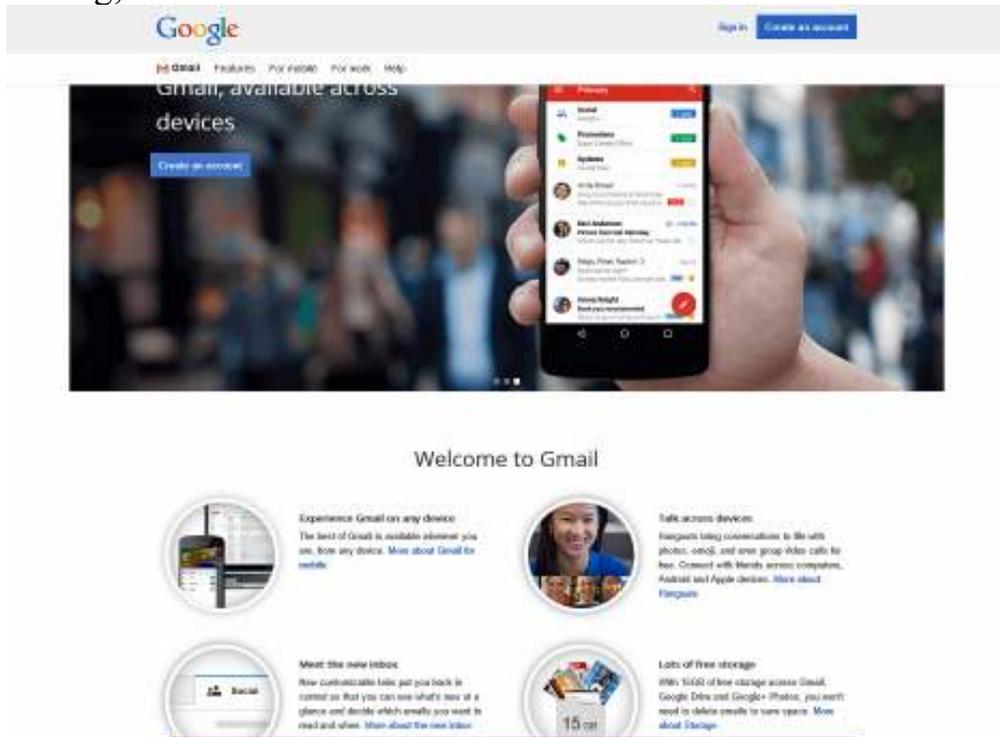


Setting up a Club Gmail Account

Step 1: Getting Started

Using any web browser, link to www.gmail.com, the webpage that loads should look like the following;



Click on Create an account near the top right of the screen. The screen that follows will look like the image below. Note that Gmail is configured around humans having emails, not organizations.



Step 2: Create Gmail Account

If there is any part of the process that is tricky, it is here, following are suggestions;

- for name, put the name of your club in the Name field (e.g. Glacier Probus Club as first name and perhaps your home city as last name e.g. Comox Valley)
- for User name, the format suggested by John Howarth is club name, probus, and club number, but the important part is having the club number present – our gmail user name is glacierprobusclub228@gmail.com
- choose a strong password, at least 8 characters and including some letters including Caps and some numbers (e.g. Kingston2014) AND write it down! LOL Enter the password in Create a password, then enter it again to Confirm your password
- Enter a birthday at least 18 years in the past to avoid Google restrictions on children, I suggest the month and day you create the account (e.g. November 18, 1975)
- Under Gender, choose Other
- Skip mobile phone and Your current email address, check the square to Set Google as my default homepage
- Key in the text to prove you are not a robot
- Check off the box that you agree to the Google Terms of Service

Your screen should look like the image on the following page;

Create your Google Account

One account is all you need

A single username and password gets you into everything Google.



Take it all with you

Switch between devices, and pick up wherever you left off.



Name

Glacier Probus Club Comox Valley

Choose your username

glacierprobusclub228 @gmail.com

Create a password

••••••••

Password strength:

Strong

Use at least 8 characters. Don't use a password from another site, or something too obvious like your pet's name. [Why?](#)

Confirm your password

••••••••

Birthday

November 18 1975

People you connect with on Google may see the month and day of your birthday. [Learn more](#)

Gender

Other

Mobile phone

Your current email address

Default homepage

Set Google as my default homepage.

Your default homepage in your browser is the first page that appears when you open your browser.

Prove you're not a robot

Skip this verification (phone verification may be required)



Type the text:

18823

Location

Canada

I agree to the [Google Terms of Service](#) and [Privacy Policy](#)

Next step

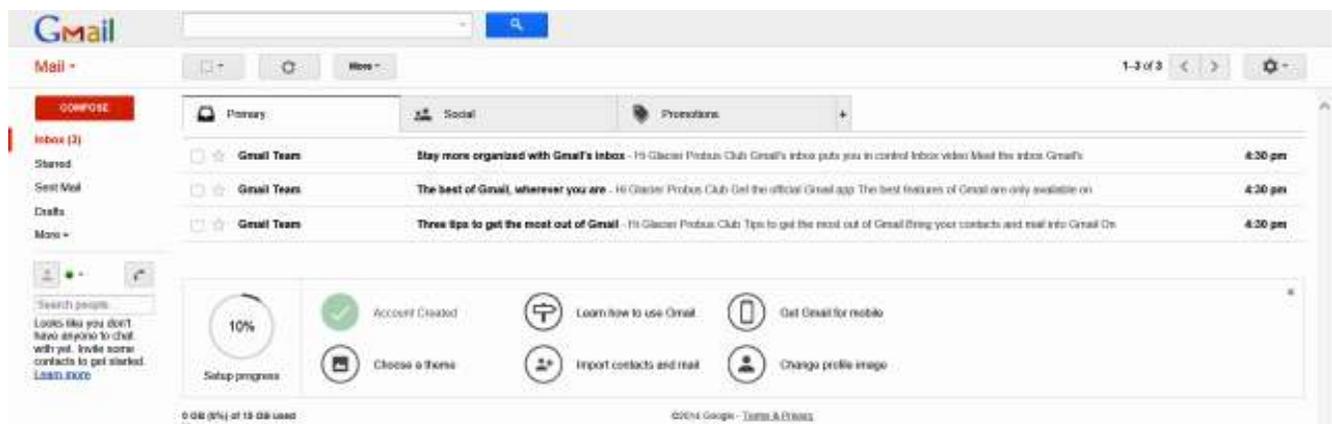
Now click on Next step at the bottom right.

The next screen to come up should look like the following;

Click
on



Continue to Gmail, and you are almost done, the following screen should appear, and with 3 emails to welcome you to using Gmail.



Congratulations, your Probus Club now has a permanent email address that won't change every time your Management Committee does.

But, you are not quite done! Please follow the separate guidelines for going into Gmail settings and configuring it to automatically Forward any incoming email to the person in your Club who should receive it (e.g. President or Secretary).

That document is titled Gmail Forwarding.

This document created November 18, 2014 by Keith Millard, Communications Coordinator for the Glacier Probus Club in the Comox Valley, and I may be contacted via the Gmail address shown in the example shown in this document