

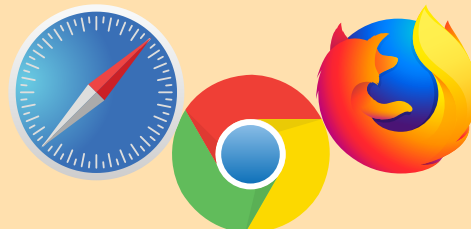
# HOW TO: CREATE AN EMAIL ADDRESS

Special  
Olympics  
Pennsylvania



## FOLLOW THESE STEPS TO CREATE YOUR OWN EMAIL ADDRESS:

1. Open your internet browser. (Google Chrome, Safari, FireFox, Internet Explorer, etc.)



2. Go to "**mail.google.com**".

3. On the next page, click "**Create an Account**".  
If you don't see this, look for "**Get Gmail**".

Create an account

Get Gmail



Then, you'll see a screen like this:

4. Fill in the required information.



Your **username** will be your email address.

Try using your initials or interests. If your desired username is already in use, try another option!

Example: Soccerfan7



First name

Last name



Username

@gmail.com

You can use letters, numbers & periods



Type your **password** two times to confirm it.

**TIP: Write your password down** so you don't forget it!



Password

1

Confirm

2

Use 8 or more characters with a mix of letters, numbers & symbols



Show password

5. When you've entered all information, click "**Next**".



Next

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## STEPS CONTINUED

6. Enter additional security information on the next page.

### OPTIONAL:

➔ Add your **phone number** for security reasons.

➔ Add another **email address** in case you help getting into your account in the future.

*This can be another email you have, or a family member's (with their permission).*

### REQUIRED:

➔ Your birthday

➔ Your gender

Google

, welcome to Google

SOAthlete7@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

Next

7. When you've entered all information, click "Next".
8. Read the "Privacy and Terms" page, then click "I agree" at the bottom.

## Congratulations, you have created your own Gmail account!

*Make sure to notify your SOPA region  
so your new email address can be  
added to our mailing list!*

### Looking for more resources?

Browse our  
**Internet Safety Video Series**

- Step by step tutorials
- Safety tips
- Instructions for athlete online registration
- ...and more!

