have partners that measure how our services are used. Learn more about these specific advertising and measurement partners. <p>Combining data We also combine this data among our services and across your devices for these purposes. For example, depending on your account settings, we show you ads based on information about your interests, which we can derive from your use of Search and YouTube, and we use data from trillions of search queries to build spell-correction models that we use across all of our services.</p>	 <h3>Privacy and Terms</h3> <p>To create a Google Account, you'll need to agree to the Terms of Service below.</p> <p>In addition, when you create an account, we process your information as described in our Privacy Policy, including these key points:</p> <p>Data we process when you use Google</p> <ul style="list-style-type: none">• When you set up a Google Account, we store information you give us like your name, email address, and telephone number.• When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.• When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity – including information like the video you watched, device IDs, IP addresses, cookie data, and location.
--	---



Connect Through Tech

Creating an Email Account (continued)

Combining data

We also combine this data among our services and across your devices for these purposes. For example, depending on your account settings, we show you ads based on information about your interests, which we can derive from your use of Search and YouTube, and we use data from trillions of search queries to build spell-correction models that we use across all of our services.

You're in control

Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data now by clicking "More Options" below. You can always adjust your controls later or withdraw your consent for the future by visiting My Account (myaccount.google.com).

MORE OPTIONS 

I agree



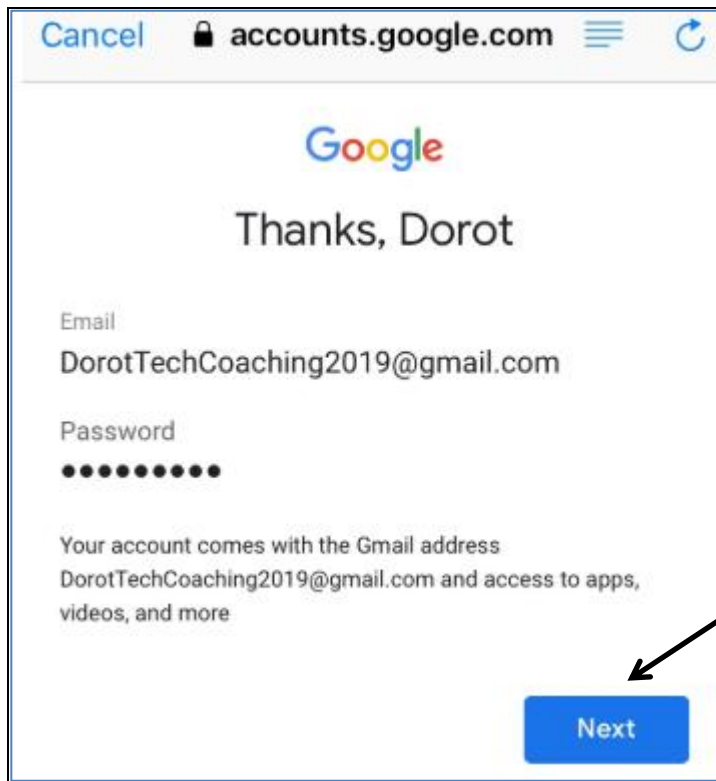
When done reading, **click** (tap) *I Agree*.



Connect Through Tech

Creating an Email Account (continued)

Step 11. This screen shows your new email address has been accepted. **Click** (tap) *Next* to continue.

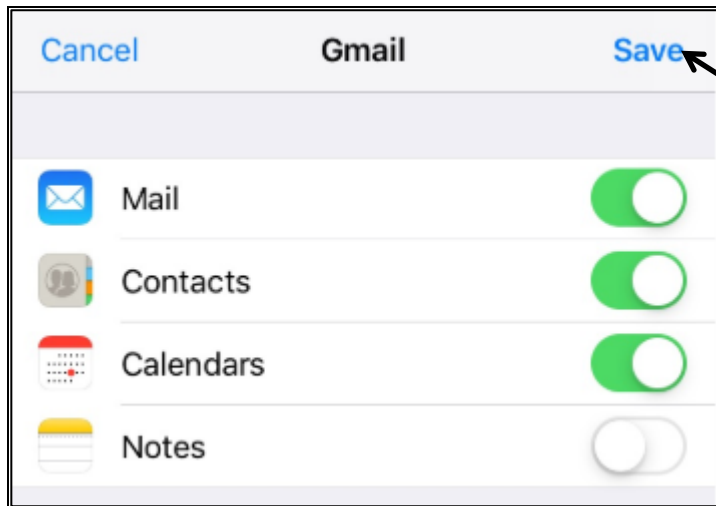




Connect Through Tech

Creating an Email Account (continued)

Step 12. **Click** (tap) *Save* to complete your account setup.





Connect Through Tech

DOROT hopes that you have found this guide useful and that it has made technology easily more accessible.

We would love to hear from you. Please share your comments through technologyhelp@dorotusa.org