



PARENT GUIDE TO

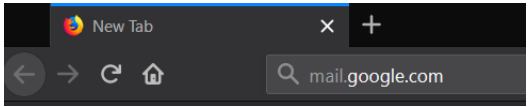
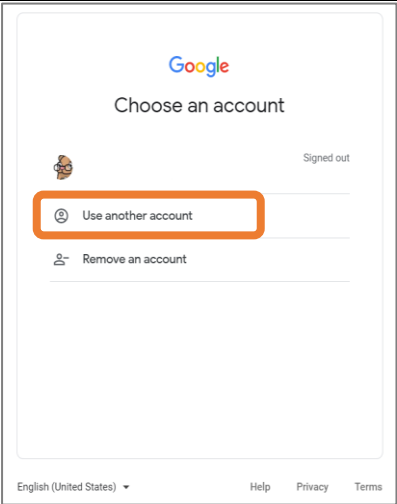
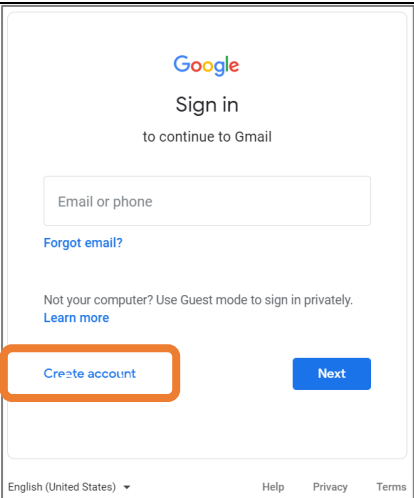
Setting Up a Free Email Account in Google or Yahoo

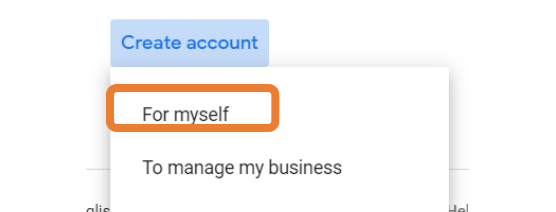
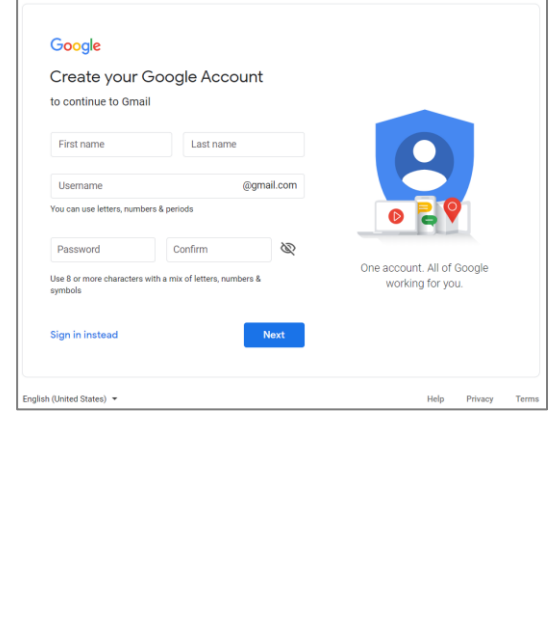
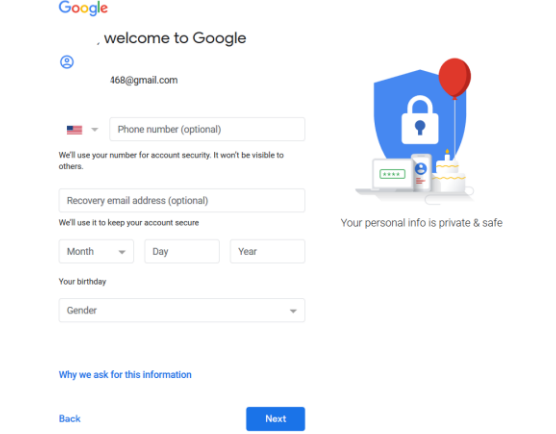
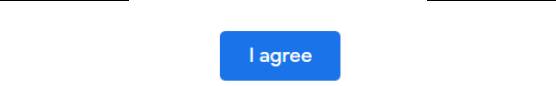
Pages 1 – 4 Steps to Setting Up a Google Email Account

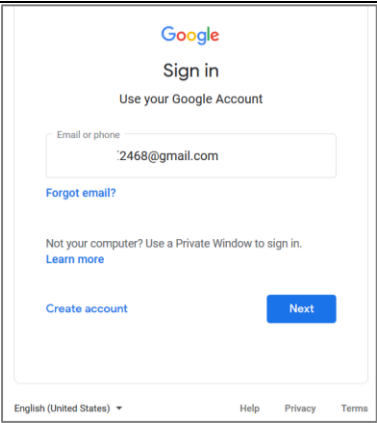
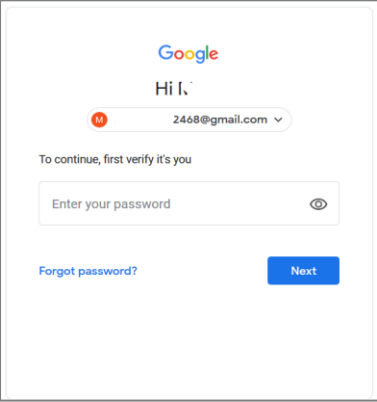
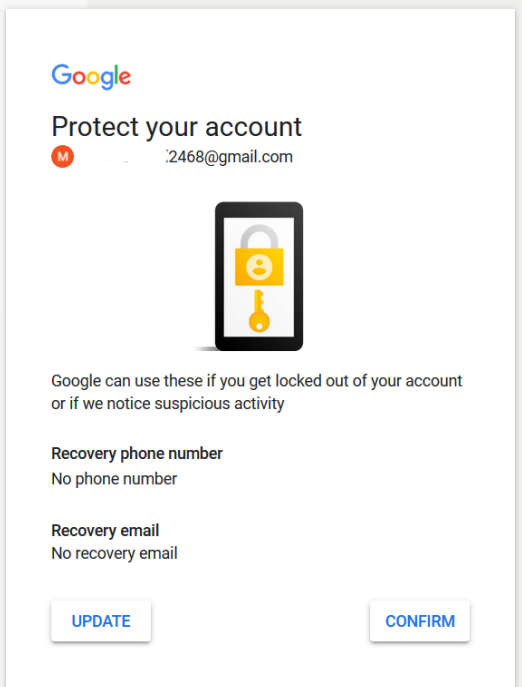
Pages 5 – 7 Steps to Setting Up a Yahoo Email Account

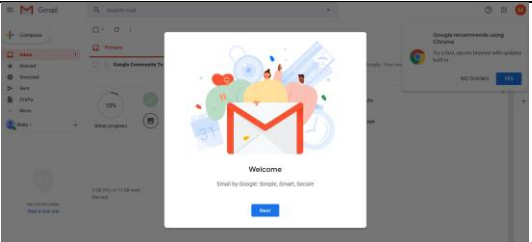
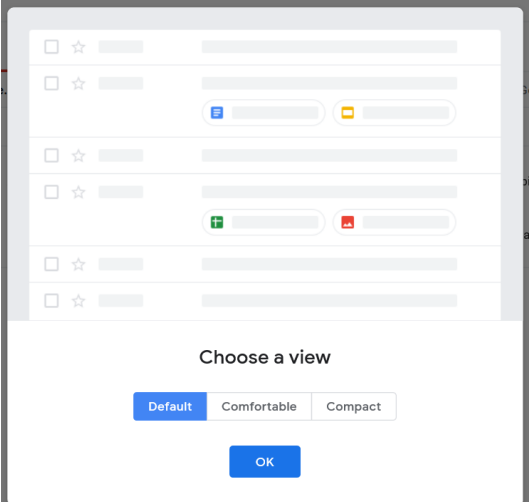
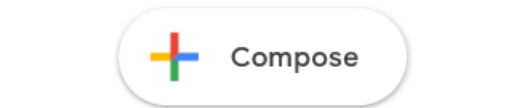
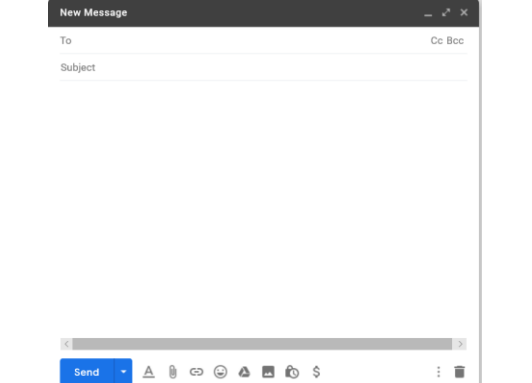
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Setting Up a Free Email Account in Google (Gmail)

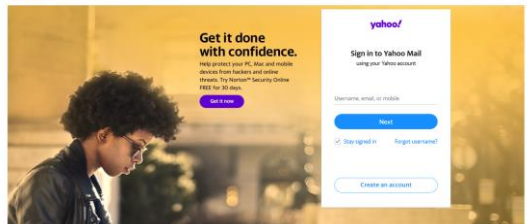
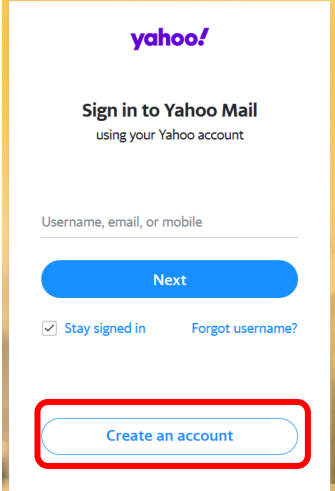
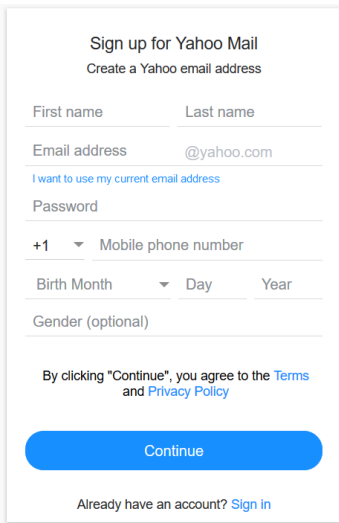
Steps	Action	Screenshot
	<p>This brief guide will help you to set up a free email account with Gmail (Google). There are many free email providers you can use but this is one of the most commonly used.</p>	
<p>1 - Gmail</p>	<p>Start by opening up a web browser on your phone or computer and type in mail.google.com in the address/search bar.</p> <p>Examples of web browsers include Safari, Firefox, Google Chrome, Microsoft Edge.</p>	
<p>2 - Gmail</p>	<p>If there are other people using your computer, you may see other available accounts to choose from. Before you continue, you will need to Sign Out of any other account.</p> <p>Click Use another account.</p>	
<p>3 - Gmail</p>	<p>Click Create Account.</p> <p>Click Next.</p>	

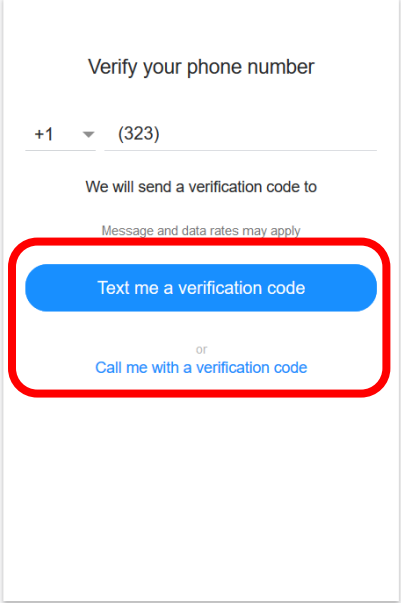
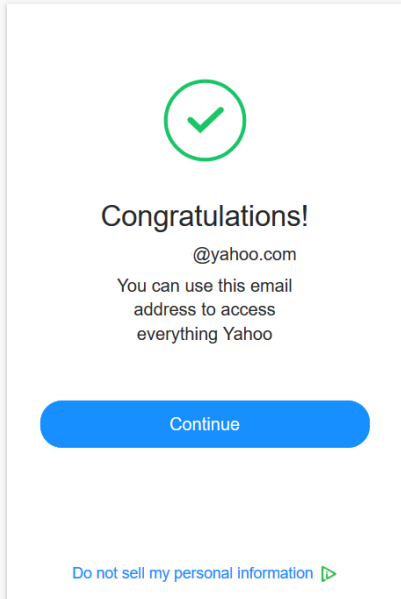
<p>4 - Gmail</p>	<p>Select For myself.</p>	
<p>5 - Gmail</p>	<p>Enter your First Name and Last Name in the boxes provided.</p> <p>Choose a Username. You may want to choose something <i>unique</i> that includes your first and last name so that people can identify that it is you by looking at your email address. Also, consider choosing a name that is appropriate for communicating with your child’s school.</p> <p>Choose a Password with 8 or more characters, including letters, numbers and symbols (!,@,?, &, etc.). Write down your password and keep it in a safe location. Confirm your password by typing it in again.</p> <p>Click Next.</p>	
<p>6 - Gmail</p>	<p>You will get a personalized welcome from Google with your new email address listed.</p> <p>You have the option to add a phone number and recovery email, just in case you ever forget your email password.</p> <p>Add your Month, Day and Year of birth and Gender.</p> <p>Click Next.</p>	
<p>7 - Gmail</p>	<p>Read the Terms and Service and if you are comfortable, click I agree at the bottom of the page.</p>	

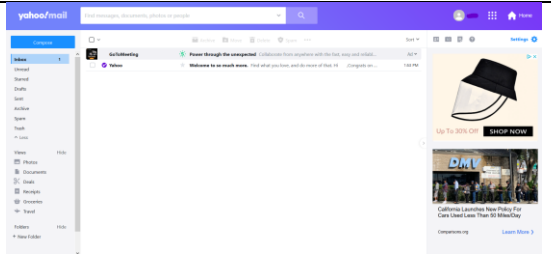
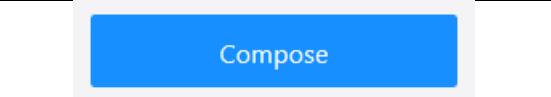
<p>8 - Gmail</p>	<p>Next, sign in with the email and password you created in Step 5.</p> <p>Click Next.</p>	 
<p>9 - Gmail</p>	<p>If you didn't enter a recovery phone number or recovery email in Step 6, you will be asked to enter one again.</p> <p>You can Confirm to leave your account as it is or you can Update to enter a phone number and recovery email. These features are important if you ever get locked out of your account because you cannot remember your password.</p>	

10 - Gmail	<p>Congratulations! You now have an email account.</p> <p>Click Next.</p>	
11 - Gmail	<p>Choose a view. If you are unsure about which to choose, select Default. You can always change at another time.</p> <p>Click OK.</p>	
<p style="text-align: center;">Congratulations on opening your email account! For your first email, consider writing a note of encouragement to someone you care about – a family member, loved one, or even your child’s teacher or principal.</p>		
12 - Gmail	<p>To write an email, select Compose in the upper left corner.</p>	
13 - Gmail	<p>Type in the email address of the person you want to send the message to on the To line.</p> <p>The Subject is usually a summary of what your email is about, ex. Missing Assignment, IEP Meeting, Encouragement.</p> <p>Write your message in the box under Subject.</p> <p>When you are finished, click Send.</p>	

Setting Up a Free Email in Yahoo

Steps	Action	Screenshot
	<p>This brief guide will help you to set up a free email account with Yahoo. There are many free email providers you can use but this is one of the most commonly used.</p>	
<p>1 – Yahoo</p>	<p>Start by opening up a web browser on your phone or computer and type in mail.yahoo.com in the address/search bar.</p> <p>Examples of web browsers include Safari, Firefox, Google Chrome, Microsoft Edge.</p>	
<p>2 – Yahoo</p>	<p>Click on Create an account.</p>	
<p>3 – Yahoo</p>	<p>Enter your First name, Last name and the Email address you would like to use.</p> <p>Choose a Email address. You may want to choose something <i>unique</i> that includes your first and last name so that people can identify that it is you by looking at your email address. Also, consider choosing a name that is appropriate for communicating with your child’s school.</p> <p>Choose a Password with letters, numbers and symbols (!,@,?, &, etc.). Write down your password and keep it in a safe location.</p> <p>Enter a Mobile phone number so Yahoo can send you a verification code for this email account.</p>	

	<p>Enter your Birth Month, Day, and Year. You may also enter your Gender.</p> <p>Click Continue.</p>	
<p>4 – Yahoo</p>	<p>You can choose to have a verification code texted to you or to receive a call with a code.</p> <p>Make your selection and click Text me a verification code or Call me with a verification code.</p> <p>Enter the code you receive.</p>	
<p>5 – Yahoo</p>	<p>Click Continue to move on.</p>	

6 – Yahoo	Your new Yahoo email account is now set up.	
<p>Congratulations on opening your email account! For your first email, consider writing a note of encouragement to someone you care about – a family member, loved one, or even your child’s teacher or principal.</p>		
7 - Yahoo	To write an email, click on Compose . It is located in the upper left corner.	
8 - Yahoo	<p>Type in the email address of the person you want to send the message to on the To line.</p> <p>The Subject is usually a summary of what your email is about, ex. Missing Assignment, IEP Meeting, Encouragement.</p> <p>Write your message in the box under Subject.</p> <p>When you are finished, click Send.</p>	