ProVol Digital

Step by Step Guide

Create a Gmail address

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Professional volunteer management
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Erasmus+

Gemeinsam leben & lernen in Europa e.V.

dobrovolnické centrum

Voluntariat
Centrul de Voluntariat Cluj-Napoca
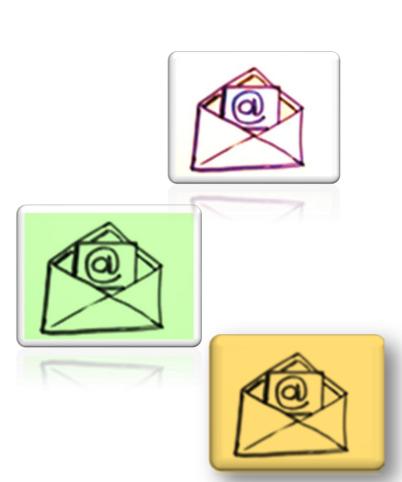
EB projektmanagement

Free e-mail providers

- Web.de

- Freenet

- One.com

- GMX

- Hotmail

- T-Online

- Yahoo Mail

But free of charge means…

- ... your e-mail address has the extension of the provider, e.g. erika.musterfrau@gmail.com

- ... there is usually a lot of advertising

- ... you disclose your data (data octopus Google)

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Step by step

Creating a Gmail address - how does it work?

Step 1: Create an google account

Step 2: Google account detail - full name

Step 3: Username

Step 4: Password

Step 5: Personal details

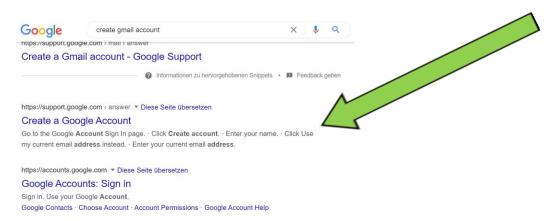**Step 6:** Set up google account

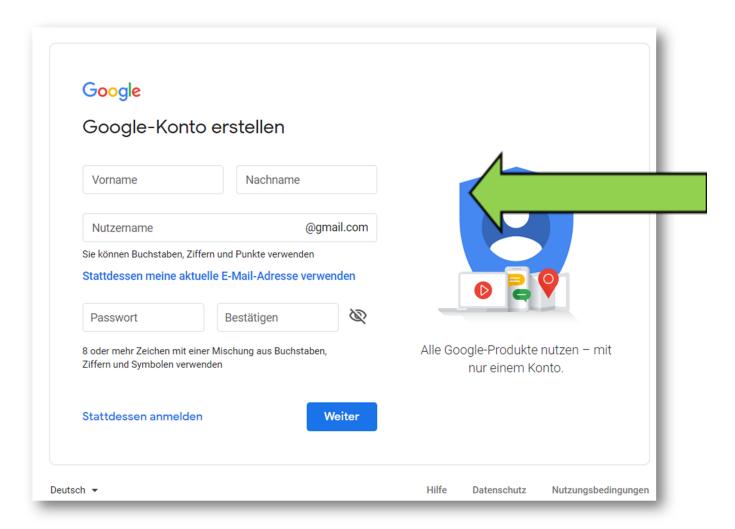# Create an account

a)   Search "Create Gmail account"

b)   Or Tap or click on this link:

https://accounts.google.com/signup/v2/webcreateaccount?flowName=GlifWebSignIn&flowEntry=SignUp

Does your site look anything like this?

Create an account - name

To set up the account,
you only need to follow the steps on the screen.

Please enter your First and last name!

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Select user name

Select at least one serious e-mail address with your own name.

a b c d e f g h i j k l
m n o p q r s t u v w
x y z

0 1 2 3 4 5 6 7 8 9   .

This user name is already taken!

Please select a different one.

Nutzername
erikamusterfrau   @gmail.com

⊗ Dieser Nutzername ist vergeben. Versuchen Sie es mit einem anderen Namen.

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Select user name

Please enter your username!

Enter password

Defaults:

- Combination of numbers, digits and characters

- Eight or more characters

Tipps:

- Do not use any names
- Should not be found in any dictionary

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Enter password

Please enter your password!

Enter personal Data

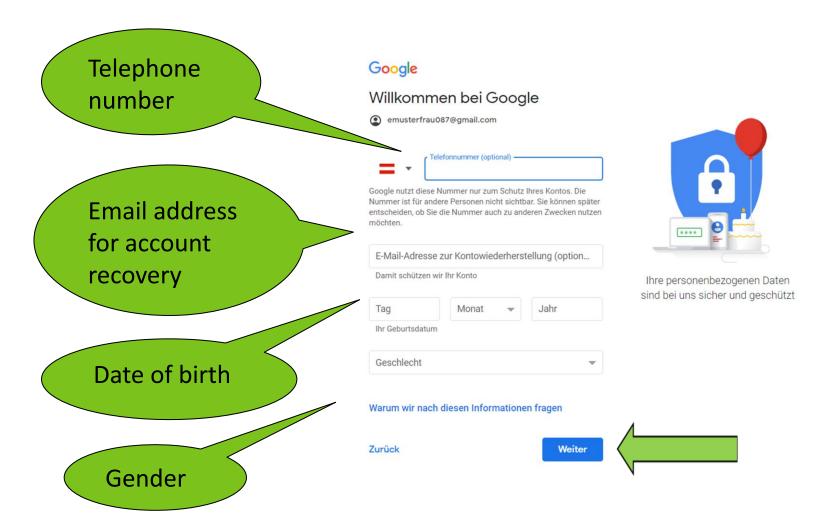- Telephone number (optional)

- Account recovery email (optional)

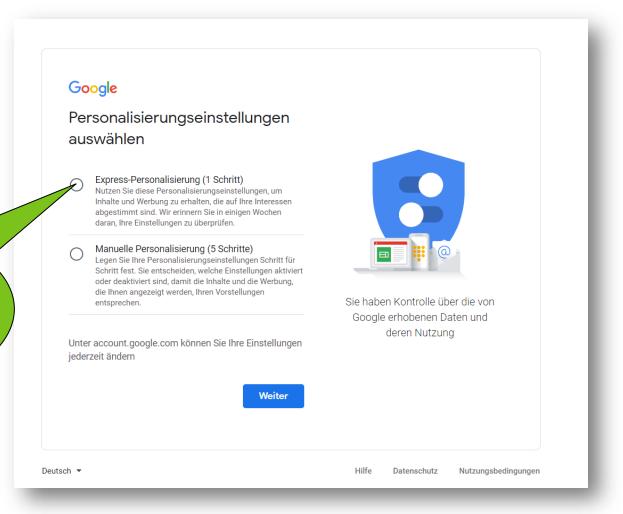- Date of birth
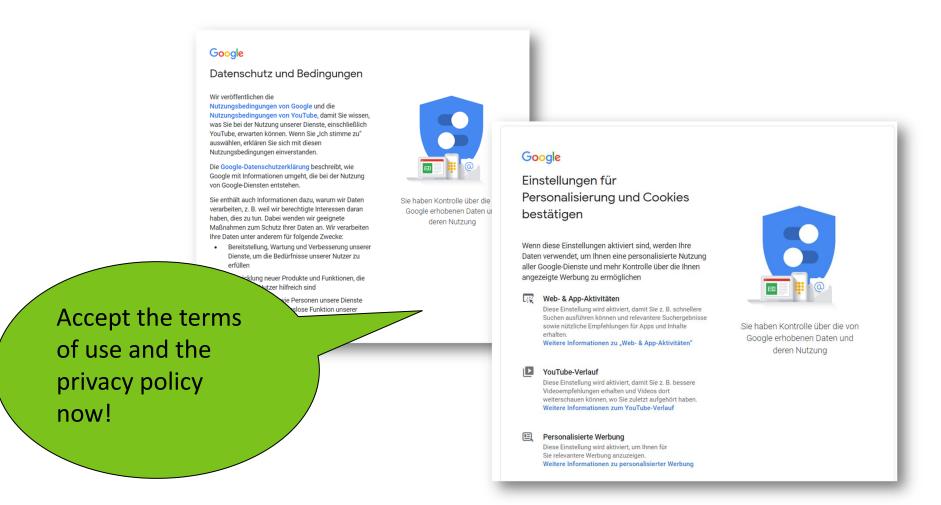
- Gender

- Personalisation settings and privacy

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Enter personal Data

Telephone number

Email address for account recovery

Date of birth

Gender

Express personalisation

Select the express personalisation!

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Terms of use and privacy policy

Accept the terms of use and the privacy policy now!

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Set up account

Your Gmail account has thus been set up and is ready for use.

And then click on "Create account".
You will then be redirected to your Gmail mailbox.