Creating a Gmail account

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Why Gmail?

1. It protects your personal email and phone number from spammers/hackers because you are not posting your information on the web (webpage, Facebook, newsletters)

2. It protects your members from spammers/hackers because you do NOT store their emails in the account. But members and other organizations can contact you.

3. You use it as a connection to other applications:
    1. MailChimp: Email program, requires an email to set up
    2. Shutterfly: Historian photo scrapbook, webpage, requires an email to set up
    3. Google Docs/Forms: membership form, surveys, collaboration
    4. WordPress: TRTA webpage requires Gmail to setup and update

4. All these accounts can be passed to the next officers, do not need to reinvent the wheel.

- ***Always keep a copy of all account login information with the Local unit President or Secretary in case of the unfortunate loss of the main admin.

- Keep a notebook of all Technology Resource Guides.

- Make sure that TRTA has the name of a Technology contact for your local unit so they will receive the monthly newsletters.

Search for Gmail, click on Sign Up

Gmail - Email from Google
mail.google.com/mail

Gmail is email that's intuitive, efficient, and use access.

Inbox

10+ GB of storage, less spam, and mobile access. Gmail is...

Sign Up

This site won't let us show the description for this page.

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

Sign in instead   **Next**

- 1) Use your local units name as the persons name, i.e. first-Arlington, last-RSEA.

- 2) Use your locals name as username, ie. ARSEA or ArlingtonRSEA.

- 3) Use a generic password, i.e. Arsea17, again something which can be passed along and/or used by several people. (Must have upper and lowercase letters, numbers, and a symbol)

Phone number (optional)

We'll use your number for account security. It won't be visible to others.

Recovery email address (optional)

We'll use it to keep your account secure

Month ▼   Day   Year

Your birthday

Gender ▼

- 4) The person who is going to be the main Admin for the account needs to put your own cell number and personal email as a backup contact. The admin on the account will have to verify and accept other users devices in order for them to be able to use the account. (See verification directions)

- 5) Birthday should be your Local Units Charter date. (If you don't know it use 1-1-2000)

- 6) Gender select Rather not say.

Verify your phone number

To make sure this number is yours, Google will send you a text message with a 6-digit verification code. *Standard rates apply*

- Click send to verify phone number.
- Enter verification code.
- Skip or accept video calls and ads.

Google

Privacy and Terms

I agree

You must agree to Privacy and Terms.

Go through setup steps.

Choose a view

Default   Comfortable   Compact

100%

Setup progress

✓ Account Created

✓ Get Gmail for mobile

✓ Import contacts and mail

✓ Learn how to use Gmail

✓ Choose a theme

✓ Change profile image

Verifying a Google Account-Adding users

- You will get a security alert email that looks like this.

New device signed in to

Then will list the gmail address

Your Google Account was just signed in to from a new Mac device. You're getting this email to make sure it was you.

CHECK ACTIVITY

- When you click on 'check activity' it will look like this.

- Click on Yes if you know who this is, otherwise they will be blocked from logging in and using the account.

New sign-in on Mac

P pjse1959@gmail.com

Your account is at risk if this wasn't you

Mac
Safari (Browser)

🕐 Just now

📍 Near Arlington, TX, USA
2600:1700:ca80:eb0:801d:b823:e572:1
23e (IP address) ⓘ

Do you recognize this activity?

NO, SECURE ACCOUNT   YES

Changing Admin

- Log in to the Gmail account.

- Click on the colored circle with a letter in it in the upper right corner and click on

- Manage your Google Account.

- Click on 'Security' on left.

Ways we can verify it's you

These can be used to make sure it's really you signing in or to reach you if there's suspicious activity in your account

Recovery phone

Recovery email

- 1. Recovery Email- click on recovery email, you will need to enter the account password.
- Click on the 'Add recovery Email' if there was not one or click on the pencil if there was one to add or change the recovery email to the new admins email. Click on Done.
- The new admin will now get the emails to verify new devices.
- (The admin and new user will need to coordinate when the new device is added so the admin is available to do the verification. (See verification directions))
- The new recovery email will get an email letting them know they are a recovery email.
- Click the left arrow at the top in front of Recovery email to get back to the security page.

Ways we can verify it's you

These can be used to make sure it's really you signing in or to reach you if there's suspicious activity in your account

Recovery phone

Recovery email

- Recovery Phone-click on recovery phone, enter the account password. Click on the 'Add recovery Phone' if there was not one or click on the pencil if there was one to add or change the recovery phone to the new admins email. Click on Done or Update.

- The new recovery phone will get a text letting them know they are a recovery phone.

- Click the left arrow on the blue bar to get back to the security page.

Signing in to Google

Password

Use your phone to sign in

2-Step Verification

- Do NOT change the password if there is more than 1 user on the account.

- If you are passing the admin responsibilities on to a new admin and changed the password be sure to change the password to something generic so they can get started as the admin.

- 2-Step Verification is up to you.
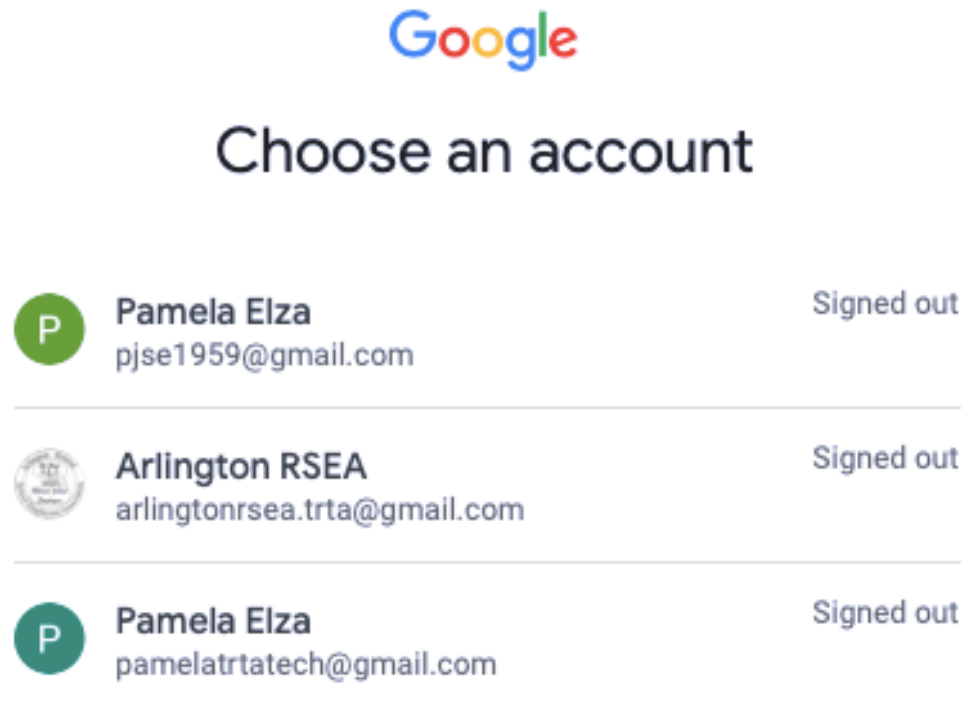
You can review 'recent security events' and 'your devices' to see who has access to the account.

To remove a phone or tablet click on manage devices, then click on more details under the name of a device and click sign out.

Multiple Gmail accounts

- If you have multiple Gmail accounts you will see them all in the login screen, and when you click on the colored circle in the upper right corner when in an account.