

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 or Yahoo Job Aid April, 2023

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	Start by opening a web browser on your phone or computer and typing in mail.google.com in the address/search bar. Examples of web browsers include Safari, Firefox, Google Chrome, and Microsoft Edge.	New Tab
2 - Gmail	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 .	Google Choose an account Signed out Use another account Remove an account Help Privacy Terms
3 - Gmail	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

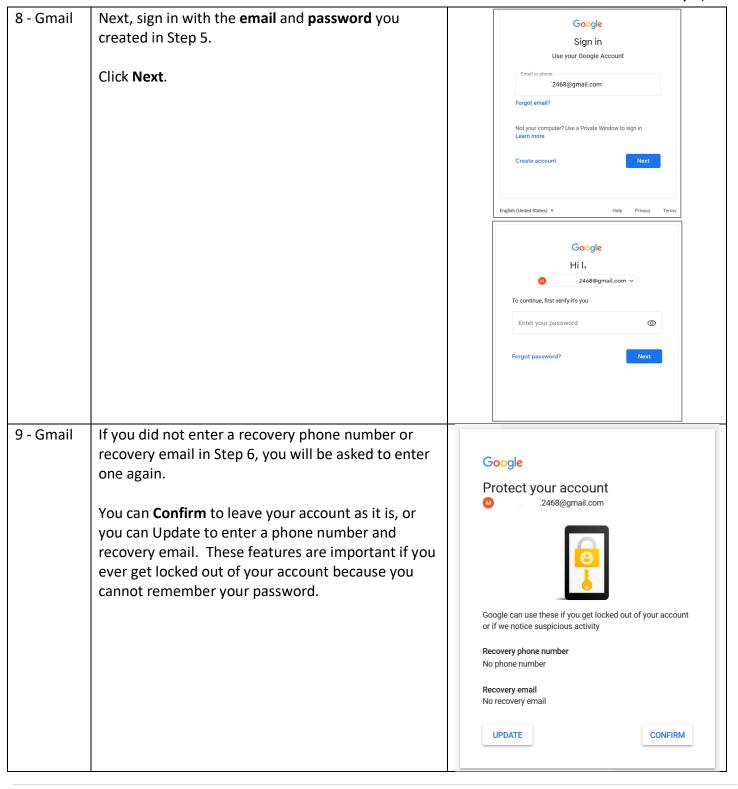


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		-
4 - Gmail	Select For myself.	Create account For myself To manage my business
		alis Hel
5 - Gmail	Enter your First Name and Last Name in the boxes provided. Choose a Username . You may want to choose something <i>unique</i> that includes your first 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 Password with 8 or more characters, including letters, numbers, and symbols (!, @,?, &, etc.). Write down your password and keep it in a safe location. Confirm your password by typing it in again.	Google Create your Google Account to continue to Gmail First name Username Qegmail.com You can use letters, numbers & periods Password Confirm Use 8 or more characters with a mix of letters, numbers & symbols Sign in instead Next English (lihited States) Help Privacy Terms
C Creati	Click Next.	Google
6 - Gmail	You will get a personalized welcome from Google with your new email address listed.	, welcome to Google ② 468@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) We'll use your number for account security. It won't be visible to others. Recovery email address (optional) We'll use it to keep your account secure Your personal info is private & safe Month Day Year
	Add your Month , Day and Year of birth and Gender .	Your brinday Gender
	Click Next.	Why we ask for this information Back Next
7 - Gmail	Read the Terms and Service and if you are comfortable, click I agree at the bottom of the page.	l agree



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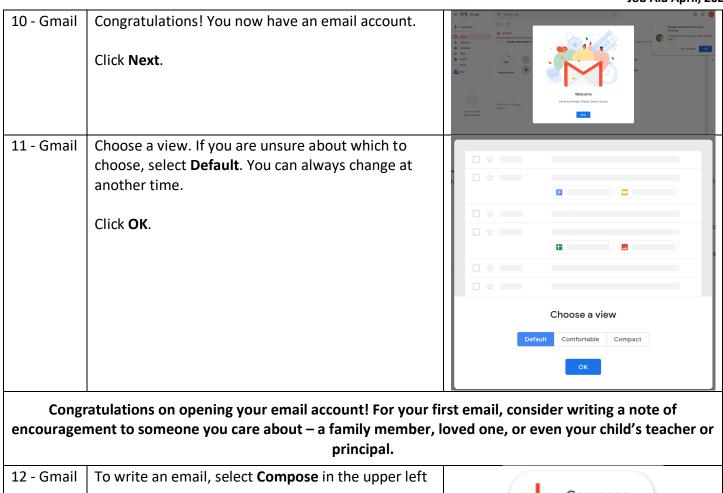


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12 - Gmail	To write an email, select Compose in the upper left corner.	Compose
13 - Gmail	Type in the email address of the person you want to send the message to on the To line.	New Message v* × To Cc Bcc Subject
	The Subject is usually a summary of what your email is about, ex. Missing Assignment, IEP Meeting, Encouragement.	
	Write your message in the box under Subject.	
	When you are finished, click Send .	Send ▼ A 0 CD ⊕ A ■ 10 \$: ■



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Setting Up a Free Email in Yahoo

Ctons	Action	
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	yahoo/
	or computer and type in <u>mail.yahoo.com</u> in the	Get it done with confidence. sign into Yahoo Mail
	address/search bar.	devents from the dates and double thest. To Person't Security Dobies HELLE ON Dies. Cont. Low Con
		Next Proceeding Transport
	Examples of web browsers include Safari, Firefox,	
	Google Chrome, and Microsoft Edge.	Create an account
2 – Yahoo	Click on Create an account.	
	Charles all accounts	yahoo!
		Sign in to Yahoo Mail using your Yahoo account
		Username, email, or mobile
		osemente, eman, or moune
		Next
		✓ Stay signed in Forgot username?
		Create an account
3 – Yahoo	Enter your First name, Last name and the Email	Cign up for Valva Mail
	address you would like to use.	Sign up for Yahoo Mail Create a Yahoo email address
		First name Last name
	Choose a Email address . You may want to choose	Email address @yahoo.com
	something <i>unique</i> that includes your first and last	I want to use my current email address
	name so that people can identify that it is you by	Password
	looking at your email address. Also, consider	+1 Mobile phone number
	choosing a name that is appropriate for	Birth Month ▼ Day Year
	communicating with your child's school.	Gender (optional)
		By clicking "Continue", you agree to the Terms and Privacy Policy
	Choose a Password with letters, numbers and	and a mady rolley
	symbols (!, @,?, &, etc.). Write down your password	Continue
	and keep it in a safe location.	Already have an account? Sign in
		-

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4 – Yahoo	Enter a Mobile phone number so Yahoo can send you a verification code for this email account. Enter your Birth Month , Day , and Year . You may also enter your Gender . Click Continue . You can choose to have a verification code texted to	
	you or to receive a call with a code. Make your selection and click Text me a verification code or Call me with a verification code . Enter the code you receive.	Verify your phone number +1
5 – Yahoo	Click Continue to move on.	Congratulations! @yahoo.com You can use this email address to access everything Yahoo Continue

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