

## Gmail Account

1. User name: You will need to choose a name for your email. It should be something that is easy for your friends and family to remember. However, it must also be something a little bit unusual because so many people use gmail. A couple of examples are below:

- [teacherjean2011@gmail.com](mailto:teacherjean2011@gmail.com)
- [majortom@gmail.com](mailto:majortom@gmail.com)
- [johngrccwinter@gmail.com](mailto:johngrccwinter@gmail.com)

Write your email address name below. (Go to [www.google.com](http://www.google.com) Gmail. Create an account.) Test your email name there.

<input type="text"/>	@gmail.com
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2. Password: Choose a password for your account. This needs to be something you will remember easily. It also needs to be something other people cannot know easily. If you want, you can use your GRCC student ID number. Be careful of capitals. If you make your password with capitals you need to remember exactly that and use it every time.

3. Security Question: Choose a security question. This is a question you must answer in case you forget your username or your password. I suggest one of the following:

- What was your first teacher's name?
- What was your first phone number?

You will then need to answer this question.

4. **Word Verification:** You need to look at the strange word on the page. Then you need to type what you see in the box. Sometimes it is hard to see. Do your best. If this does not work, you can try again. This is a security system for Google.
  
5. **Terms of Service:** This is very long. You need to click on. I accept. Create My account. If you are successful, you can begin using Gmail.

Once you are in your Gmail account:

1. Compose mail. Send one to Jean (teacherjean2011@gmail.com)
2. Sign out
3. Sign in again (to make sure you remember/know how to do this.)
4. Write your email address on the paper in the front of the room  
(We will share this with all the classmates in our class.)
5. Send email to your classmates.
6. Get the email vocabulary list from Jean