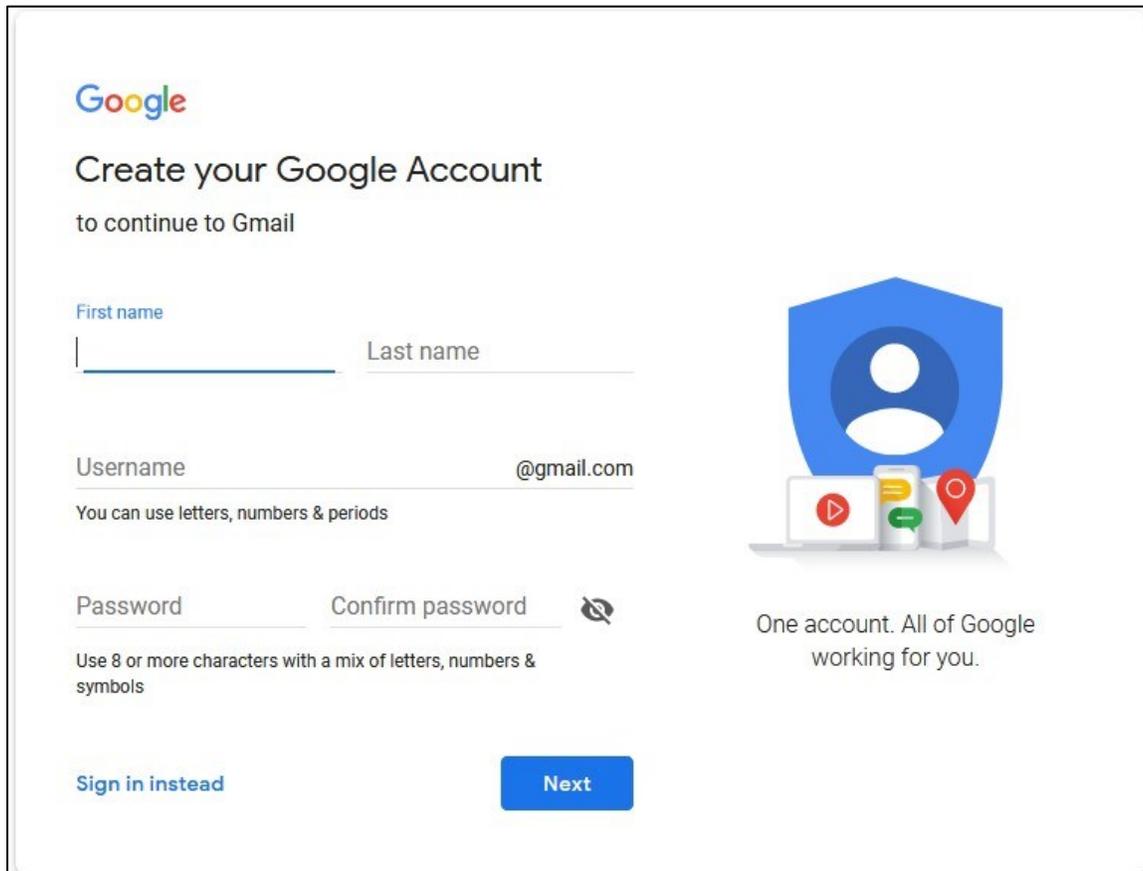# <u>Create</u> GMail <u>Account</u>

Do you know the CRN# of your class? CRN means 'course record number'. It is located at the top of your class syllabus. It has 5 numbers. You will use the CRN# when creating your class Google account, which creates a class Gmail account for you to use.
NOTE: LOGOUT OF ALL GOOGLE ACCOUNTS (other Gmail accounts).

1. Go to <u>Create Your Google Account</u>. Below is a picture of the form that will open. Key in your real name. Do not use nicknames.

2. Your username will be *firstname.lastname.crn#*. Example: *maryann.watson.12345* would be my username if the CRN# for my class is 12345. PLEASE DO NOT USE '12345' OR MY NAME. Also PLEASE dots as I have shown in my example. NOTE: This account will only be used for this class. When class is over, you may <u>delete the account.</u>

3. Use the same password you use for your personal email address and confirm it.

4. Click Next.

Cont'd next page…

The next form will show your new class Gmail address.

5. Type in your personal email address for a Recovery Email Address. (Phone number may become optional but if Google won't let you pass by this window, put in your cell number.)

6. Set your birthday and gender.

7. Click Next.

The next form will show you privacy & terms for your new Google account.

8. Scroll to the bottom and click "I Agree".
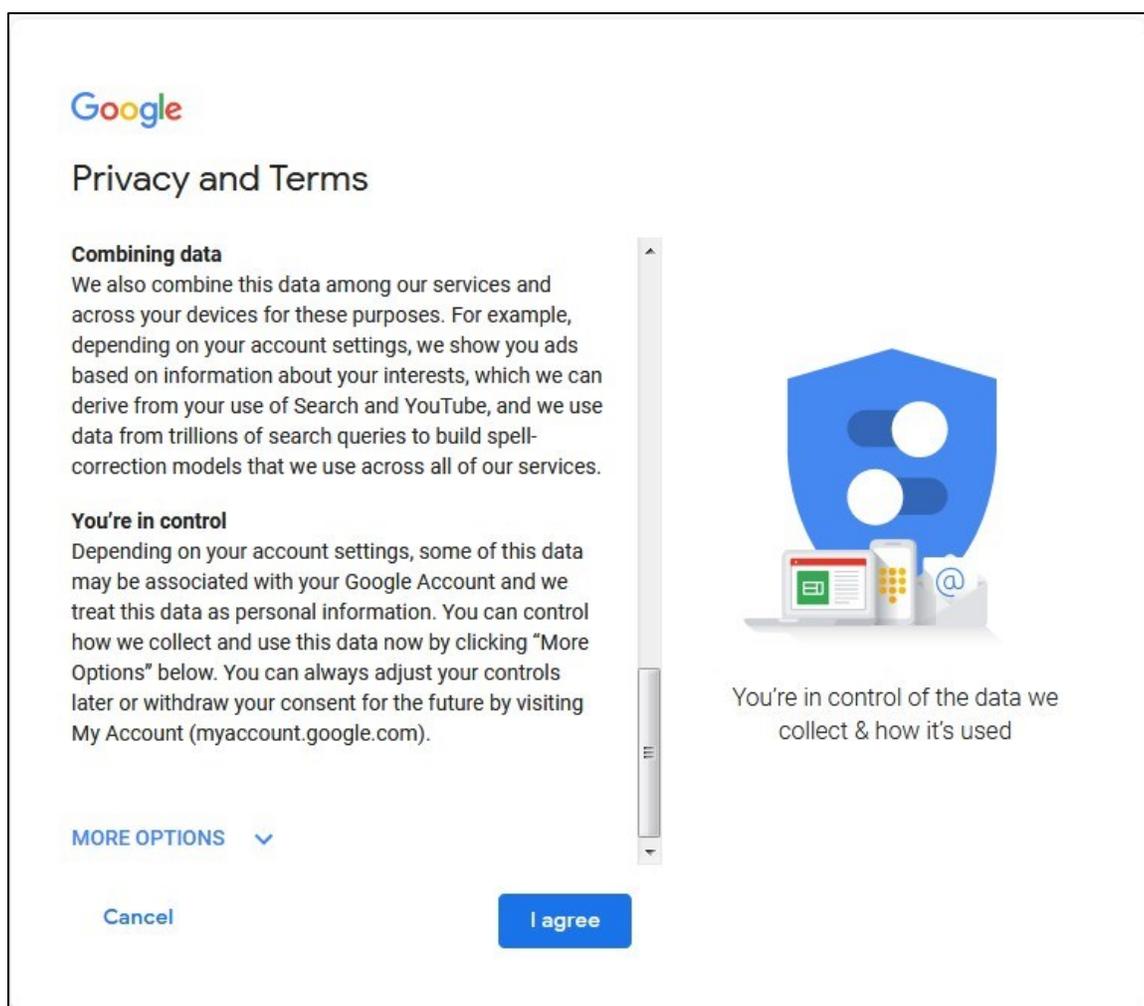
The next window will be the Inbox for your new Gmail account.

9. Compose a message to me by clicking on the *Compose* button. Key in the subject line, *"Please invite me to the blog for CIS XXX"*, where the XXX is the class you are enrolled in. (You are either in CIS 100, CIS 111, BUS/CIS 134, or BUS/CIS 234.)

10. After I receive your email, you will be invited to join the class blog, so check your class Gmail often in the first week or two.