

Google Account

Creating a Google Account

Introduction

Creating a Google account is fairly simple. You'll need to provide some basic information, like your **name**, **age**, and **location**. Once you create and verify your account, you'll be able to use **Gmail**, **Google Docs**, **Google Calendar**, **Google+**, and many other services.

In this lesson, we'll show you how to **create an account**.

Creating an account

In order to create a Google account, you'll need to enter some information, like your **name**, **birth date**, and **location**. Creating a Google account will automatically create a **Gmail** email address and a **Google+ profile**.

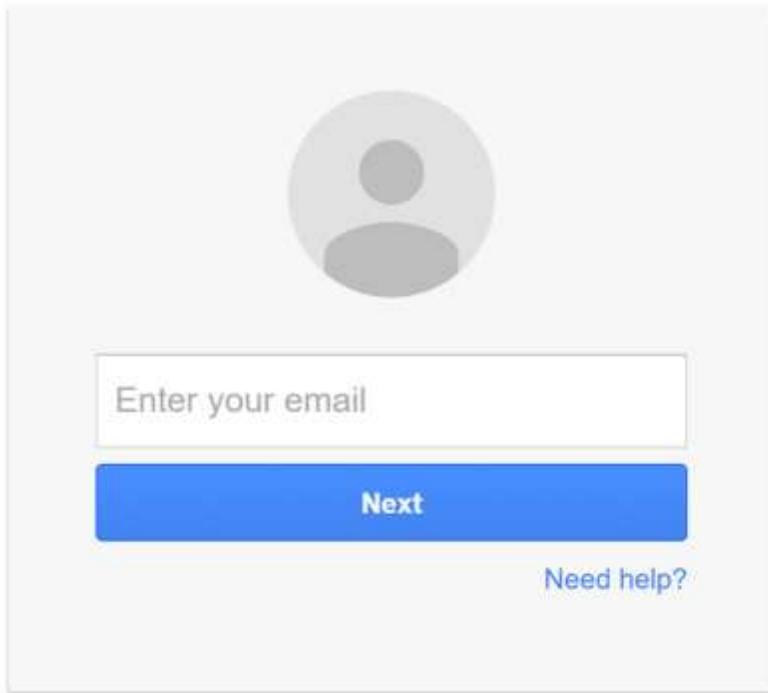
If you have a Gmail address, you **already have a Google account** so you won't need to create an account. You can simply sign in to Google using your Gmail information.

To create a Google account:

1. Go to www.google.com. Locate and select the **Sign in** button in the top-right corner of the page.



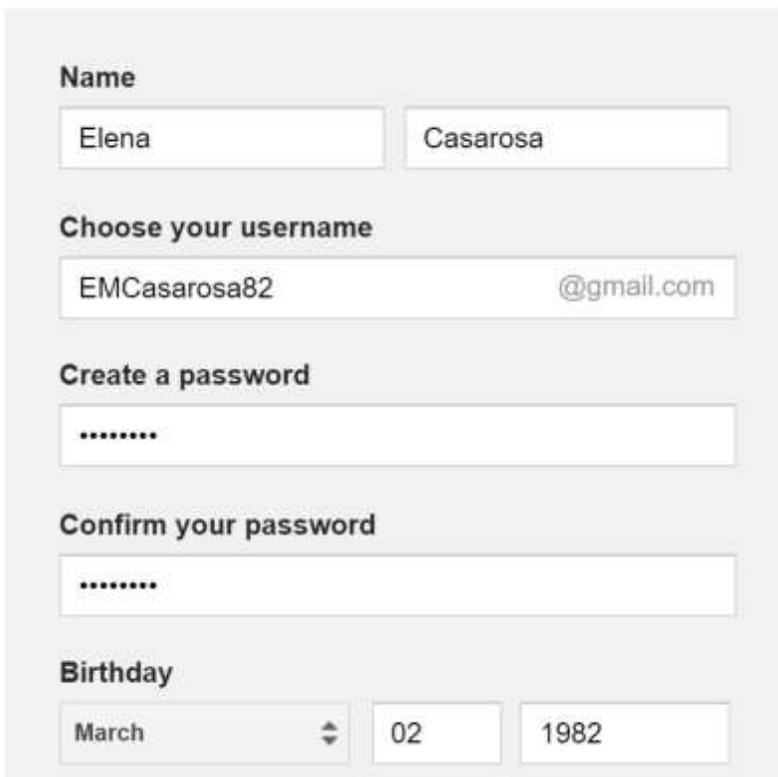
2. Click **Create an account**.



A screenshot of a web form for account creation. At the top is a grey circular placeholder for a profile picture. Below it is a white text input field with the placeholder text "Enter your email". Underneath the input field is a prominent blue button with the word "Next" in white. In the bottom right corner of the form area, there is a blue link that says "Need help?".

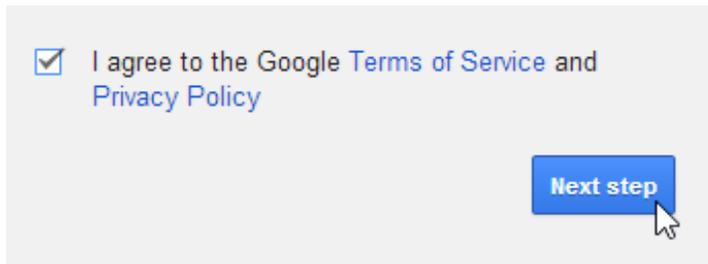
[Create account](#)

3. The **signup** form will appear. Follow the directions by entering the required information, such as your name, birth date, and gender.



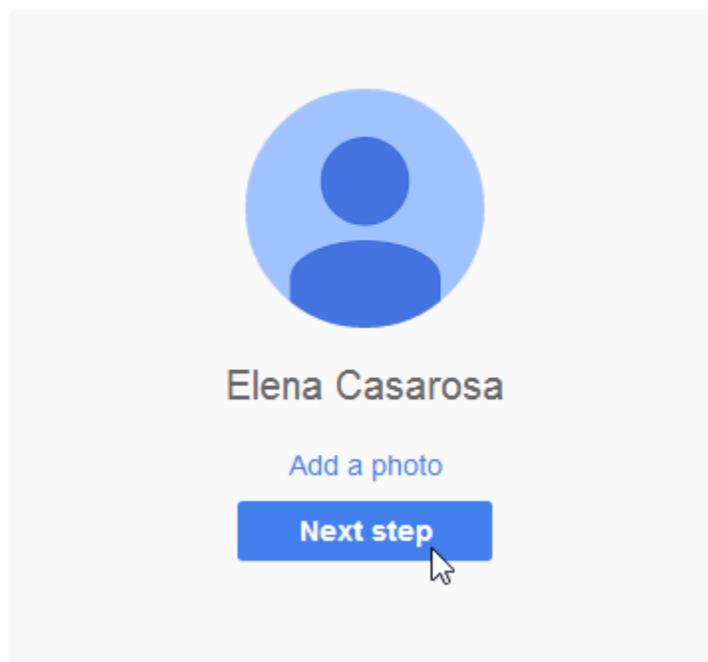
A screenshot of a multi-field signup form. The "Name" section has two input fields containing "Elena" and "Casarosa". The "Choose your username" section has a single input field containing "EMCasarosa82" and "@gmail.com". The "Create a password" section has an input field with seven dots. The "Confirm your password" section has an input field with seven dots. The "Birthday" section has three input fields: a dropdown menu showing "March", a field with "02", and a field with "1982".

4. Review Google's [Terms of Service](#) and [Privacy Policy](#), click the checkbox, then click **Next step**.



5. The **Create your profile** page will appear. Click **Add a photo** if you want to add a photo to your **Google+** profile. If you don't want to set a profile photo at this time, click **Next step**.

Choose how you appear across Google by creating a public Google+ profile.
Include a photo - you can update it at any time.



6. Your account will be created, and the Google welcome page will appear.

Access apps, check notifications, and edit your account



Welcome!

Your new email address is emcasarosa82@gmail.com

Thanks for creating a Google Account. Use it to subscribe to channels on YouTube, video chat for free, save favorite places on Maps, and lots more.

[Continue to Gmail](#)



Just like with any online service, it's important to choose a **strong password**—in other words, one that is difficult for someone else to guess. For more information, review this [Creating Strong Passwords](#) lesson from our [Internet Safety](#) tutorial.

Google Tips

Getting Started with Google Calendar

Getting started with Google Calendar

Google Calendar is a powerful, free service you can use to organize your schedule and coordinate events with others. It has many useful features, including the ability to share calendars with others and easily switch what is currently being displayed. You can access your calendar from any computer or mobile device as long as you are signed in to your Google account.

The screenshot displays the Google Calendar interface. At the top, there is a search bar with the text "Search Calendar" and a magnifying glass icon. To the right of the search bar, the name "Merced" is visible, along with icons for a grid, a notification bell, and a user profile. Below the search bar, the word "Calendar" is displayed in red, followed by navigation buttons for "Today", left and right arrows, and the date range "Sep 30 – Oct 3, 2015". There are also buttons for "Day", "Week", "Month", "4 Days", "Agenda", and "More".

The main calendar area shows a weekly view starting from Wednesday, September 30, to Saturday, October 3. The time slots range from 8am to 7pm. Several events are scheduled:

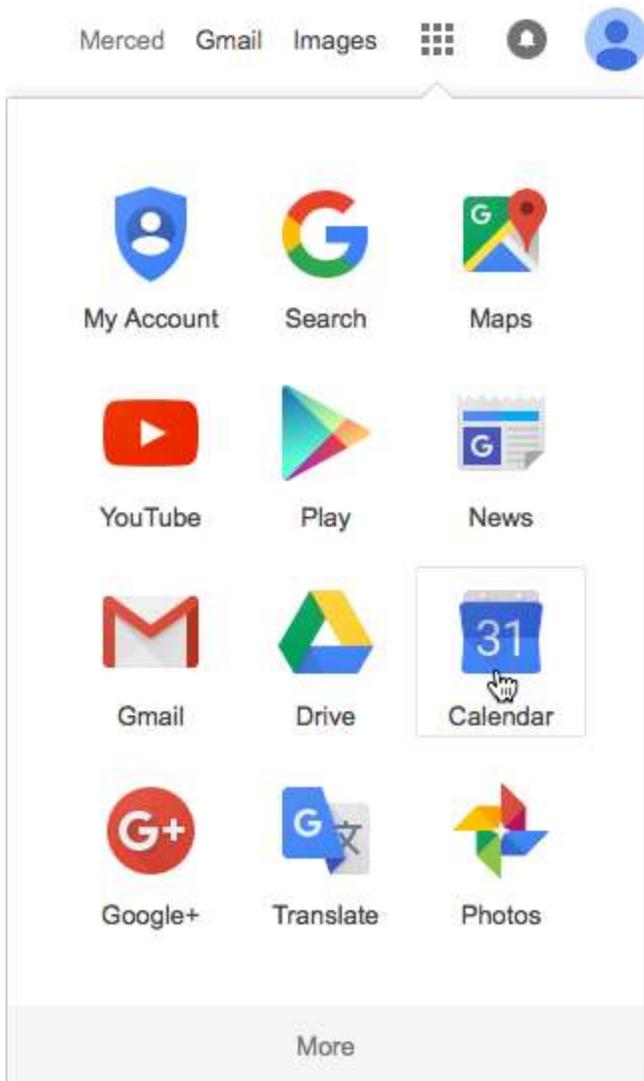
- Wednesday, Sep 30: Breakfast at Morning Times (9:30 – 10:30), Autumn photo shoot at the arboretum (2:30p – 5:30p).
- Thursday, Oct 1: Workshop at EC Photography (10:30 – 12:30p), Video conference with Luke (2:30p – 4p), Golf with sales manager (4:30p – 6:30p).
- Friday, Oct 2: Wedding photo shoot at Rose Garden (1p – 3:30p), Meet Olenna at dog park (5:30p – 7p).
- Saturday, Oct 3: Leo's soccer game (9:30 – 12p).

On the left side, there is a "CREATE" button and a calendar grid for September 2015. Below that, there are sections for "My calendars" (Merced Flores, Birthdays, Dog walking club, Photo shoots, Tasks) and "Other calendars" (Holidays in United St..., Javier Flores).

How to get to Google Calendar

You'll need to be signed in to your Google account to access Google Calendar. If you don't already have one, you can read more about creating a Google account [here](#).

You can get to Google Calendar by visiting calendar.google.com. If you're already on another Google page, click the menu button at the top-right, then click the Calendar icon.



There's also a Google Calendar app available for most mobile devices. The Google Calendar app is installed by default on most Android devices, and you can [download it from the Play Store](#). There's also an [iOS version in the App Store](#).

Navigating Google Calendar

Google Calendar offers a lot of flexibility in how you view the calendar. The buttons at the top-right will change the scope of the current view, showing a single day, a single week, an entire month, and other view modes.



At the top-left of the window, the arrow buttons will change the view to different dates in the past or future. You can also click the **mini calendar** to the left of the main calendar to view a specific date. The **Today** button will return the calendar view to the current day.



Events

Each item on the calendar is an **event**. There are two ways to create an event:

- Click a blank space on the calendar. A small box will appear for you to enter basic information on the event. Click the **Create event** button to finish, or click the **Edit event** link to enter more details.

- Click the red **Create** button at the top-left of the window. A form will appear for you to enter information about the event. The only information you need to enter is the title of the event and the time, but more information can be useful for anyone looking at the event.

← **SAVE** Discard

Autumn photo shoot at the arboretum

9/30/2015 2:30pm to 5:30pm 9/30/2015 [Time zone](#)

All day Repeat...

Event details

[Find a time](#)

Where JC Raulston Arboretum, Beryl Road, Raleigh, NC, United States

Video call [Add video call](#)

Calendar Merced Flores

Description Shoot for autumn fruits and berries exhibit

Add guests

Enter guest email address [Add](#)

Guests can

- modify event
- invite others
- see guest list

Event color

Notifications Pop-up 30 minutes

Email 8 hours

[Add a notification](#)

Show me as Available Busy

Visibility Calendar default Public Private

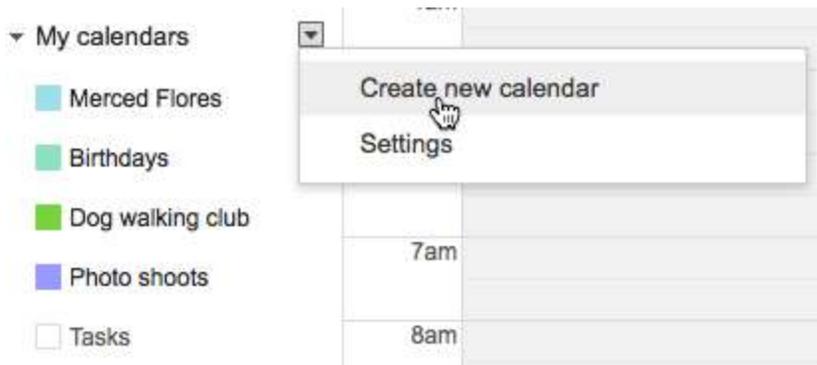
By default this event will follow the [sharing settings](#) of this calendar: event details will be visible to anyone who can see details of other events in this calendar. [Learn more](#)

In the event form, you can add **notifications** to remind you of the event before it starts. These reminders can be pop-ups in your browser, or they can be automated emails. This can help you stay on schedule or give you time to plan travel.

You can modify existing events or view their details by clicking the event on the calendar.

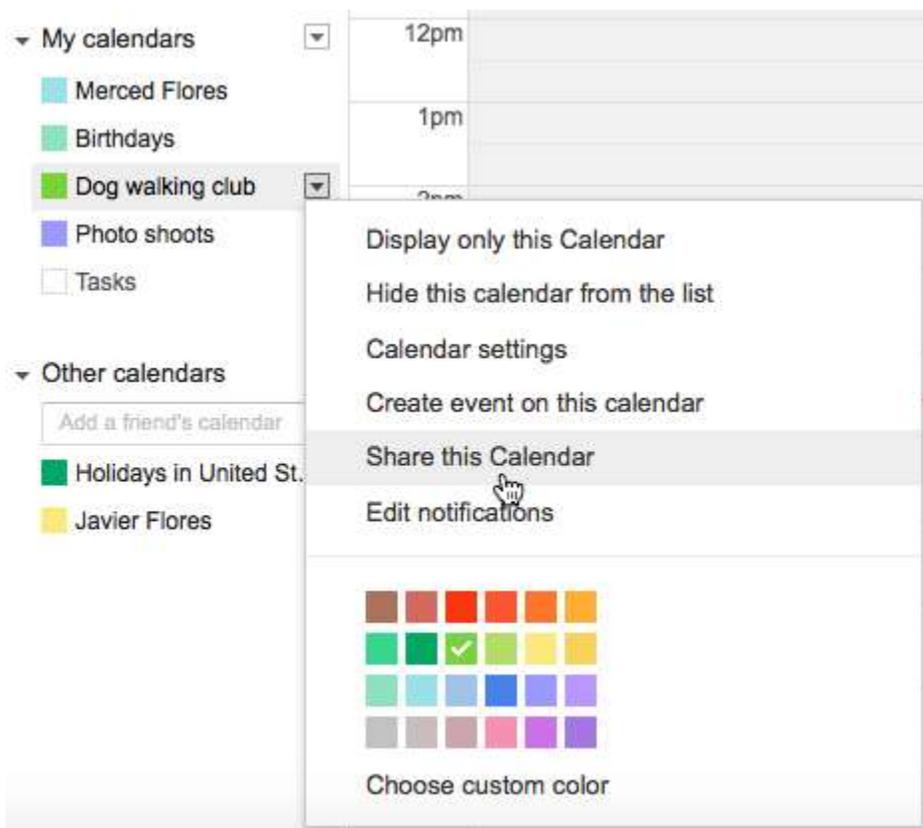
Creating new calendars

You can create separate calendars to help you organize events or share with specific people. Click the drop-down arrow next to **My calendars**, then click **Create new calendar**. This will open a form that's similar to the form for creating new events, with its own permission and sharing settings. After creating a new calendar, new events can be assigned to it, and old events can be moved to it.



Sharing and customizing calendars

One of the most powerful features of Google Calendar is the ability to customize and share your calendars. Move your mouse over a calendar name on the left, then click the drop-down arrow beside it to open a menu for this calendar. You can change the color of events in this calendar in your view, or you can hide it from the current view.



You can share the entire calendar with others by clicking **Share this Calendar**. This will give you options similar to invitations for events, but it affects the entire calendar you are sharing. Shared calendars can be useful for coordinating many related events with a group of people.