



## Sign up for a Google mail account and address

Google mail is a free web based email program that can be accessed from any Internet connected computer in the world as well as forwarding any mail received to your usual email program such as Microsoft Outlook, Windows Mail etc.. A Google mail account provides a wealth of other facilities besides email such as calendars, online Word type documents and the Picasa photo album.

Setting up a Google account is very simple if you follow the steps listed below.

1. Go to the website <http://mail.google.com> and you will be presented with the window displayed below -

A screenshot of the Google Mail website's sign-up page. At the top left is the Google Mail logo. To its right is a blue header bar with the text "Welcome to Google Mail". Below the header, there is a section titled "A Google approach to email." followed by a short paragraph. Three features are listed with icons: "Less spam" (a red circle with a slash), "Mobile access" (a mobile phone icon), and "Lots of space" (a brown box icon). On the right side of the page, there is a sign-in box titled "Sign in to Google Mail with your Google Account". It contains fields for "Username:" and "Password:", a "Remember me on this computer." checkbox, and a "Sign in" button. Below the sign-in box, there is a link that says "I cannot access my account". At the bottom right, there is a button that says "Sign up for Google Mail" with a mouse cursor icon over it. An arrow labeled "Click here" points to this button. Below the sign-up button are two links: "About Google Mail" and "New features!".

2. Click on “Sign up for Google Mail”



## Create an Account

Your Google Account gives you access to Google Mail and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

**Get started with Google Mail**

First name:

Last name:

Desired Login Name:  @googlemail.com  
Examples: JSmith, John.Smith

**Get started with Google Mail**

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winklepippin is available

Choose a password:  [Password strength: Strong](#)  
Minimum of 8 characters in length.

Re-enter password:

Remember me on this computer.

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

Enable Web History.


Security Question: Choose a question ...  
What is my dog's name  
If you forget your password we will ask for the answer to your security question. [Learn More](#)

Answer:

Secondary email:   
This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. [Learn More](#)

Location:

Word Verification: Type the characters you see in the picture below.



&

Letters are not case-sensitive

Terms of Service: Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.

[Printable Version](#)

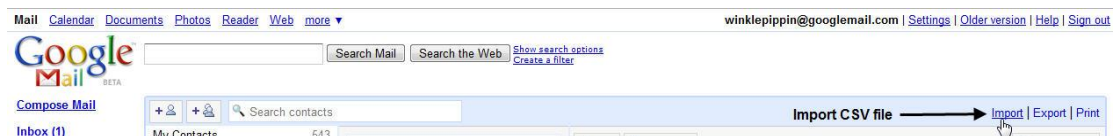
Google Terms of Service  
Welcome to Google!  
1. Your relationship with Google

By clicking on "I accept" below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).

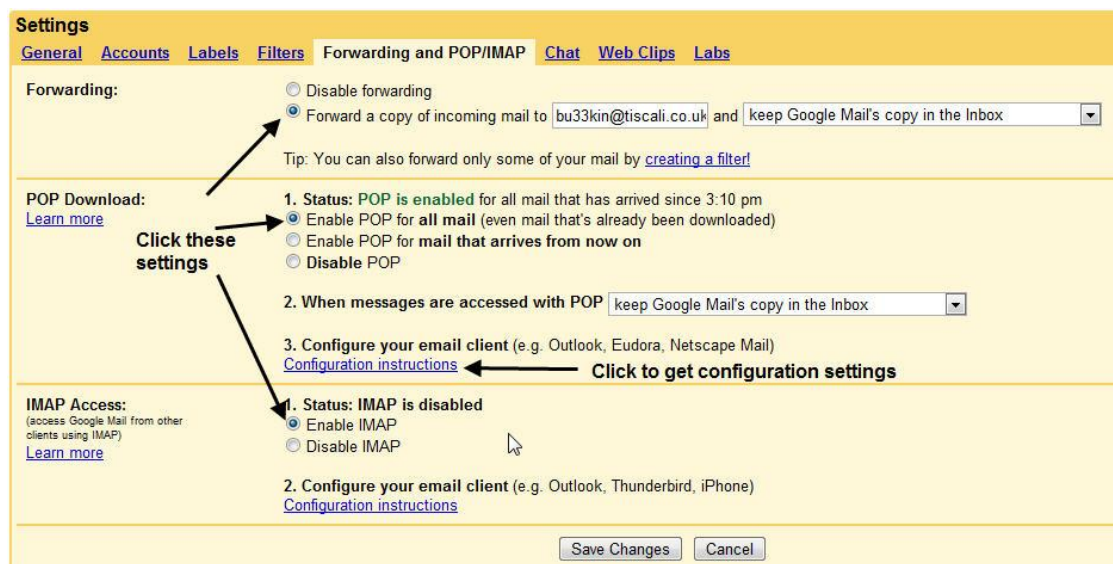
3. Fill in the appropriate boxes. Choose an address name – in this case I have chosen the name ‘winklepippin’ – then click on “Check availability”. You may have to play around with a number of alternatives before you get an acceptable name. Try putting a full stop between two words such as “winkle.pippin” this often results in an acceptable name.
4. Choose a password using both letters and numbers but make sure it is something you will be able to remember.



5. Choose a security question either from the dropdown list or make up your own question. This is to identify yourself if you forget your username or password.
6. Select your location from the dropdown list.
7. Copy the 'warped' letters into the box below. This is to prevent automatic computer-generated applications
8. Finally click the Accept button to activate your account.
9. Go to Contacts and start entering the email addresses from your old address book. You can do this quite quickly by going to your Address Book in Outlook Express or Windows Mail then choose Export from the File dropdown menu. Select the CSV format, give the file a name such as Outlook contacts and save it in the Documents folder.
10. The go back to your Google mail page, choose Contacts and click on Import. Navigate your way to the "Outlook Contacts CSV" file and follow the importing instructions.



11. To get Google mail to forward your mail to your usual email program click on Settings and then the Forwarding and POP/IMAP settings and follow the instructions. There are good tutorial instructions for almost all email programs – just follow the instructions for your particular program.



12. You're done. Congratulations.