Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Creating a Professional Email Account**

Every student should have a professional email account. This is the account that you should use for communication with your teachers, as well as for communicating with companies and/or employers. For homework, you will be setting up a professional email account for each one of you to use through out the school year, for the rest of your academic career, and hopefully beyond to your professional career.

Step 1:

Open Firefox/Internet Explorer and go to <http://mail.google.com>.

Step 2:

Click on “Create an Account” in the bottom right corner.

Step 3:

Enter your first and last names in the appropriate boxes. Then choose a user name; your user name must be some combination of your name. For example:

*johnkennedy*

*john.kennedy*

*johnfkennedy*

*johnfiztgeraldkennedy*

*john.fitzgerald.kennedy*

*jfkennedy*

*j.f.kennedy*

*jkennedy*

*j.kennedy*

*kennedy.john*

Avoid using numbers in your email address. Only use them if you are desperate and use, at most, 2 or 3.

Write your email address here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@gmail.com

Step 4:

Choose a password. Make it something you will remember easily.

Write your password here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Step 5:

Enter your birthday, gender and mobile phone number. The phone number will assist you if you happen to forget your username or password.

Step 6:

Enter a secondary email. This means an email account you already have and use. This is so that if you forget your password, Google can send you an email to your second account with the password.

Step 7:

Enter the word verification code. This device just proves to Google that you are a real person and not a computer setting up an account.

Step 8:

Click “I Accept. Create My Account.” to create your new email account. This will take you to the congratulations page. Click “Show Me My Account” to go to your inbox.

Step 9:

Once in your mailbox opens, click the “Gmail” link in the left hand column and open your **Contacts**. Find the button that says **New Contact.**  Click this button to add a new contact.

Step 10:

Fill in the contact information as follows:

Name: Mr. Harris

Email: [harrisd@peabody.k12.ma.us](mailto:harrisd@peabody.k12.ma.us)

Phone: 978-536-4500

Address: 485 Lowell St.

Peabody, MA 01960

Click **Add**. This will be the email address at which you can contact Mr. Harris.

Step 11:

Now that you have saved the Mr. Harris’ contact information, go back to **Gmail** by click the **Contact** button on the left (as you did in Step 9) and send an email by hitting **Compose. Use my contact for the “To” and your full name as the “Subject” and tell me a funny, but school appropriate joke or riddle in the email.** This is how you will receive credit for this assignment. I will respond back when I receive it.

**Keep this sheet with your login information on it in your folder or binder, so you do not forget how to access your account.**