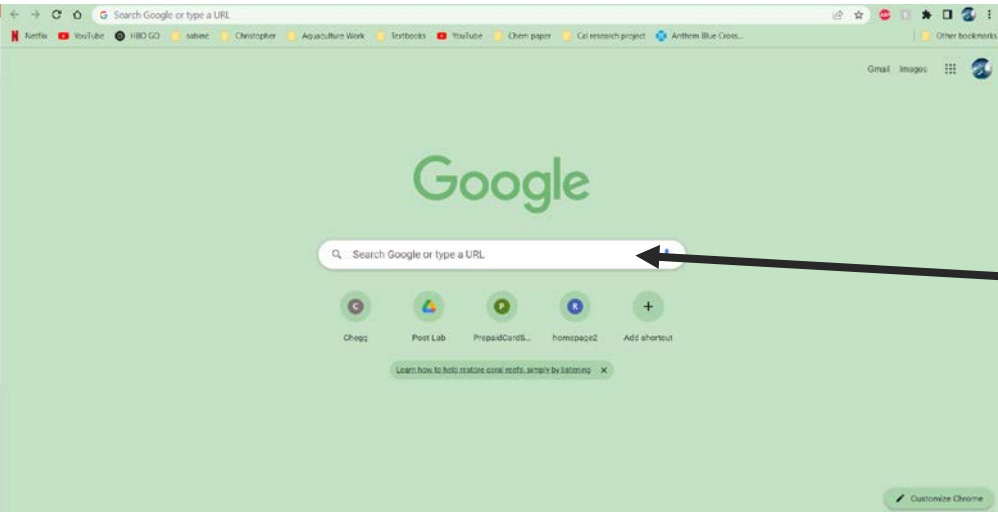


HOW TO CREATE A GMAIL ACCOUNT FOR LANDINGS

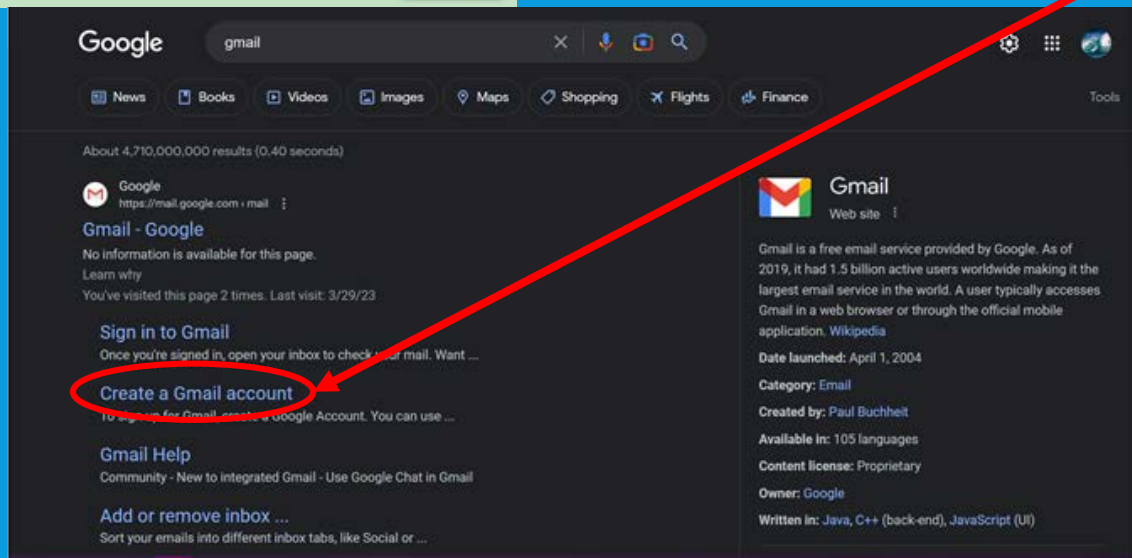
WHAT IS A GMAIL ACCOUNT?

- It is another email account
- It gets you access to Google Drive
- It is free to set up and takes about 5 minutes to set up

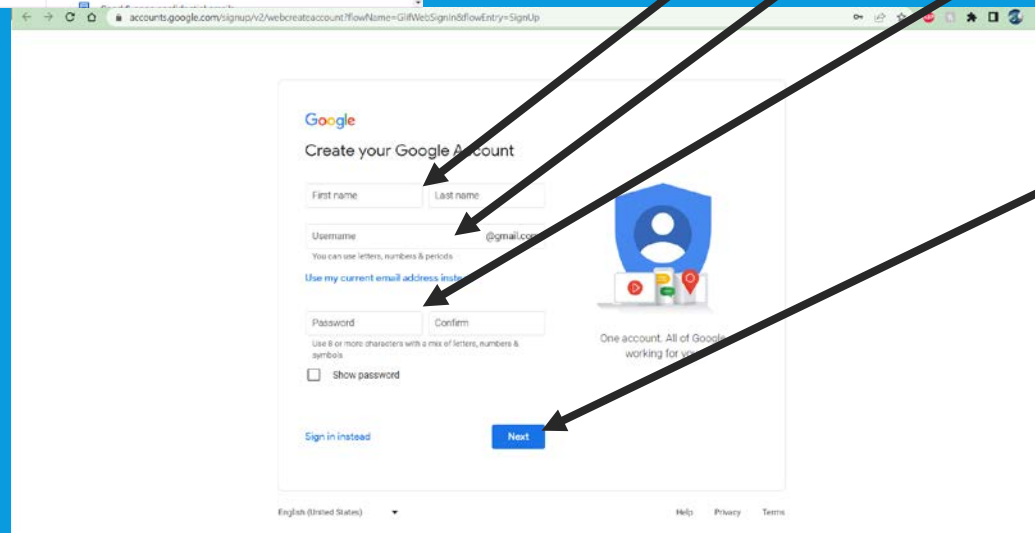
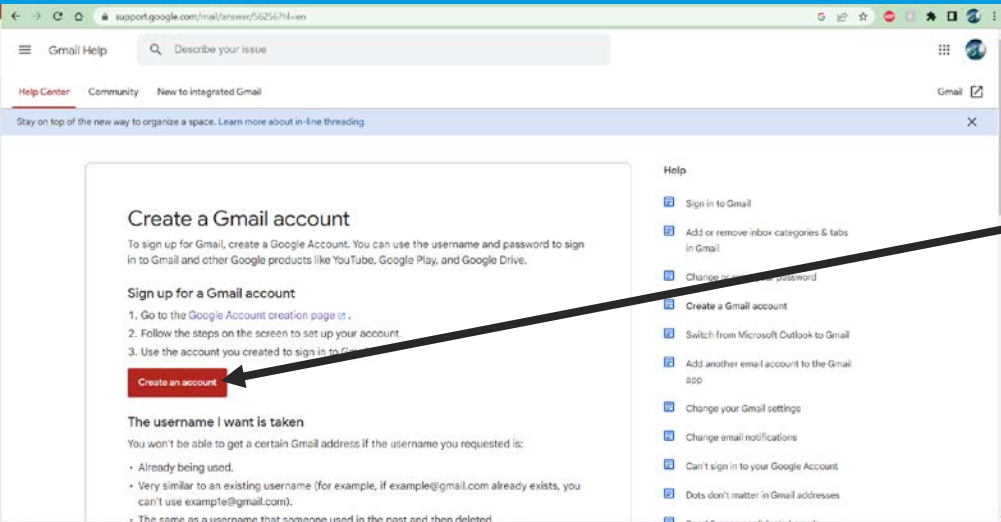
HERE IS HOW TO START



- Open the internet (Google Chrome works the best with it)
- Search Gmail in the internet search bar
- Click on create a Gmail account



NEXT STEP



Click create an account

Fill out personal information

Fill in email address you would like to use

Create a password (it can be the same password you use for other email accounts for easy remembering)

Click next when you are done

NEXT STEP

shellfish1.3.2.4.5@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

Why we ask for this information

Back Next

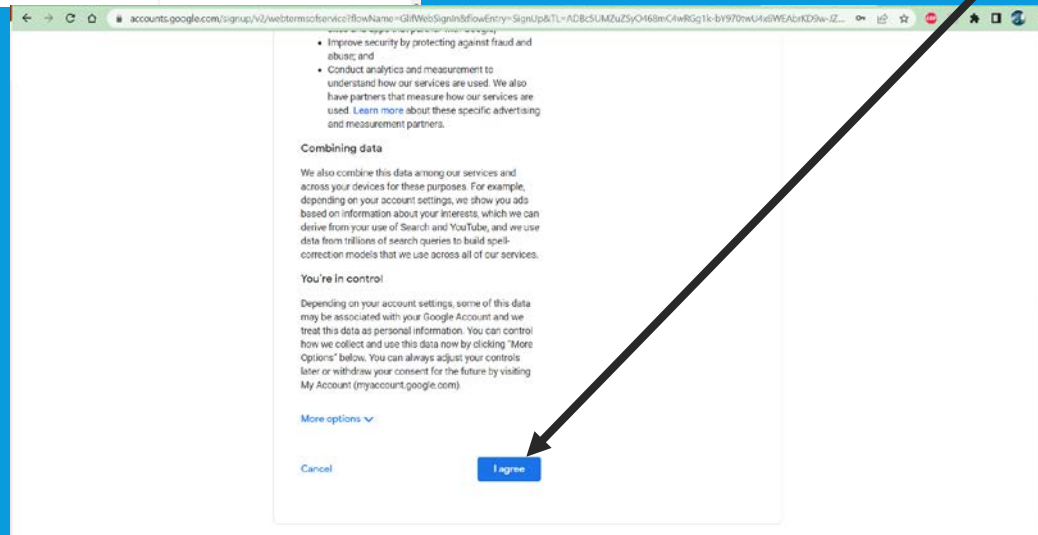
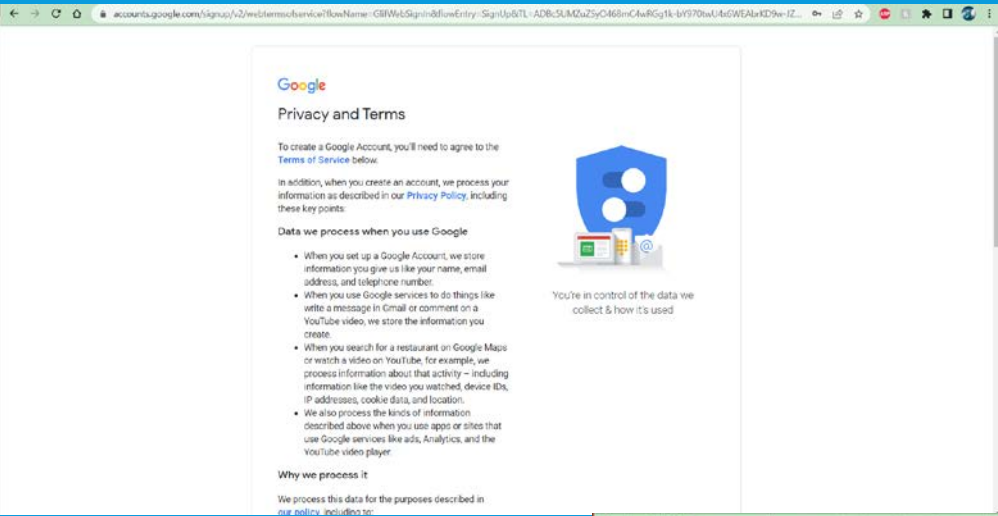
Fill out your birthday and gender

You can enter your phone number and a separate recovery email if you would like

- This will help if you forget your password

Click next when done

NEXT STEP



- These are the Terms of Service
- Read through them if you would like
- Scroll to the bottom and click I agree when you are ready to move to the next step

YOU ARE DONE

- You are done setting up your account
- You can now access everything that Google offers
- I will show you now how to access your new landings files with your new account
- I would suggest downloading the Google Drive app on your phone if you have a smart phone
 - I can show you after the presentation if you would like