

stronger Grow with Google

Thank you for your interest in the Jumpstart Your Career Search - with Google! Workshop. Before we meet, you will need to create a Google account if you do not already have one. If you already have a Google (or Gmail) account, you are all set!

To create a Google account:

1. **Open a new page** on your Internet browser.
2. **Type www.gmail.com in the box at the top of your Internet browser** and press “Enter” or “Return” on your keyboard. Click “**Create Account**” towards the bottom of the page. “Create Account” may also appear in the top right corner of the page.
 - a. You can also **click this link** if you are accessing this document electronically: [Create a Google Account](#)
3. **Enter your first name and last name** in the designated fields on the screen.
4. **Pick an email address** you will remember and enter it in the designated field.
 - a. Remember, this will be the address visible to employers as you begin applying to jobs online. Be sure to create a professional email address.
5. **Create a password** you will remember and type it in the designated field. Type the same password in the next field where it asks you to **confirm your password**.
6. **Click “Next” or scroll down to continue entering information.**
 - a. Google may ask for your birthday, phone number, and gender.
 - b. It may also ask that you enter captchas, or unscramble funny looking text. This proves you are a real person making an email account, not a robot.
7. **Be sure to click the box next to the Terms of Service Agreement. Click “Next.”**
8. You may be able to add a profile picture at this step. If you would like to, click “**Add Profile Picture.**” This is not required so **you can also click “Next” at this point.**
9. **You should be all set! Click “Get Started” to begin using Gmail.**

To access your Gmail account at any time, type www.gmail.com in the box at the top of your Internet browser and sign in using the email address and password you just used to create the account.

You can use the spaces below to help you remember your email address, password, and time and date of your Jumpstart Your Career Search - with Google! Workshop.

Email Address: _____@gmail.com	Workshop Date: ____/____/2021
Password: _____ <i>Be sure to keep your password private.</i>	Workshop Time: ____:____ AM or PM