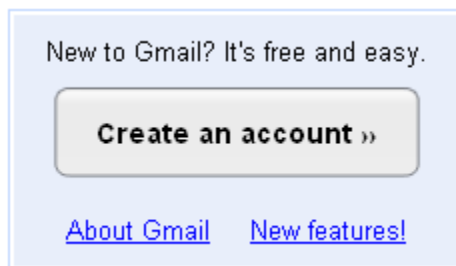## CREATING YOUR GMAIL ACCOUNT

STEP 1.   Click on the words below and you will be taken to Gmail

gmail.com

or type the words into your browser and hit return.

Wait for page to load.

STEP 2.   Click on the "Create an Account" button below the login field

New to Gmail? It's free and easy.

Create an account ››

About Gmail   New features!

Wait for page to load.

STEP 3.   Fill out the fields for First name and Last name.

Get started with Gmail

First name:

Last name:

Desired Login Name: @gmail.com

Examples: JSmith, John.Smith

check availability!

STEP 4.   In the field for Desired Login Name you can pick anything you like, as long as it does not identify who you are. Thus, do not use any part of your name, address, phone number or other personal identification. When you are done typing, click on

check availability!

     a. If you have suggested a logon that is already in use by somebody else you may get the following message:

First name:	Jane	
Last name:	Doe	
Desired Login Name:	John.Smith	@gmail.com

Examples: JSmith, John.Smith

check availability!

John.Smith is not available, but the following usernames are:
- johnsmith.doe91
- jane.johnsmith.doe119
- doe.johnsmith.jane8
- doejane077

Notice that all the suggestions given by gmail are variations of your name and desired login name, so please do not use these suggestions. Make sure your desired login name cannot be used to learn your personal name.

You can use any random combination of letters and numbers to make up the desired login name. Make sure to write it down where you can easily retrieve it so that you do not forget what it is.

STEP 5.   Next you will choose a password. This is necessary in order for you to later check your emails so again it is important that you write it down. To login you always need both your login name and your password.

A password can be any combination of letters, numbers and other characters that is 8 characters long. You will not share the password with anyone in the study.
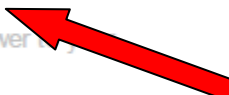
Choose a password: _____ Password strength:
Minimum of 8 characters in length.

Re-enter password: _____

☑ Stay signed in

☑ Enable Web History Learn More

STEP 6. You also have to choose what is called a security question. Sometimes when you log in Gmail will ask you this question and you will then have to answer it with the answer you provide in the field Answer. So choose a question that you easily know the answer to.

Security Question: [Choose a question ... ▾]
If you forget your password we will ask for the answer
security question. Learn More

Answer: _____

You can see the question you may choose from by clicking on the arrow to the right of "Choose a question …"

STEP 7. If you have another email account it can be a good idea to enter it as your Recovery email. This email address will never be shared with the researchers on the study, it is only between you and Gmail. If you forget your password you can request that Gmail sends it to this other email address.

If you do not have another email account or do not want to give this to Gmail simply leave it blank.

Recovery 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

STEP 8.   Your location will be United States. Gmail asks for your birthday to verify that you are not a minor.

Location: United States

Birthday:

MM/DD/YYYY (e.g. "8/23/2010")

STEP 9.   Then you will see some very odd letters, like those below. Many places on the internet use these type of letters to make sure that you are really a person and not a computer filling in all these text fields. Computers do not have the ability to make out the letters and so would not be able to fill in the field below the letters correctly.

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

erblityp

Letters are not case-sensitive

If you mistype the characters Gmail will give you another chance by giving you another word that may be easier for you to read. Each time you make a mistake you get a new word to try.

NOTICE: Each time you are asked to try again you have to type in your password again as well. Any red text on the page shows you all the fields you have to re-enter.

STEP 10.   To complete your Gmail account read the Terms of Service that are shown in the box. You can read the rest of the text by clicking the arrow that is pointing down on the right side of the box

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.

With Gmail, you won't see blinking banner ads. Instead, we display ads you might find useful that are relevant to the content of your messages. Learn more

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.

I accept. Create my account.

STEP 11.   Finally click on the button

I accept. Create my account.

YOU ARE DONE CREATING YOUR NEW ACCOUNT. TIME TO VIEW THE EMAILS.

You now have a Gmail account. Make sure you have written down the login name and password in a place where you can easily access them.

STEP 12.   You may now see the welcome message Gmail has sent you by clicking on

Show me my account »

Congratulations!

You've successfully signed up for Gmail! Here's a quick run through to help you get comfortable.

Show me my account »

Archive

Archive instead of delete
Tidy up your inbox without deleting anything. You can always search to find what you need or look in "All Mail."

Chat and video chat
Chat with your contacts directly within Gmail. You can even talk face-to-face with built-in video chat.

Labels instead of folders
Labels do the work of folders with an extra bonus: you can add more than one to an email.

■ Personal
■ Receipts
■ Travel

STEP 13.   In order to protect your privacy, we need you to edit the settings on your Gmail account such that when you send us emails, it doesn't attach your real name to the email.

To do this, after logging into your Gmail account, click the settings link at the top right part of the screen.

m | Settings | Help | Sign out

options
r

From here click the "Accounts and Import" link between the "Labels" and "Filters" links.
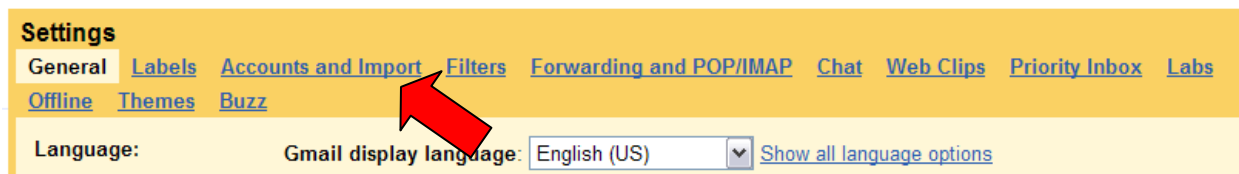

This leads to several fields, "Import mail and contacts", "Send mail as", "Check mail using POP3", "Using Gmail for work?", "Add additional storage", "Change account settings"

Next to the "Send mail as" field, it should be showing your real name followed by the email address of this account. Click the link all the way to the right of this labeled "edit info".
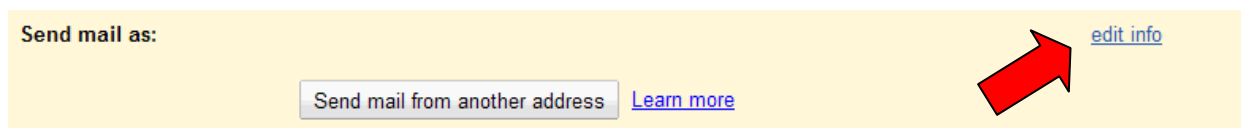
This should pull up a page showing your real name and a blank field, followed by your email address. Click the radio button next to the blank field below your name. In the blank field, enter "Traffic".
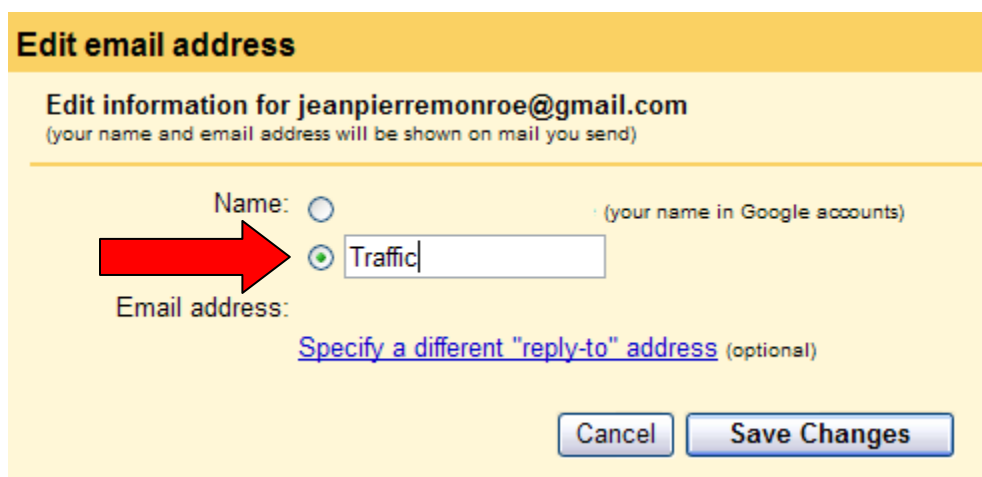
Now your emails from this address will only show the word Traffic and the email address of your account.

STEP 14.   VIEWING YOUR EMAILS

The page will have the following information:
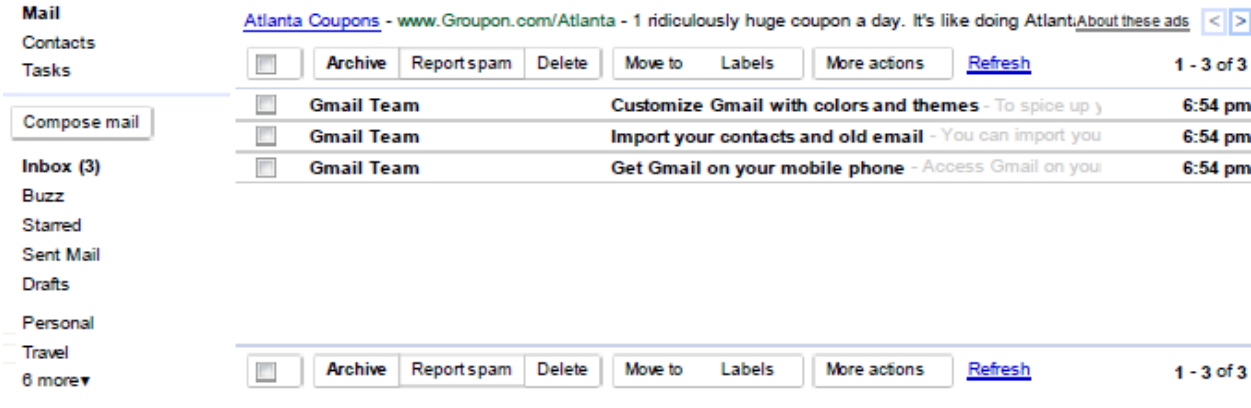
You can see 3 welcome emails from Gmail Team.

Click anywhere on the line where it says Gmail Team **to open one of these email** and read it.

STEP 15.   This is what an opened emails looks like.
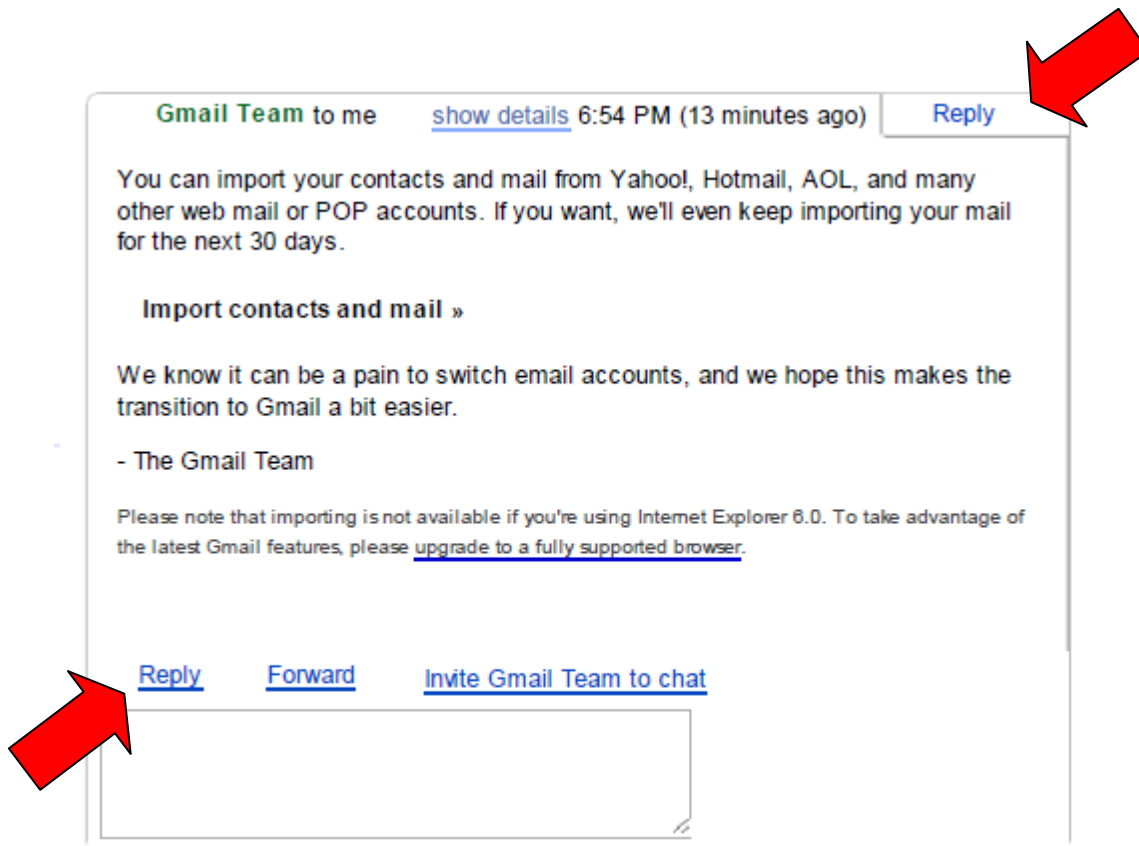
When you receive emails from us they will be from traffic@gsu edu instead of from Gmail Team. You may reply to our messages after opening the email to read it.


```
Gmail Team to me      show details 6:54 PM (13 minutes ago)    Reply

You can import your contacts and mail from Yahoo!, Hotmail, AOL, and many
other web mail or POP accounts. If you want, we'll even keep importing your mail
for the next 30 days.

  Import contacts and mail »

We know it can be a pain to switch email accounts, and we hope this makes the
transition to Gmail a bit easier.

- The Gmail Team

Please note that importing is not available if you're using Internet Explorer 6.0. To take advantage of
the latest Gmail features, please upgrade to a fully supported browser.


Reply     Forward     Invite Gmail Team to chat
```
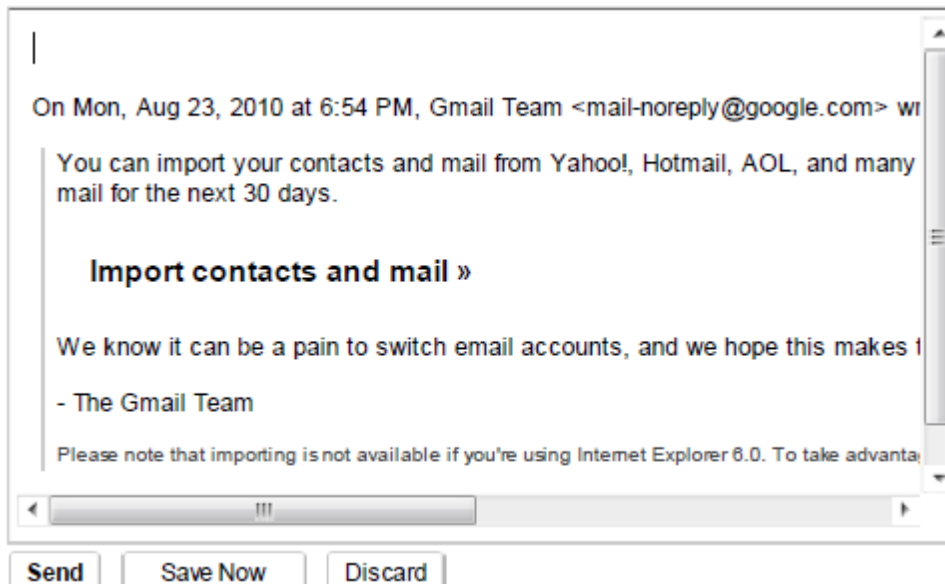
You can click on either of the two places with the word "Reply" to send us a question or a response.

STEP 16.   The address you are sending your email to is already filled in. Of course, when you reply to us the address in this field will be traffic@gsu.edu

```
Send    Save Now    Discard

To: Gmail Team <mail-noreply@google.com>
```
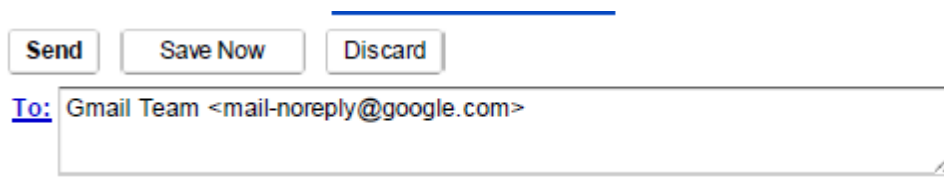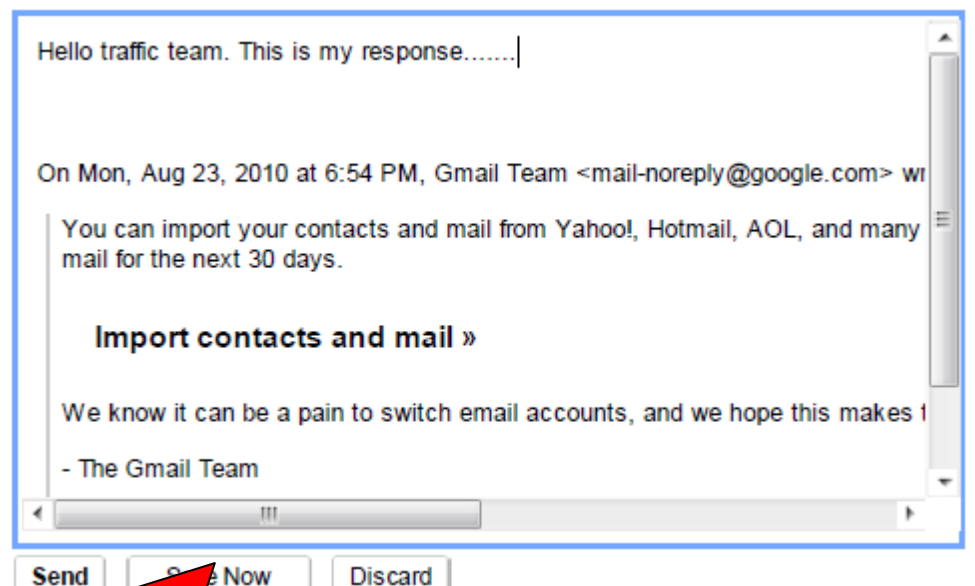
STEP 17.   After you click Reply you will see something like this.

In the box below the field with the email address of the sender you should be able to see the message again.

On Mon, Aug 23, 2010 at 6:54 PM, Gmail Team <mail-noreply@google.com> wi You can import your contacts and mail from Yahoo!, Hotmail, AOL, and many mail for the next 30 days. **Import contacts and mail »** We know it can be a pain to switch email accounts, and we hope this makes i - The Gmail Team Please note that importing is not available if you're using Internet Explorer 6.0. To take advanta

Send   **Save Now**   **Discard**

STEP 18.   You simply type your message to us in the space above that:

Hello traffic team. This is my response.......| On Mon, Aug 23, 2010 at 6:54 PM, Gmail Team <mail-noreply@google.com> wi You can import your contacts and mail from Yahoo!, Hotmail, AOL, and many mail for the next 30 days. **Import contacts and mail »** We know it can be a pain to switch email accounts, and we hope this makes i - The Gmail Team

Send   Now   **Discard**

and then click Send

STEP 19.   Time to log off.

When you are done you can simply use the arrow that is pointing up on the right side of the page

until you see the top of the page. Here you will find the button to click in order to Sign out.

m | Settings | Help | Sign out

options
r

STEP 20.   How you log in to view emails in the future.

At later times when you want to log in to check your emails from us or to send us an email, simply type

gmail.com

into your browser, or click on the words above and it will take you there.

STEP 21.   Type in your login name as the username and then your password. Make sure the "Stay signed in" window is <u>unclicked</u>, and then click Sign in.

Sign in with your
Google **Account**

Username: [   ]

ex: pat@example.com

Password: [   ]

☐ Stay signed in

[Sign in]

Can't access your account?