

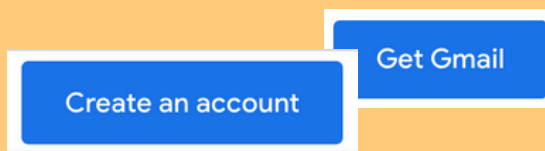
HOW TO: CREATE AN EMAIL ADDRESS

Follow these steps to create your own Gmail Address:

1. Open your internet browser. (Google Chrome, Safari, FireFox, Internet Explorer, etc.)
2. Go to "mail.google.com".



3. On the next page, click "Create an Account". If you don't see this, look for "Get Gmail".



Then, you'll see a screen like this:

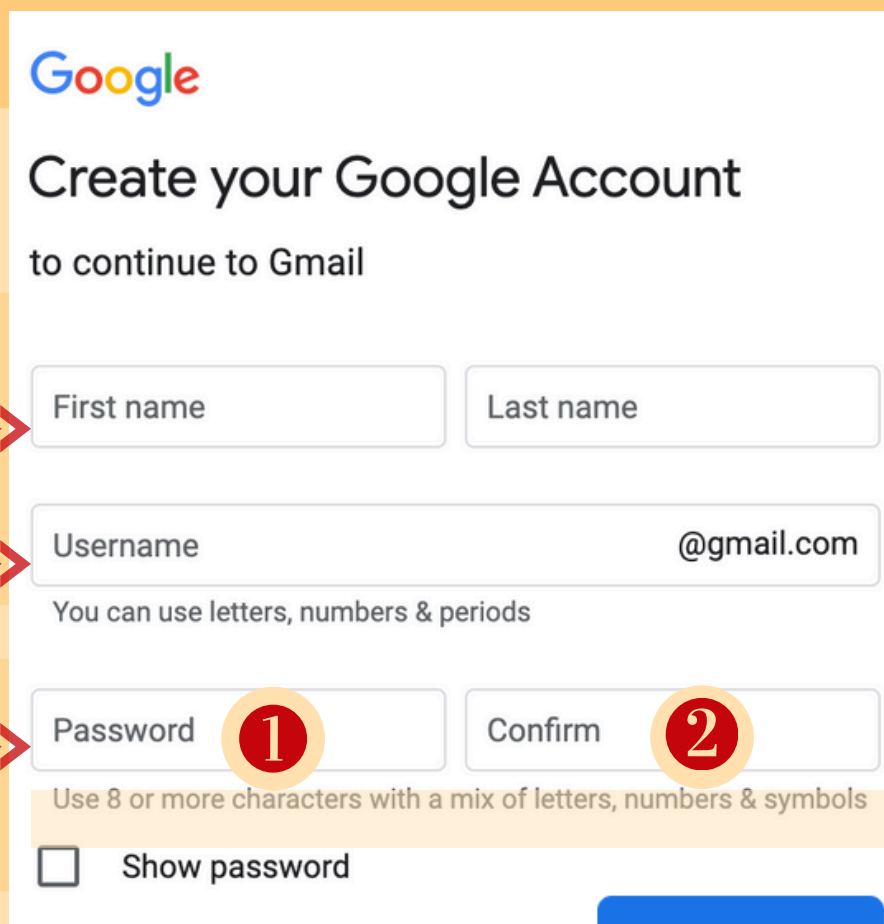
4. Fill in the required information.



Your username will be your email address.

Try using your initials or interests. If your desired username is already in use, try another option!

Example: Soccerfan7



5. When you've entered all information, click "Next".



Next

CONTINUE ON THE NEXT PAGE

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Steps Continued:

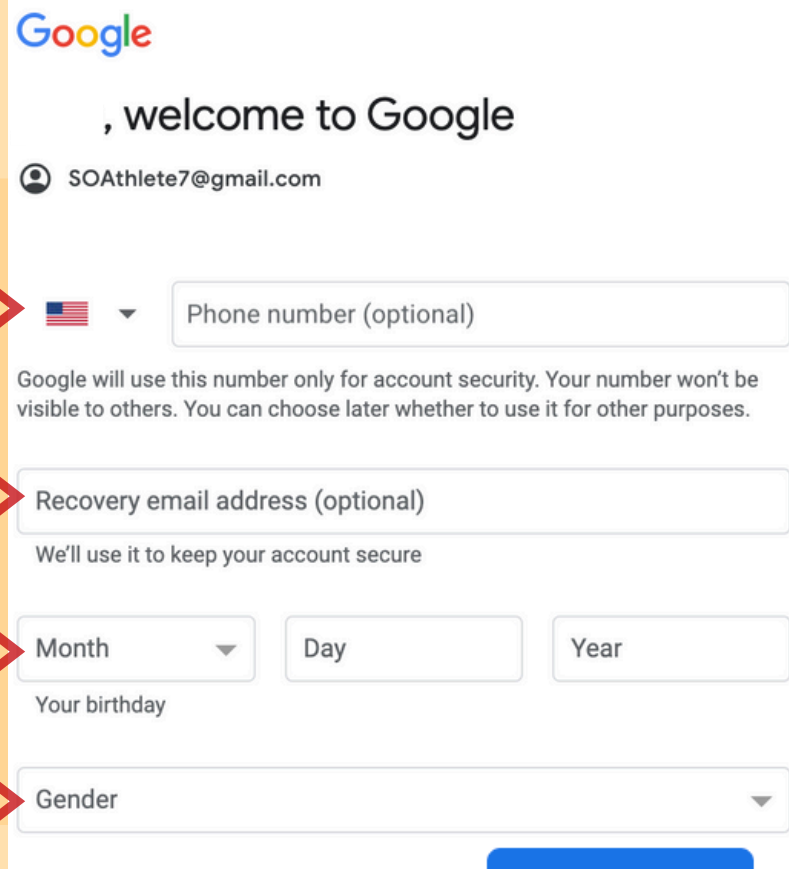
6. Enter additional security information on the next page.

OPTIONAL:


- Add your phone number for security reasons.
 - Add another email address in case you help getting into your account in the future.
- This can be another email you have, or a family member's (with their permission).

REQUIRED:

- Your birthday
- Your gender



The screenshot shows the Google account creation security page. At the top, it says "Google" and "welcome to Google". Below that, the email address "SOAthlete7@gmail.com" is displayed. The page has several input fields: a "Phone number (optional)" field with a US flag icon, a "Recovery email address (optional)" field, and a "Your birthday" section with "Month", "Day", and "Year" dropdowns. At the bottom, there is a "Gender" dropdown menu. Red arrows point to each of these required fields.

7. When you've entered all information, click "Next". >>> 
8. Read the "Privacy and Terms" page, then click "I agree" at the bottom.

Congratulations, you have created your own Gmail account!

HOW TO: USE YOUR EMAIL SAFELY



Follow the S.T.O.P. Method to ensure that you are protecting yourself online:

Whenever you look at an email, make sure you ask yourself FOUR important questions:



IS THIS EMAIL...

1 SUSPICIOUS?

WARNING SIGNS:

- ⚠️ Asking for your personal information such as: Name, phone number, birthday, social security number, address, or passwords
- ⚠️ Emails from people you do not know

2 TELLING ME TO CLICK ON A LINK?

WARNING SIGNS:

- ⚠️ Random links or cool-looking buttons
- ⚠️ Look out for things that sound like: "Click on this link to get a PlayStation 5."

3 OFFERING SOMETHING AMAZING?

WARNING SIGNS:

- ⚠️ The offer sound TOO good to be true
- ⚠️ Look out for things that sound like: "You've won a FREE puppy."

4 PUSHING ME TO ACT FAST?

WARNING SIGNS:

- ⚠️ Look out for things that sound like: "In 5 minutes, this offer will EXPIRE!"

IF YOU HAVE ASKED YOURSELF ANY OF THESE 4 QUESTIONS AND THE ANSWER IS 'YES' BE SURE TO
S.T.O.P!!



HERE'S WHAT YOU CAN DO NEXT:

- ✓ Get offline
- ✓ Talk to someone you can trust
- ✓ Delete the email and block the sender