

Boot IT

<Tablet Training @ the Boot and Slipper – BarmbyMoor>



5 Setting up a gmail account

Even if you don't need an email address this is a very good exercise. At worst you never use it, at best it's a useful backup!

To complete this exercise, simply set up a gmail address. You might want to make notes and if you need help feel free to ask someone. It's not a test, just a way of ensuring that you know the basics!

Everyone should have at least 2 email addresses and maybe more. In doing so, you can use each for a specific purpose. When you buy a tablet, it will ask you to set up an account so that you can download apps (both for iPads & Android tablets).. Having an independent email address for these purposes allows you to separate the accounts from other aspects of your life.

In your browser go to www.gmail.com

1. click on Create an account

complete the details

1. After typing in your preferred username move to the next field to check its availability
2. write down your password
3. have a mobile number handy
4. It is useful to have a mobile phone number linked to your account as it acts as verification and can get you out of trouble if you have forgotten your email address.
5. you don't have to have an alternate email address or mobile however, similar to point 4, it can be very useful!
6. enlarge the screen if you can't see the verification
7. make sure to tick to agree the T's & C's
8. There's no need to add a photo

press next and then continue – your email is set up

You can now navigate to your mailbox on your browser.

The is one way to access your email.

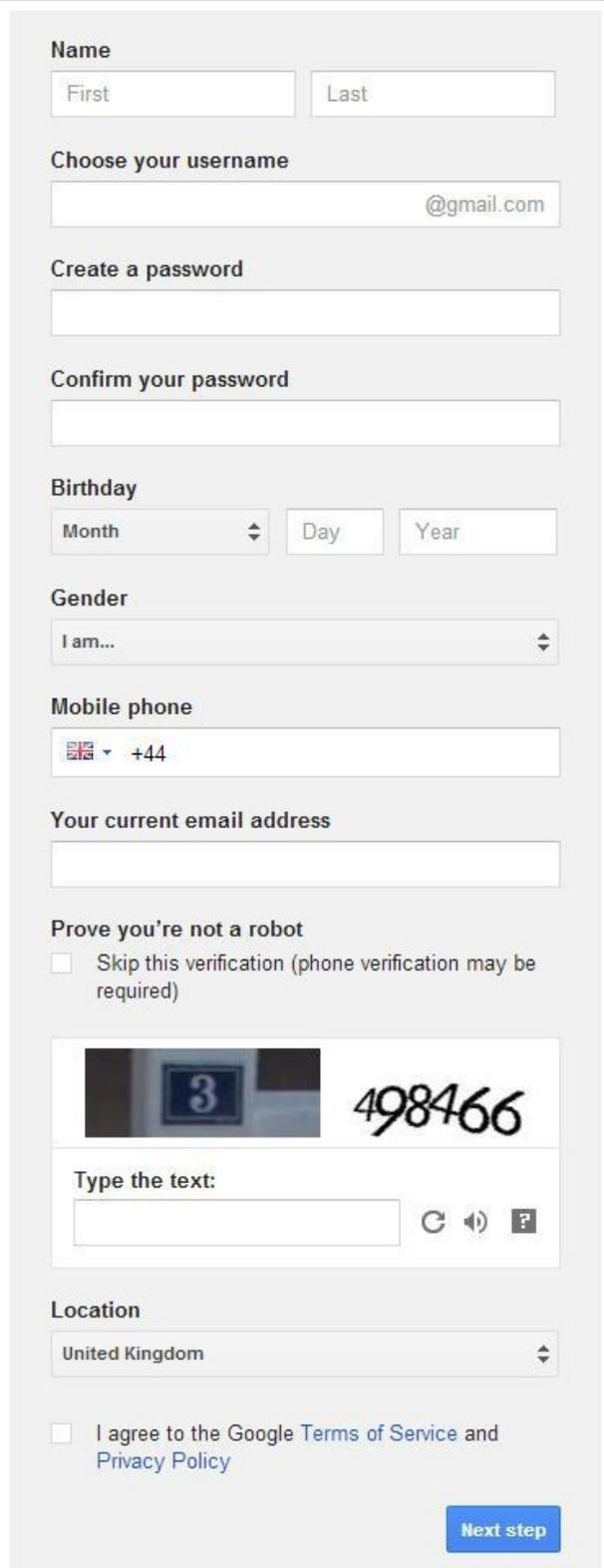
On tablets there are specific apps which streamline the mail



access. The Gmail app allows you to put all your email addresses together. It will very likely already be on your tablet if it runs android.



You might also want to look at the Outlook app which is made by Microsoft and follows a familiar style to the computer version.



The screenshot shows the Gmail account creation form with the following fields and options:

- Name:** First and Last name input fields.
- Choose your username:** Input field with a dropdown menu showing "@gmail.com".
- Create a password:** Input field.
- Confirm your password:** Input field.
- Birthday:** Month, Day, and Year dropdown menus.
- Gender:** "I am..." dropdown menu.
- Mobile phone:** Country code dropdown (showing +44) and phone number input field.
- Your current email address:** Input field.
- Prove you're not a robot:** A checkbox labeled "Skip this verification (phone verification may be required)". Below it is a CAPTCHA image showing a blue square with the number "3" and the number "498466".
- Type the text:** Input field with a refresh icon, a speaker icon, and a help icon.
- Location:** Dropdown menu showing "United Kingdom".
- Agreement:** A checkbox labeled "I agree to the Google Terms of Service and Privacy Policy".
- Next step:** A blue button at the bottom right.