

Office of Student, Family and  
Community Engagement



PARENT GUIDE TO

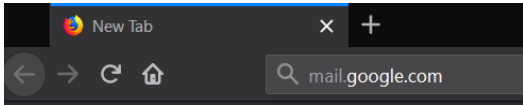
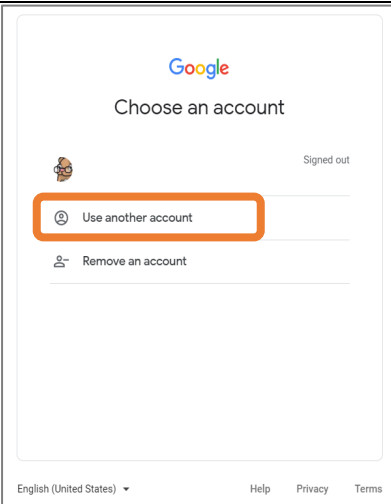
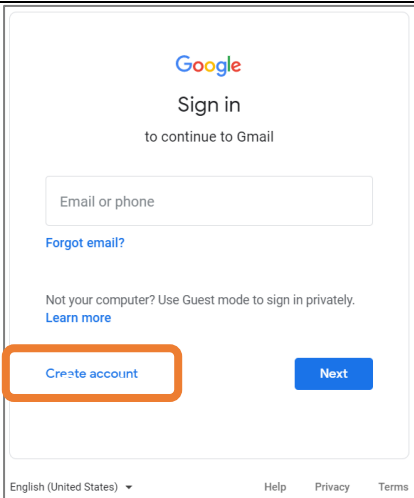
# Setting Up a Free Email Account in Google or Yahoo

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

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

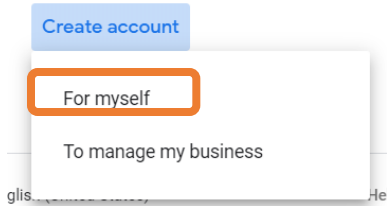
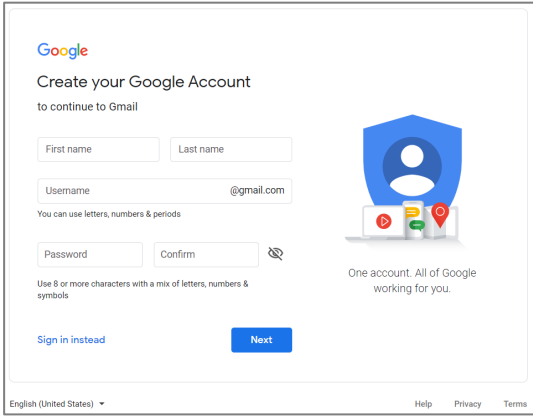
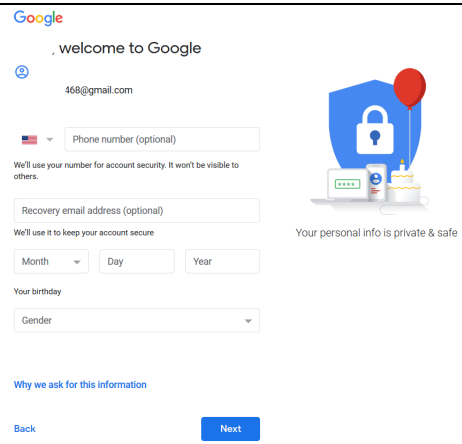
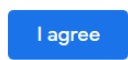
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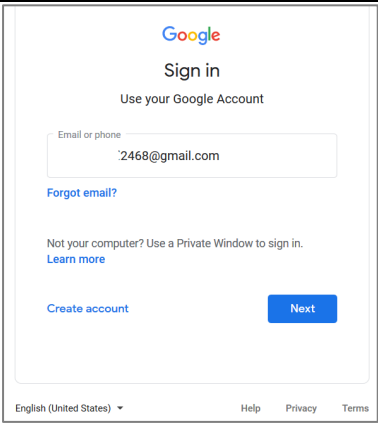
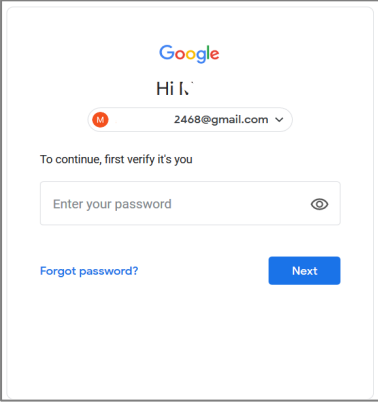
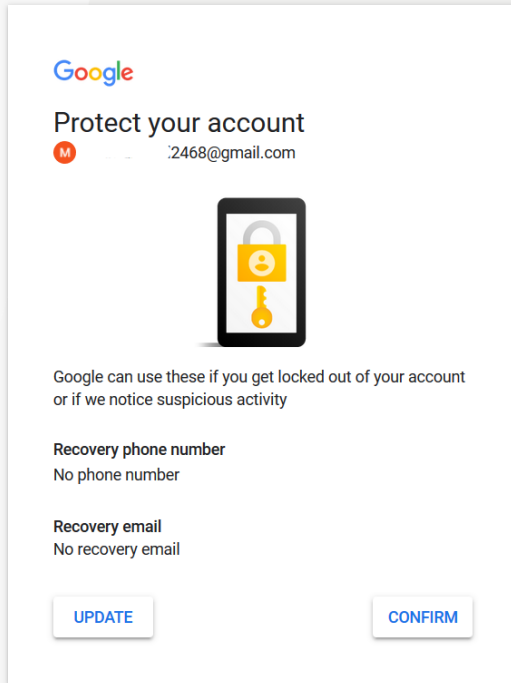
**Setting up a Free Email Account in Google (Gmail)**

Steps	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 used.	
1 - Gmail	<p>Start by opening a web browser on your phone or computer and typing in <a href="mailto:mail.google.com">mail.google.com</a> in the address/search bar.</p> <p>Examples of web browsers include Safari, Firefox, Google Chrome, and Microsoft Edge.</p>	
2 - Gmail	<p>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.</p> <p>Click <b>Use another account</b>.</p>	
3 - Gmail	<p>Click <b>Create Account</b>.</p> <p>Click <b>Next</b>.</p>	

# Setting Up a Free Email Account in Google or Yahoo

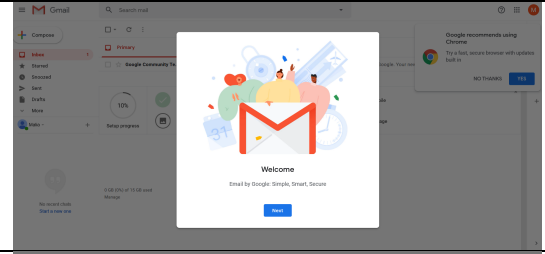
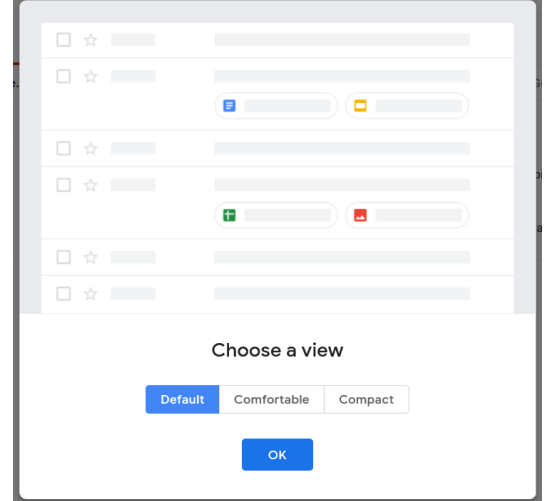
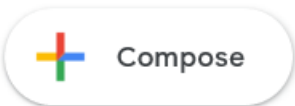
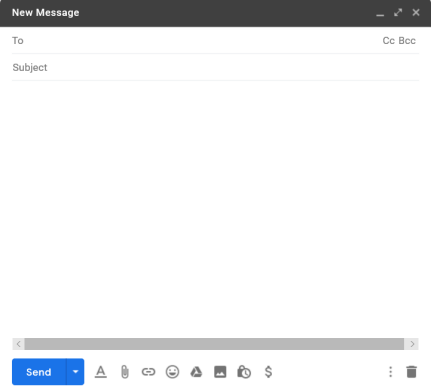
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4 - Gmail	Select <b>For myself</b> .	
5 - Gmail	<p>Enter your <b>First Name</b> and <b>Last Name</b> in the boxes provided.</p> <p>Choose a <b>Username</b>. You may want to choose something <i>unique</i> that includes your first and last name so that 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.</p> <p>Choose a <b>Password</b> with 8 or more characters, including letters, numbers, and symbols (!, @, ?, &amp;, etc.). Write down your password and keep it in a safe location. <b>Confirm</b> your password by typing it in again.</p> <p>Click <b>Next</b>.</p>	
6 - Gmail	<p>You will get a personalized welcome from Google with your new email address listed.</p> <p>You have the option to add a phone number and recovery email, just in case you ever forget your email password.</p> <p>Add your <b>Month, Day</b> and <b>Year</b> of birth and <b>Gender</b>.</p> <p>Click <b>Next</b>.</p>	
7 - Gmail	Read the Terms and Service and if you are comfortable, click <b>I agree</b> at the bottom of the page.	

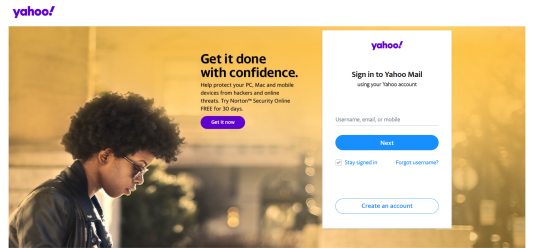
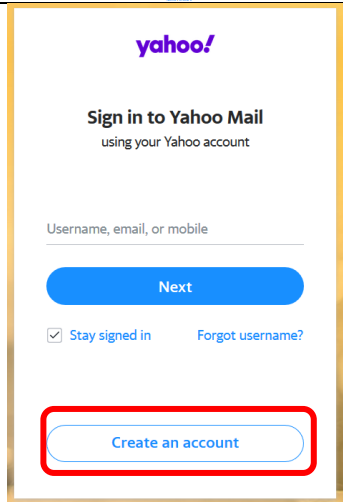
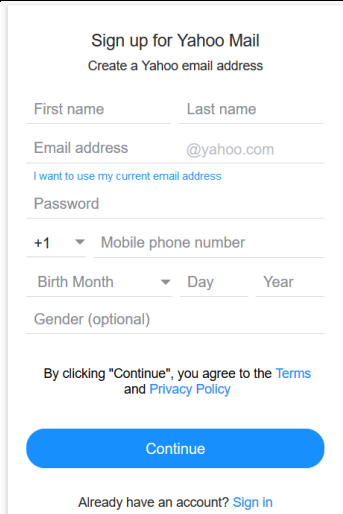
<p>8 - Gmail</p>	<p>Next, sign in with the <b>email</b> and <b>password</b> you created in Step 5.</p> <p>Click <b>Next</b>.</p>	 
<p>9 - Gmail</p>	<p>If you did not enter a recovery phone number or recovery email in Step 6, you will be asked to enter one again.</p> <p>You can <b>Confirm</b> to leave your account as it is, or you can <b>Update</b> 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.</p>	

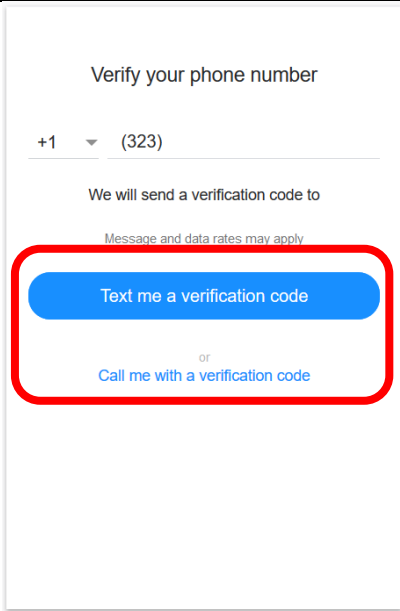
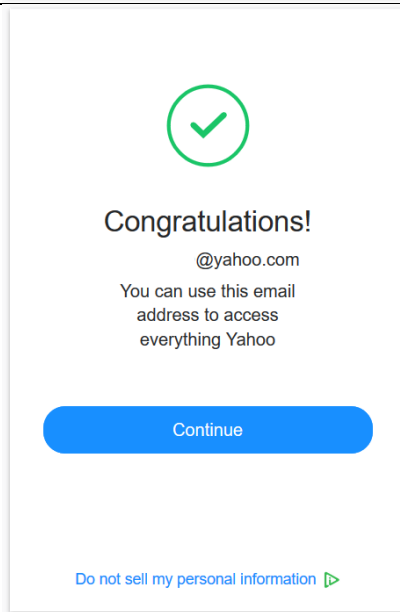
## Setting Up a Free Email Account in Google or Yahoo

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10 - Gmail	<p>Congratulations! You now have an email account.</p> <p>Click <b>Next</b>.</p>	
11 - Gmail	<p>Choose a view. If you are unsure about which to choose, select <b>Default</b>. You can always change at another time.</p> <p>Click <b>OK</b>.</p>	
<p><b>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.</b></p>		
12 - Gmail	To write an email, select <b>Compose</b> in the upper left corner.	
13 - Gmail	<p>Type in the email address of the person you want to send the message to on the <b>To</b> line.</p> <p>The <b>Subject</b> is usually a summary of what your email is about, ex. Missing Assignment, IEP Meeting, Encouragement.</p> <p>Write your message in the box under Subject.</p> <p>When you are finished, click <b>Send</b>.</p>	

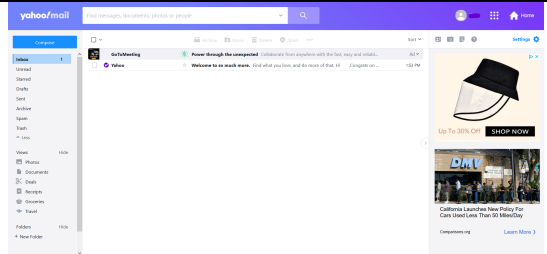
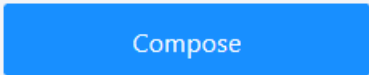
### Setting Up a Free Email in Yahoo

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	<p>Start by opening up a web browser on your phone or computer and type in <a href="mailto:mail.yahoo.com">mail.yahoo.com</a> in the address/search bar.</p> <p>Examples of web browsers include Safari, Firefox, Google Chrome, and Microsoft Edge.</p>	
2 – Yahoo	Click on <b>Create an account</b> .	
3 – Yahoo	<p>Enter your <b>First name</b>, <b>Last name</b> and the <b>Email address</b> you would like to use.</p> <p>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.</p> <p>Choose a <b>Password</b> with letters, numbers and symbols (!, @, ?, &amp;, etc.). Write down your password and keep it in a safe location.</p>	

	<p>Enter a <b>Mobile phone number</b> so Yahoo can send you a verification code for this email account.</p> <p>Enter your <b>Birth Month, Day, and Year</b>. You may also enter your <b>Gender</b>.</p> <p>Click <b>Continue</b>.</p>	
4 – Yahoo	<p>You can choose to have a verification code texted to you or to receive a call with a code.</p> <p>Make your selection and click <b>Text me a verification code</b> or <b>Call me with a verification code</b>.</p> <p>Enter the code you receive.</p>	
5 – Yahoo	<p>Click <b>Continue</b> to move on.</p>	

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

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6 – Yahoo	Your new Yahoo email account is now set up.	
<p><b>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.</b></p>		
7 - Yahoo	To write an email, click on <b>Compose</b> . It is located in the upper left corner.	
8 - Yahoo	<p>Type in the email address of the person you want to send the message to on the <b>To</b> line.</p> <p>The <b>Subject</b> is usually a summary of what your email is about, ex. Missing Assignment, IEP Meeting, Encouragement.</p> <p>Write your message in the box under Subject.</p> <p>When you are finished, click <b>Send</b>.</p>	