Email: The first time you get your email account, you are going to **sign up** for email. Later you will **sign in**.

- **Sign up** = “get email account for the first time.”
- **Sign in** = “use my email.”

The first time, you have some work to do. You need to:
- make an email id that only you will have,
- make an **easy** email password,
- answer a security question, and
- copy a special code word for security

1. Go to google.com
2. Click gmail. Find it at the top left.
3. Click on Sign up for Gmail. (**Next time you will sign in.**)
4. Fill in this information. Your Login name can be some of your name and ccsf, or sf. Everyone needs a Login name that is different from all other people. You can mix numbers with your name.

![Google Account Creation](image)

Your Login Name

Type your password: student (okay for now)

5. Stop! Write your password here!___________________

6. Stop! Write your password in your notebook, too.

7. If you forget your password, it is hard or impossible to read your email and you will not be happy.
8. Answer some more questions.

Your teacher's name is easy. Use my name.

Cook

Copy the strange letters in this box.

Click I accept. You did it!

9. When you finish, you will see your Google Email. There will be a welcome message in your in-box.
10. Now you can send a message.
11. Click on Compose Mail.
12. Type my email address: venccsf@yahoo.com
13. Type a good subject for every email. This time: first email.
14. Type a message to me. Answer this question. What will you do next weekend?
15. Check your spelling. Look on the right top corner. Click. Choose the correct words.
16. When you finish, click Send. I will email back to you. You will see my message in your in-box.