

How to Set Up a Google Account

If you want to use Google Classroom you will need to set up a Google Account if do not already have one.

Here is a clear step-by-step tutorial on how to do this.

We recommend you follow the link to the online tutorial page but have outline the basics below.

Tutorial about Google Accounts

<https://edu.gcfglobal.org/en/googleaccount/>

How to Create a Google Account.

<https://edu.gcfglobal.org/en/googleaccount/creating-a-google-account/1/>

Introduction

Creating a Google account is 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**, and many other services.

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

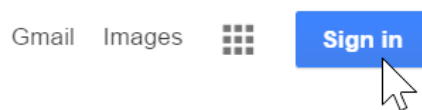
Creating an account

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.

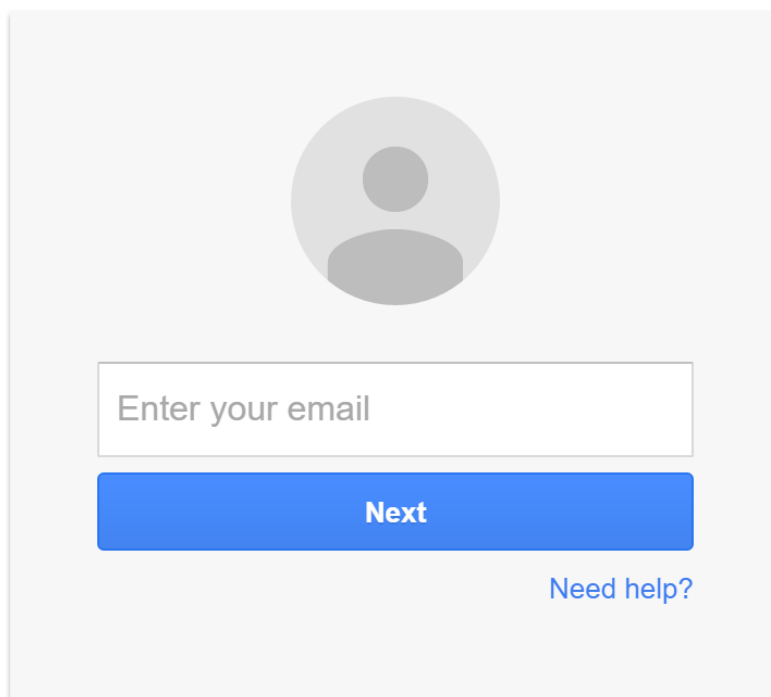
If you have a Gmail address, you **already have a Google account**, so you won't need to create an account. You can simply sign into Google using your Gmail information.

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.

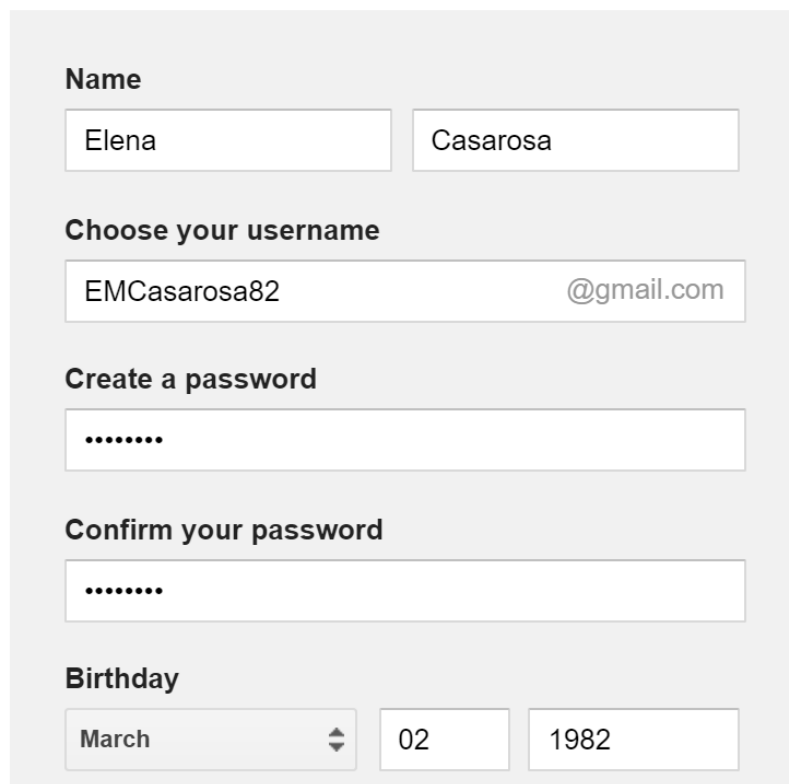


2. Click **Create an account**.



[Create account](#)

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



Name

Elena Casarosa

Choose your username

EMCasarosa82 @gmail.com

Create a password

.....

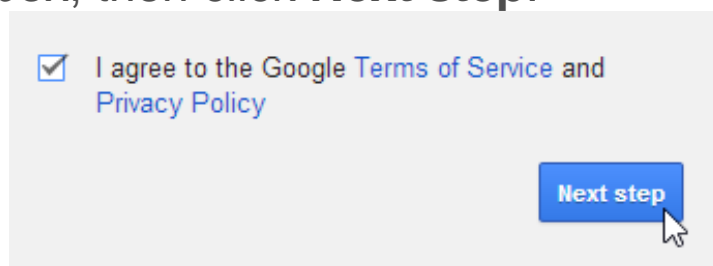
Confirm your password

.....

Birthday

March 02 1982

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

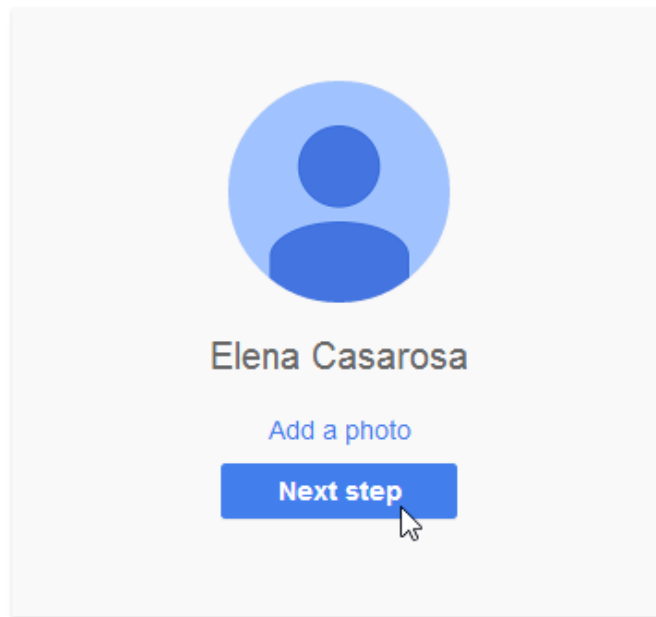


I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

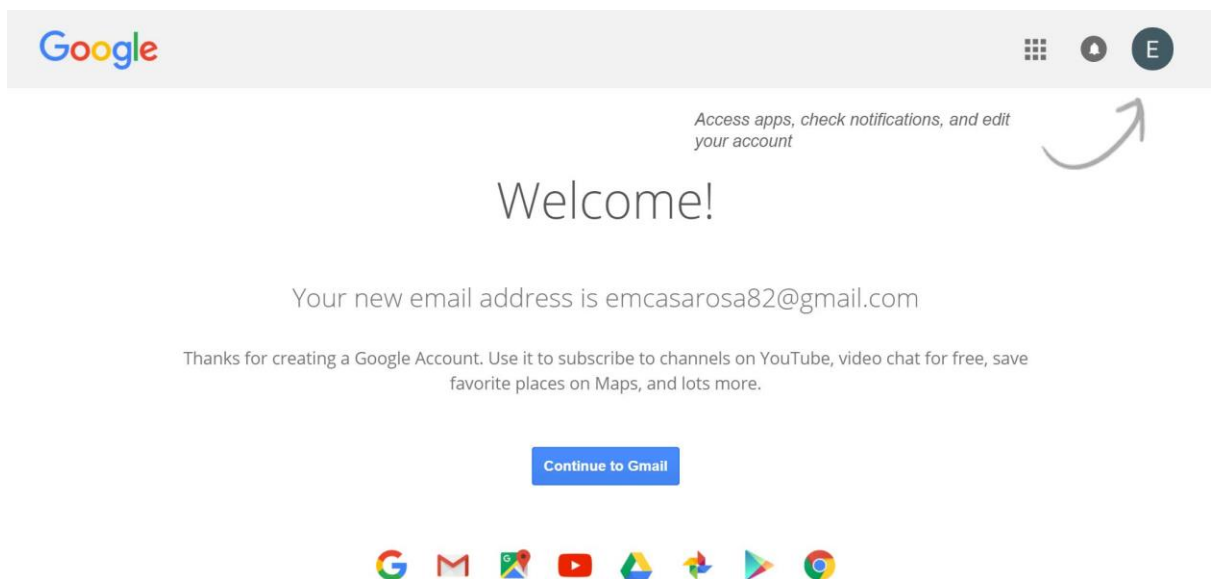
Next step

5. The **Create your profile** page will appear.
Click **Add a photo** if you want to add a photo to your 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.



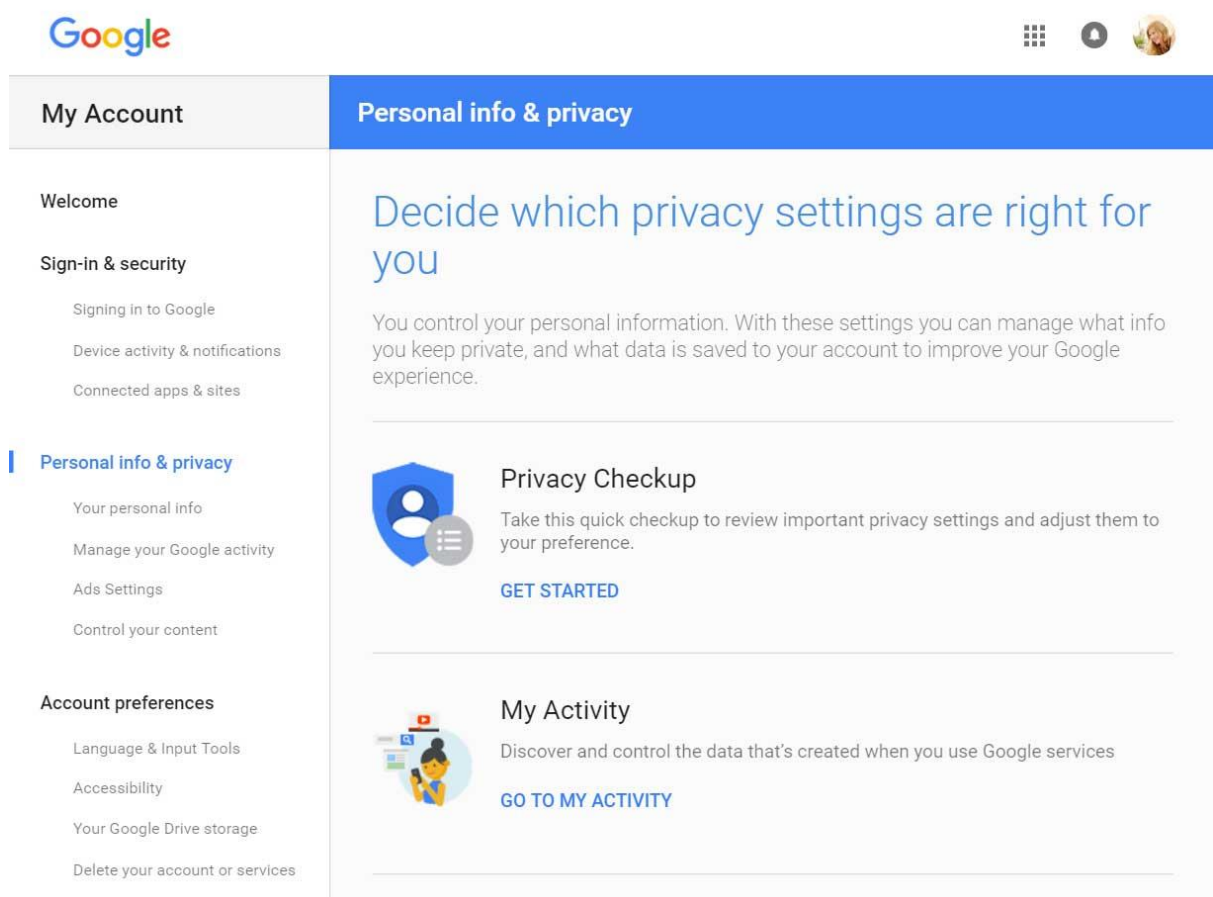
6. Your account will be created, and the Google welcome page will appear.



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.

To access Google privacy tools:

1. Go to <https://myaccount.google.com/privacy>.
2. You can scroll down to view all of the tools. You may want to spend some time reviewing what each tool does and why it might be helpful to you.



The screenshot shows the Google My Account interface. At the top, the Google logo is on the left, and navigation icons (grid, notification, profile) are on the right. Below the logo is a navigation menu with 'My Account' selected. The main content area is titled 'Personal info & privacy' and features a blue header with the text 'Decide which privacy settings are right for you'. Below this, there is a paragraph explaining that users control their personal information and can manage what is kept private. Two main sections are highlighted: 'Privacy Checkup' with a shield icon and a 'GET STARTED' button, and 'My Activity' with a person icon and a 'GO TO MY ACTIVITY' button. The left sidebar lists various account settings under categories like 'Sign-in & security', 'Personal info & privacy', and 'Account preferences'.

Ads Settings

Many websites partner with Google to bring you more relevant ads. In order to do this, Google tries to guess your **interests** and **demographics**—including your age and gender—based on the websites you visit. When you perform a Google search or view a webpage, Google will use this information to decide which ads to show you. This is meant to benefit both you and advertisers: You're more likely to see ads that interest you, and advertisers know their ads are more likely to pay off.

However, not everyone likes ads based on their interests. If you would like to **turn off** ads based on your interests—or only see what information Google is using to deliver ads to you—you can go to **Ads Settings**.

Your interests and demographics are not stored in your Google account but rather in a **cookie** on your computer. This means you'll get interest-based ads even if you're not signed into a Google account.

View the following video by Google for more information on how **interest-based advertising** works.

To manage your ad preferences:

1. From the **privacy tools** page, select **Ads Settings**.

The image shows a screenshot of the Google Account settings page, specifically the 'Personal info & privacy' section. The page is divided into two main columns. The left column is a navigation sidebar with the following sections: 'My Account', 'Personal info & privacy' (which is highlighted with a blue bar and a vertical line), and 'Account preferences'. Under 'Personal info & privacy', there are four options: 'Your personal info', 'Manage your Google activity', 'Ads Settings' (which has a mouse cursor pointing to it), and 'Control your content'. Under 'Account preferences', there are four options: 'Language & Input Tools', 'Accessibility', 'Your Google Drive storage', and 'Delete your account or services'. The right column is the main content area, which is titled 'Personal info & privacy' in a blue header. Below the header, there is a large heading 'Decide which privacy you' and a sub-heading 'you'. Below this, there is a paragraph: 'You control your personal information you keep private, and what data is saved for your experience.' Below the paragraph, there is a 'Privacy Checkup' section with a shield icon and a 'GET STARTED' button. Below the 'Privacy Checkup' section, there is a 'My Activity' section with a person icon and a 'GO TO MY ACTIVITY' button.

2. Select Manage Ads Settings.

My Account

Welcome

Sign-in & security

- Signing in to Google
- Device activity & notifications
- Connected apps & sites

Personal info & privacy

- Your personal info
- Manage your Google activity
- Ads Settings
- Control your content


Account preferences

- Language & Input Tools
- Accessibility
- Your Google Drive storage

Personal info & privacy

Ads Settings

You can control the information Google uses to show you ads.



Personalize the ads you see

Make the ads you see more useful to you or opt out of seeing personalized ads on Google. If you opt out, you'll still see ads, but they'll be less relevant. Keep in mind: Google doesn't sell your personal information.

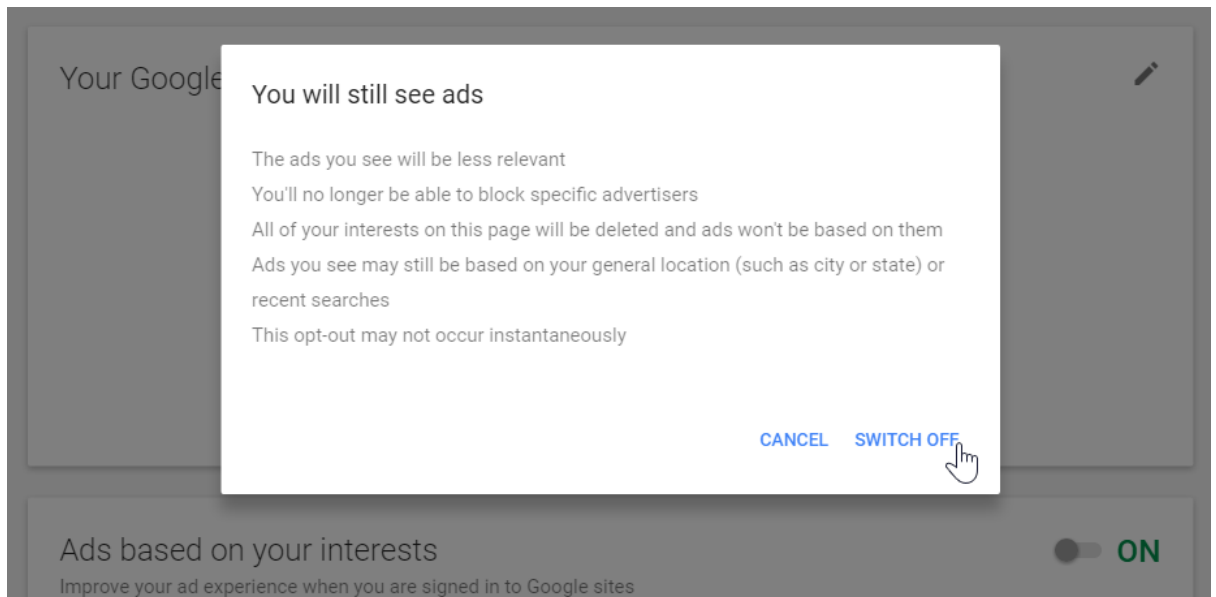
[MANAGE ADS SETTINGS](#)

3. Scroll down to the **Ads based on your interests'** section. Here, you'll see a green ON button. Click the button to **turn off** ads based on your interests.

The screenshot displays the Google Ad Settings interface. At the top, there is a blue header. Below it, the 'Your topics' section shows that no topics are currently associated with the account, with a '+ NEW TOPIC' button and icons for a briefcase, a dog, and a guitar. The 'Your Google profile' section shows a female gender icon and an age range of 25-34. The 'Ads based on your interests' section features a green toggle switch labeled 'ON' with a hand cursor pointing to it. Below this, a comparison table details the differences between having ads based on interests ON and OFF.

With Ads based on your interests ON	With Ads based on your interests OFF
<ul style="list-style-type: none">The ads you see will be delivered based on your prior search queries, the videos you've watched on YouTube, as well as other information associated with your account, such as your age range or genderOn some Google sites like YouTube, you will see ads related to your interests, which you can edit at any time by visiting this pageYou can block some ads that you don't want to see	<ul style="list-style-type: none">You will still see ads and they may be based on your general location (such as city or state)Ads will not be based on data Google has associated with your Google Account, and so may be less relevantYou will no longer be able to edit your interestsAll the advertising interests associated with your Google Account will be deleted

4. A dialog box will appear. Click **Switch Off** to finish turning off Ads based on your interests.



If you clear your browser's **cookies**, you will need to go back to Ads Settings and **opt out** again. You can also install the **Keep My Opt-Outs** plug-in for your browser, which will keep you opted out of Google ads permanently even if you clear your cookies.

Web history controls

By default, Google stores a history of the **web searches** you perform and the websites you visit while signed into your account. It uses this data to provide better search results and recommendations. However, if you would prefer that Google not record this information, you can **pause** storage of your **Web & App Activity**.

To **pause** storage of your Web & App Activity:

1. From the **privacy tools** page, select **Manage your Google activity**.

Google

My Account | **Personal info & privacy**

Welcome

Sign-in & security

- Signing in to Google
- Device activity & notifications
- Connected apps & sites

Personal info & privacy

- Your personal info
- Manage your Google activity**
- Ads Settings
- Control your content

Account preferences

- Language & Input Tools
- Accessibility
- Your Google Drive storage
- Delete your account or services

Decide which privacy you

You control your personal information. With you keep private, and what data is saved to experience.

Privacy Checkup

Take this quick checkup to review your preference.

GET STARTED

My Activity

Discover and control the data that

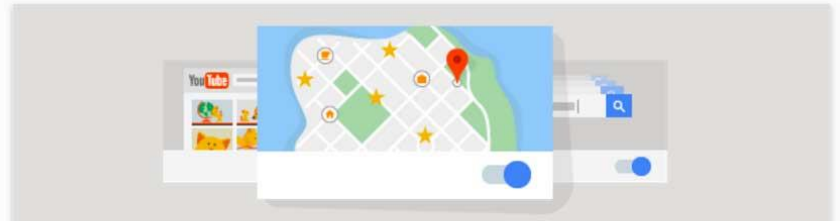
GO TO MY ACTIVITY

2. Click **Go To Activity Controls**.

- Connected apps & sites
- Personal info & privacy**
 - Your personal info
 - Manage your Google activity
 - Ads Settings
 - Control your content
- Account preferences**
 - Language & Input Tools
 - Accessibility
 - Your Google Drive storage
 - Delete your account or services
- About Google**
 - Privacy Policy

Activity controls

Tell Google which types of data you'd like to save to improve your Google experience.

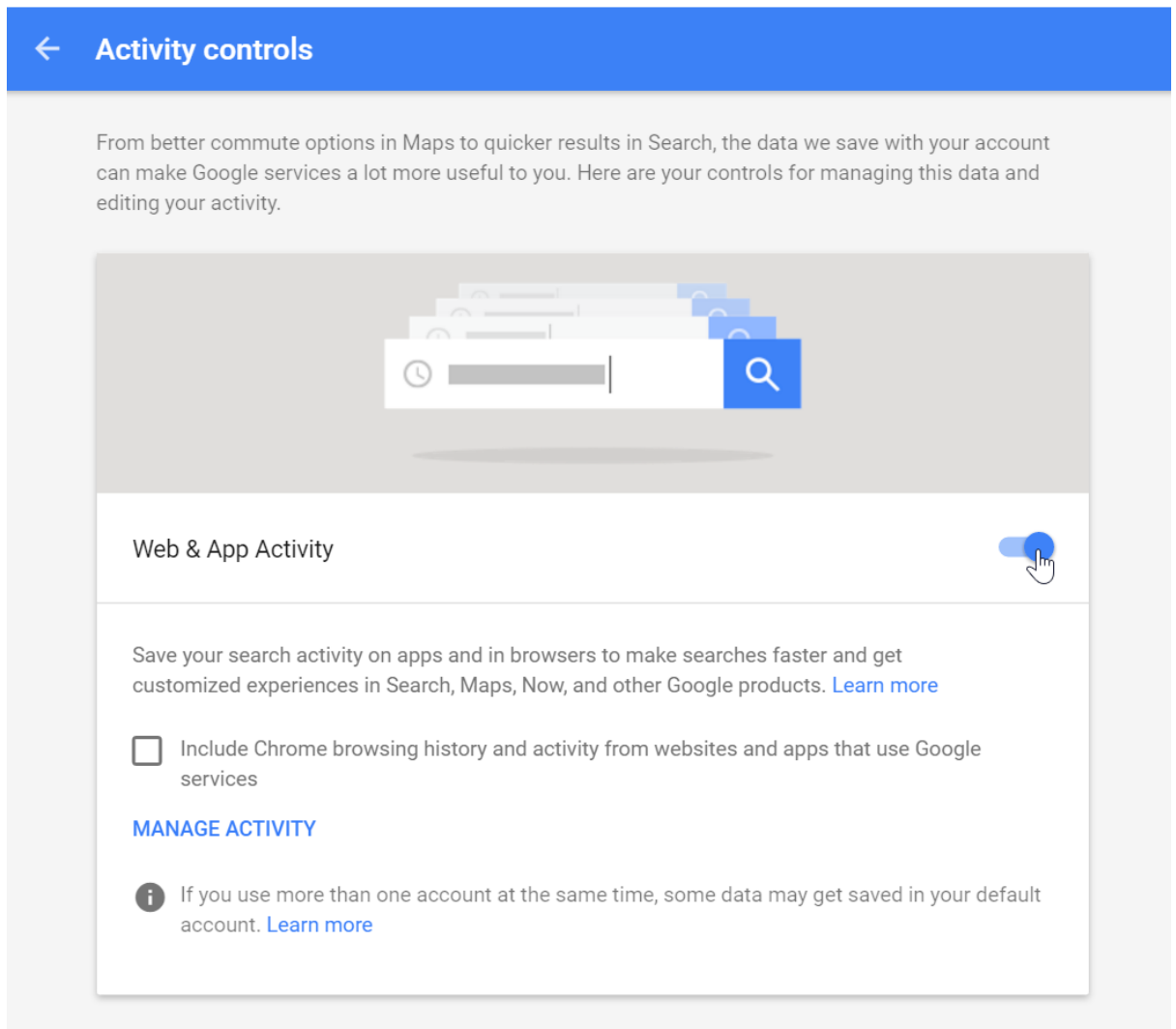


Activity controls

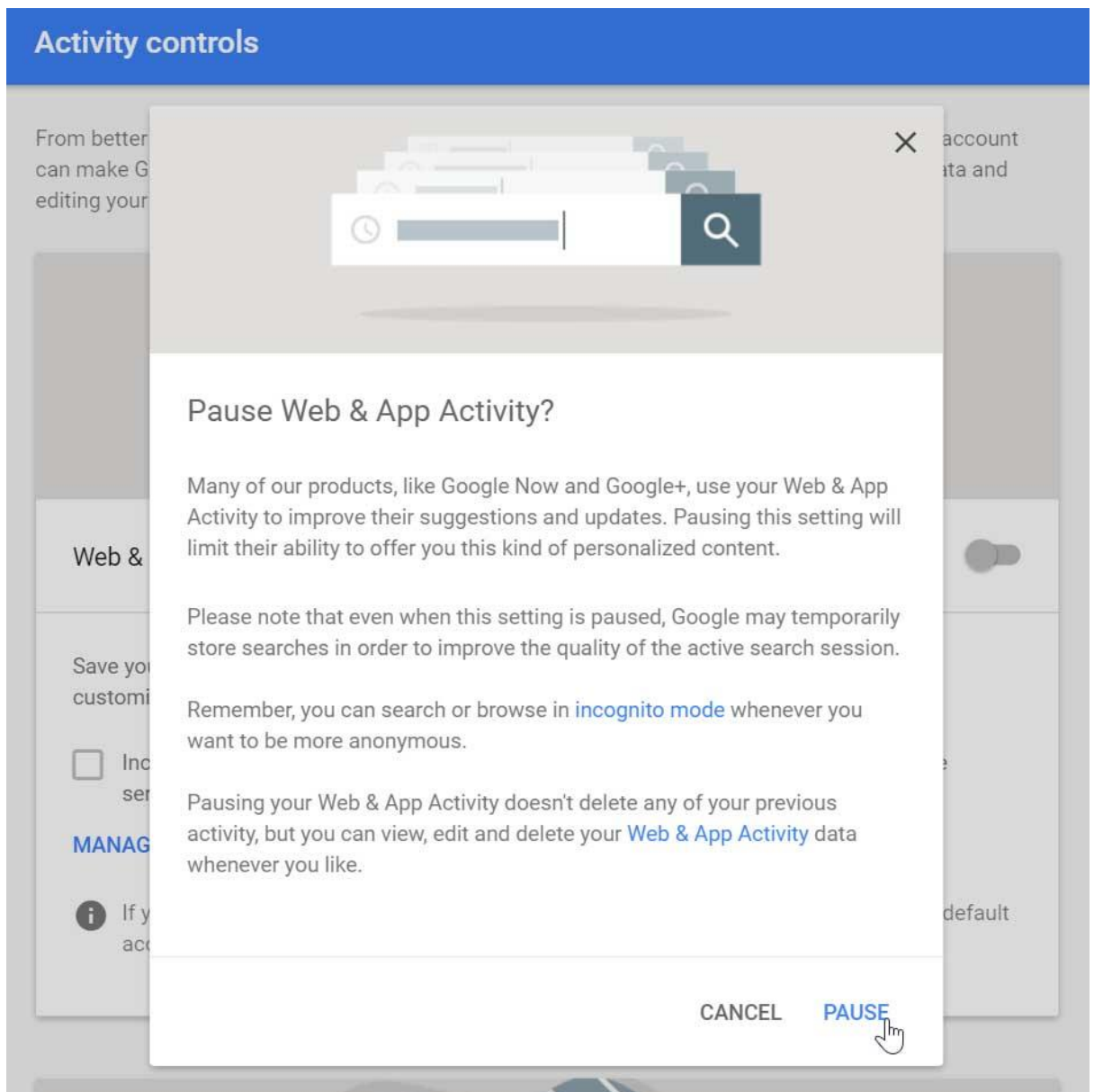
You control what data gets saved to your Google Account. Turn these settings on to make Google services more useful to you or pause them at any time.

[GO TO ACTIVITY CONTROLS](#)

3. Click the button in the **Web & App Activity** section.



4. A dialog box will appear. Click **Pause** to pause the storage of your web and app activity.

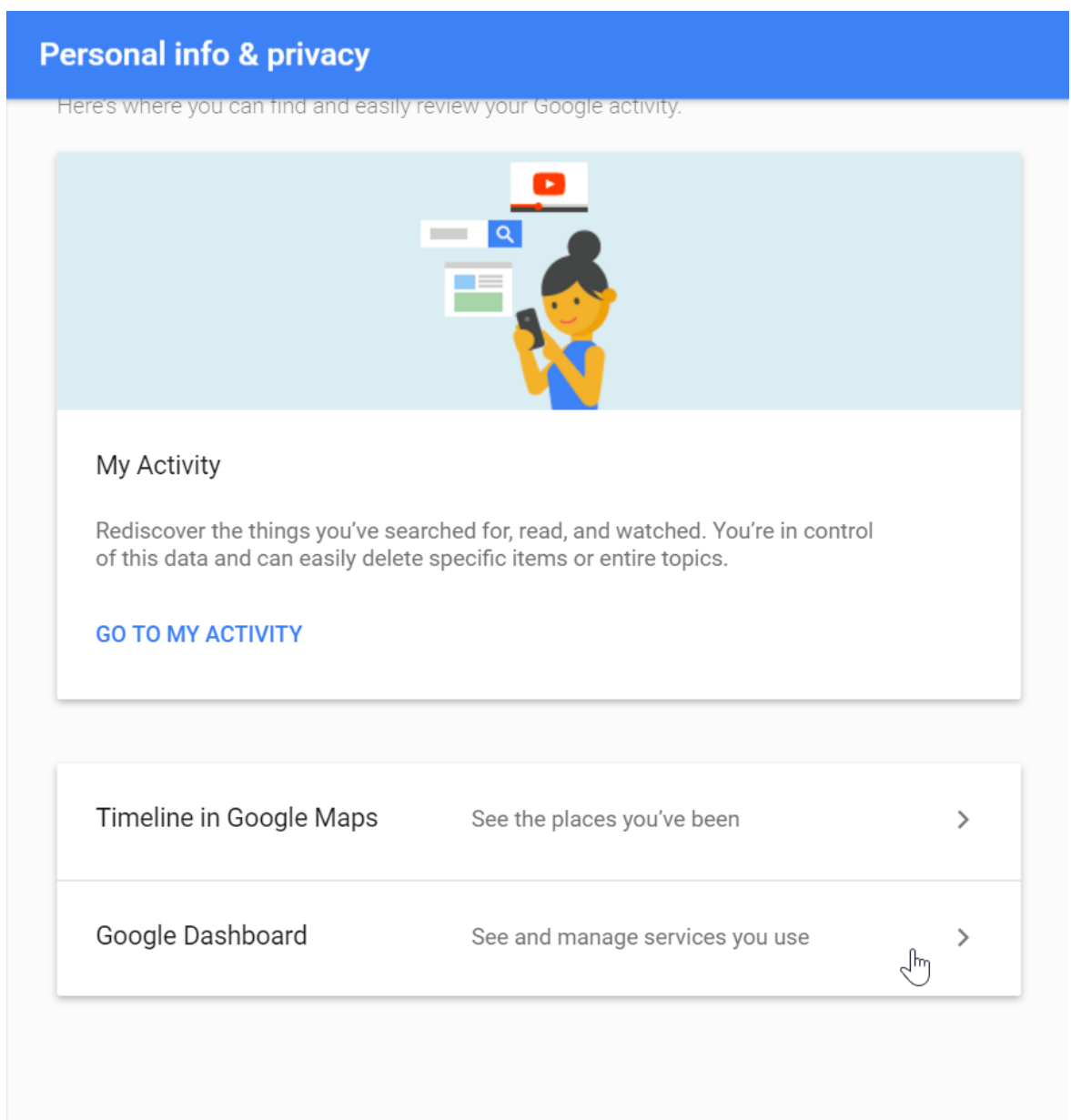


Google Dashboard

The **Google Dashboard** brings information from the different Google products you use onto one page, making it easy to see what information Google is storing about you. You can also access additional privacy settings for some services like **YouTube** and **Gmail**.

To open the dashboard:


1. From the privacy tools page, scroll down the **Review Activity** section. Click the section labelled **Google Dashboard**.



2. Next, you'll be prompted to **re-enter** your password, even if you've already signed in. Re-enter your password and click Sign in.



Please re-enter your password



Julia Fillory
jfillory@gmail.com

[Need help?](#)

[Sign in with a different account](#)

3. Your Google Dashboard will appear. Under each product name, you can view the information for that service. You can access the settings or privacy settings (if available) for the product on the right.



[« Personal info & privacy](#) Dashboard

Send me monthly reminders to check my account activity. ⓘ

[Expand all](#)

▶  Account

Name

Julia Fillory

Primary email

jfillory@gmail.com

[Manage Account](#)

[Change Password](#)

[Connected applications and sites](#)

▶  Android

Devices

1

[Manage active devices](#)

[Devices in Play Store](#)

▶  Books

My Library

4 books

Bookshelves

10

[Manage my library](#)

[Privacy](#)

▶  Calendar

My Calendars

1 calendar

Time zone

(GMT-05:00) Eastern Time

[View Calendar](#)

[Manage calendars](#)

[Manage mobile devices](#)