

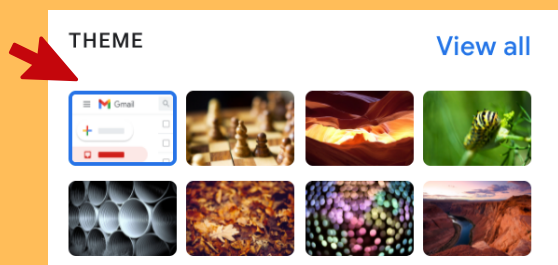
AFTER CREATING YOUR GMAIL:

Follow these steps to customize your account!

1. Once you are logged into your brand new Gmail account, click on the **gear** in the top right corner of your screen:



2. Next, a box will pop up with many ways to **customize** your account, click on the **'THEME'** box.



3. Now click on: **View all**

4. You will then see many themes to choose from, pick your favorite!

5. Once you've found your theme click:

Save

YOU'VE SUCCESSFULLY CREATED YOUR OWN GMAIL ACCOUNT!

Here's what you can do next!

- 1 Don't miss out on any new updates & information! Make sure you contact your SOPA region so that your new email address can be added to our mailing list!
- 2 Interested in learning even **more** about your brand new email?

Visit us at: SOPAEmailResources.com

OR

Scan the QR code below!



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HOW TO: CREATE AN EMAIL ADDRESS



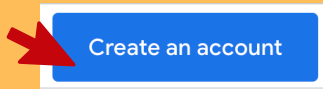
Let's get started!

1. Open your internet browser! You may use Google Chrome, Safari, Firefox, Internet Explorer and so on.



2. Go to "mail.google.com"

3. On the next page click:



If you do not see this, click:



4. Next, you'll see this screen:

Google

Create your Google Account

to continue to Gmail

First name Last name

Username @gmail.com

You can use letters, numbers & periods

Password Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

☐ Show password

5. Fill in all of the required information!

Make sure you do not skip any boxes! You will want to fill out:

- ➔ First name
- ➔ Last name
- ➔ Username

Pro Tip: Your username will be your email address, so make it unique!

You can include:

- ➔ Your interests
- ➔ Your name or initials

If your username is already taken, that is okay, **try another one.**

6. Next type in your password 2 times:

Password Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

☐ Show password

Your password should be **8 or more characters with a mix of letters, numbers & symbols.**

- 7.



TIP: Write your password down so you don't forget it!

8. Once you are done click:



9. Next, you'll see this screen:

Google

, welcome to Google

SOAthlete7@gmail.com

Phone number (optional)

Google will use this number only for account security. Your number won't be visible to others. You can choose later whether to use it for other purposes.

Recovery email address (optional)

We'll use it to keep your account secure

Month Day Year

Your birthday

Gender

Fill in the following information:

Optional information:

- ➔ Phone number
- ➔ Another email address (such as a caregivers)

Required information:

- ➔ Your Birthday
- ➔ Your Gender

10. Once you've entered all of the information click:



11. Read the "Privacy and Terms" page, then click "I agree."

12. **YOU DID IT! You officially have a Gmail!**