



Como Crear y Navegar Su Cuenta de Gmail

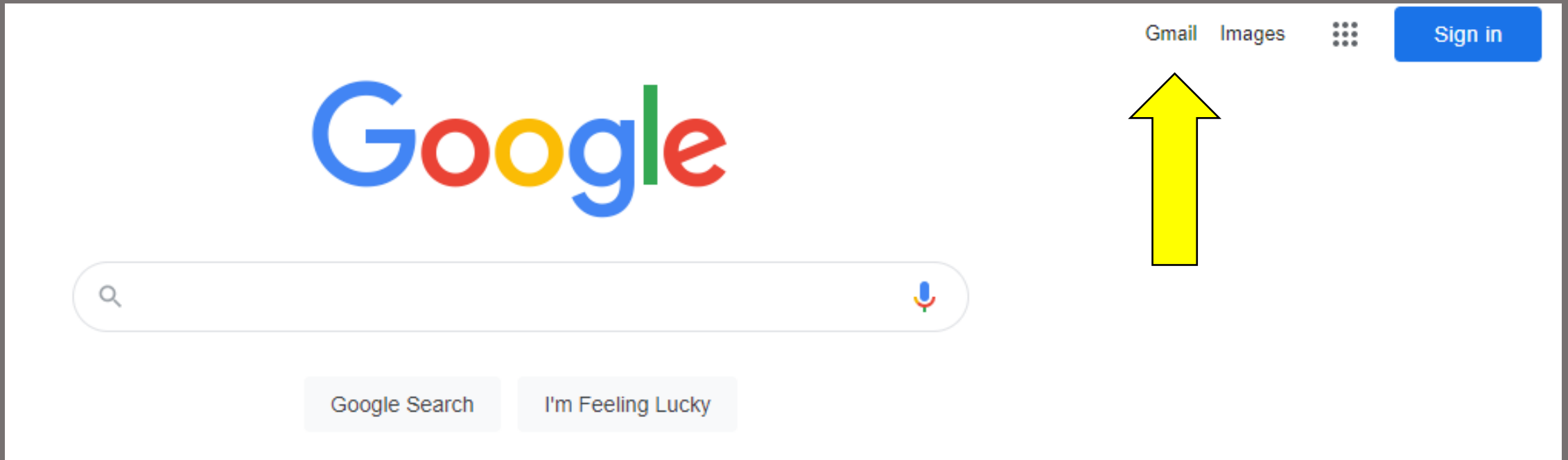
ONA Workforce Development Workshop
The Center



Como Crear su Cuenta de Gmail

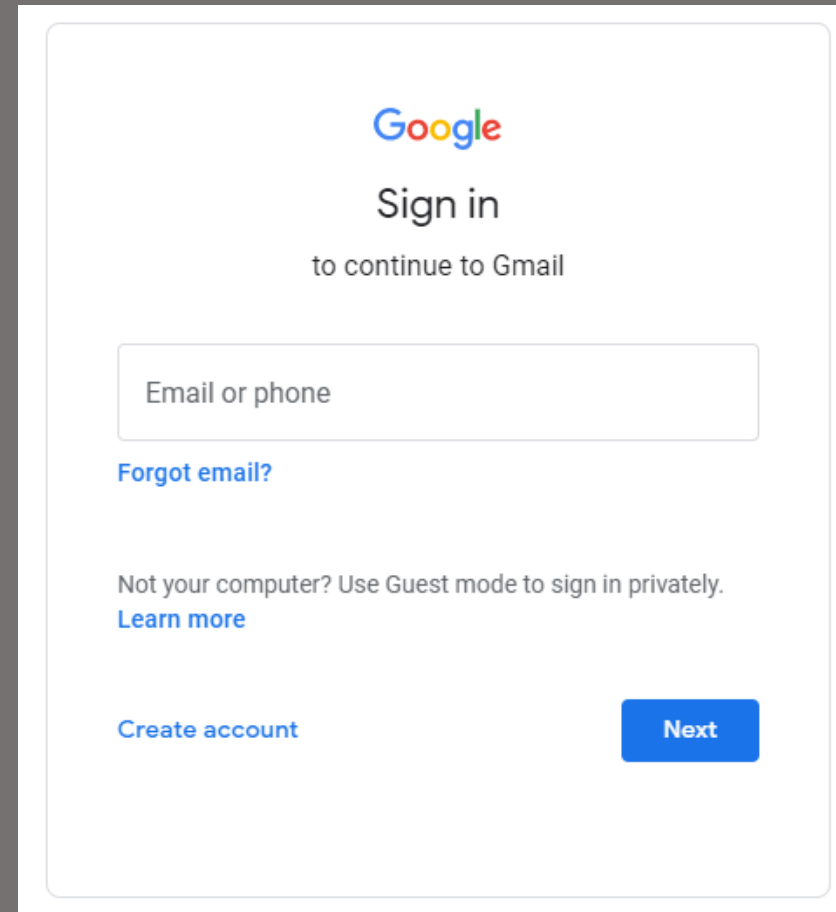
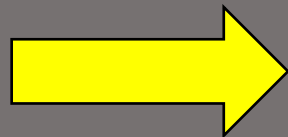
Dirijase a su browser y escriba www.google.com

Luego haga click en Gmail



Como Crear su Cuenta de Gmail

El proximo paso es hacer click en Create account para crear su nueva cuenta

A screenshot of the Google sign-in page. At the top center is the Google logo. Below it, the text reads "Sign in to continue to Gmail". There is a text input field labeled "Email or phone". Below the input field is a blue link "Forgot email?". Further down, it says "Not your computer? Use Guest mode to sign in privately." with a blue link "Learn more". At the bottom left is a blue link "Create account", and at the bottom right is a blue button labeled "Next".

Como Crear su Cuenta de Gmail

Proximo, agregue su informacion personal como su nombre, contraseña, y el nombre de su nuevo Email dependiendo que este disponible. Haga click a Next.

Google

Create your Google Account

First name Last name

Username @gmail.com

You can use letters, numbers & periods

[Use my current email address instead](#)

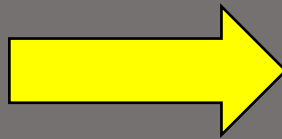
Password Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

Show password

[Sign in instead](#) [Next](#)

One account. All of Google working for you.



Google

Create your Google Account

First name Antonio Last name Corchado

Username acorchado987@gmail.com

You can use letters, numbers & periods

[Use my current email address instead](#)

Password Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

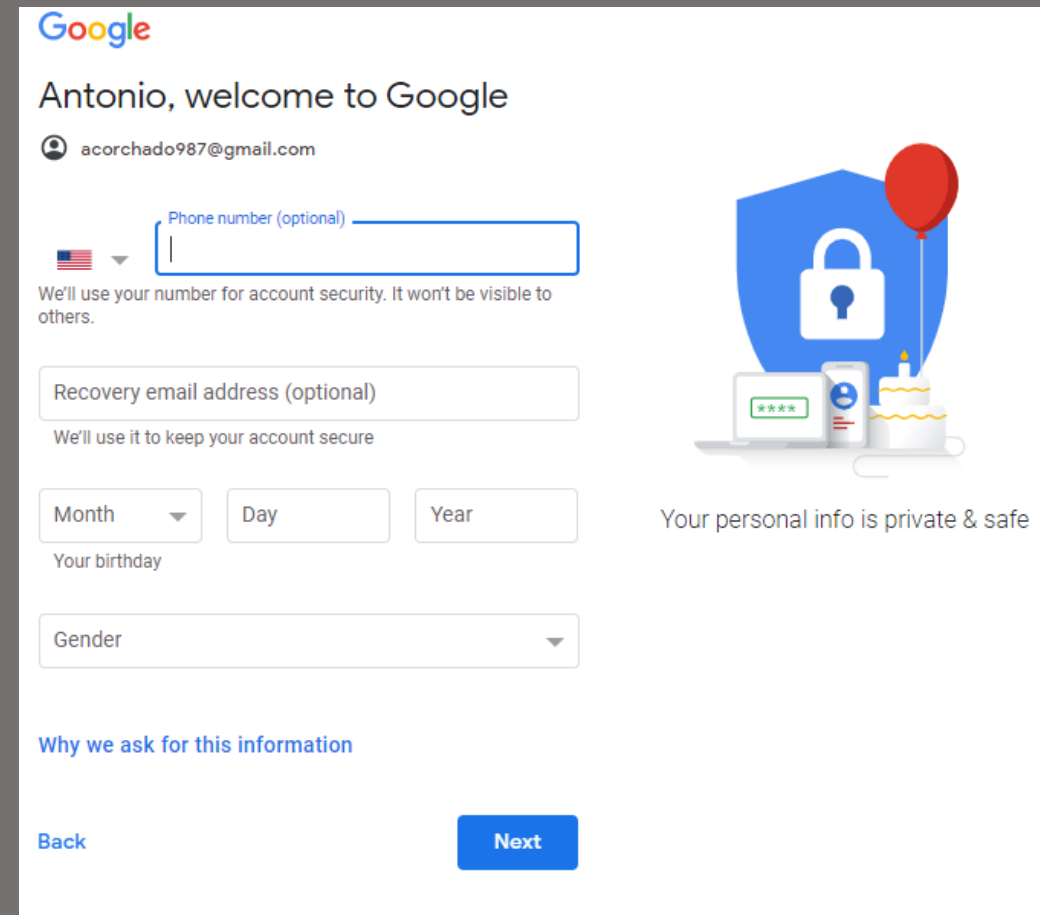
Show password

[Sign in instead](#) [Next](#)

One account. All of Google working for you.

Como Crear su Cuenta de Gmail

Es opcional pero al agregar su numero de telefono, fecha de nacimiento, y genero es mas facil recuperar su cuenta si se le olvida su contraseña. Tambien esta informacion es usada para mantener su cuenta segura.



Google

Antonio, welcome to Google

acorchado987@gmail.com

Phone number (optional)

We'll use your number for account security. It won't be visible to others.

Recovery email address (optional)

We'll use it to keep your account secure

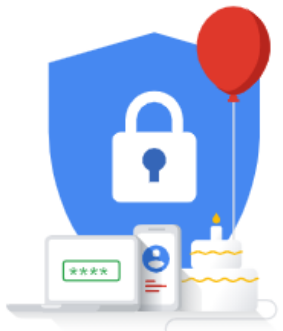
Month Day Year

Your birthday

Gender

Why we ask for this information

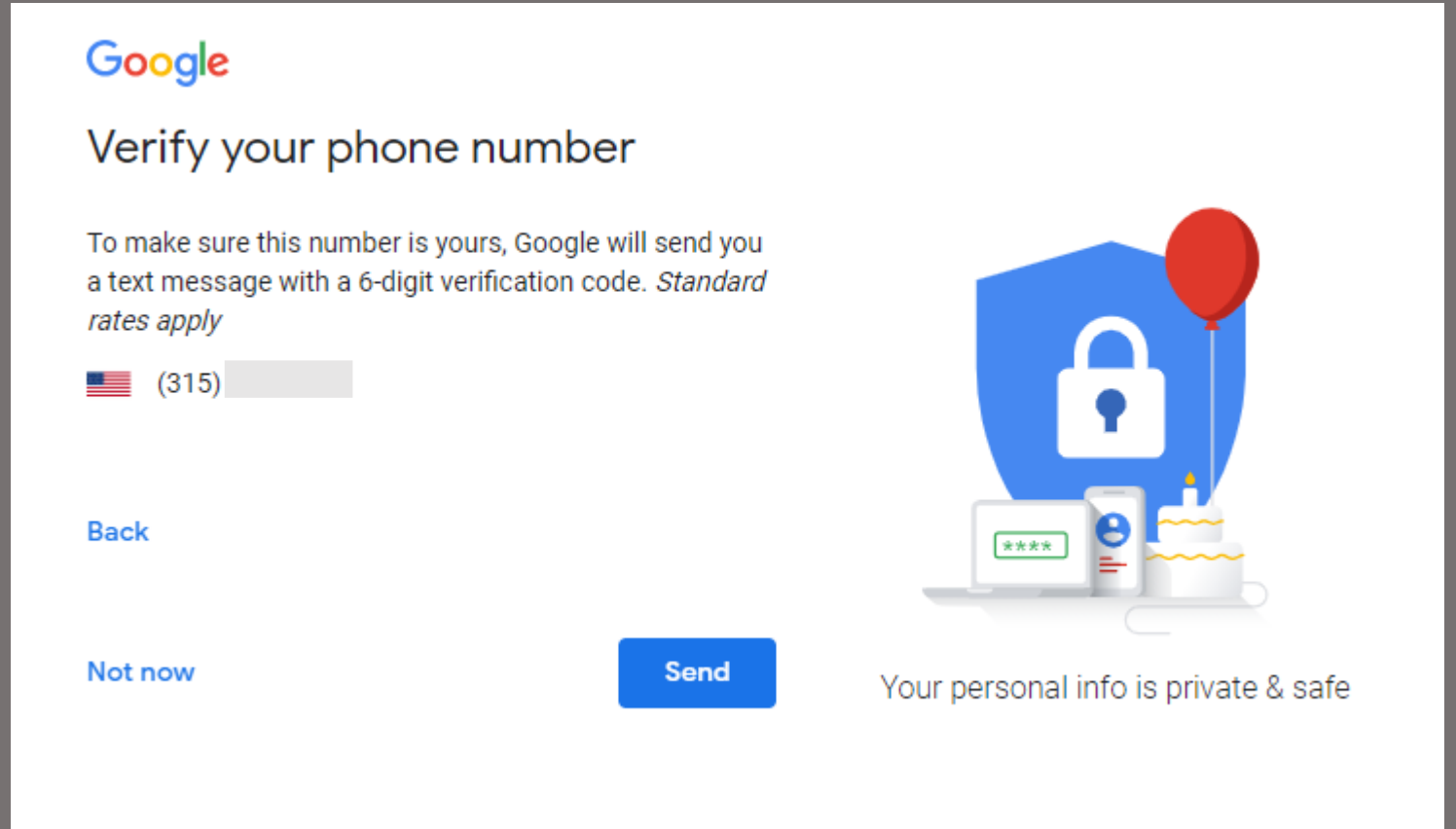
Back Next



Your personal info is private & safe

Como Crear su Cuenta de Gmail


Luego de hacer click en Send, usted va a recibir un mensaje texto con un numero de 4 a 6 digitos



Google

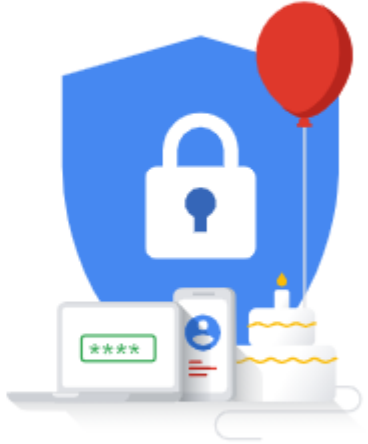
Verify your phone number

To make sure this number is yours, Google will send you a text message with a 6-digit verification code. *Standard rates apply*

 (315) [redacted]

[Back](#)

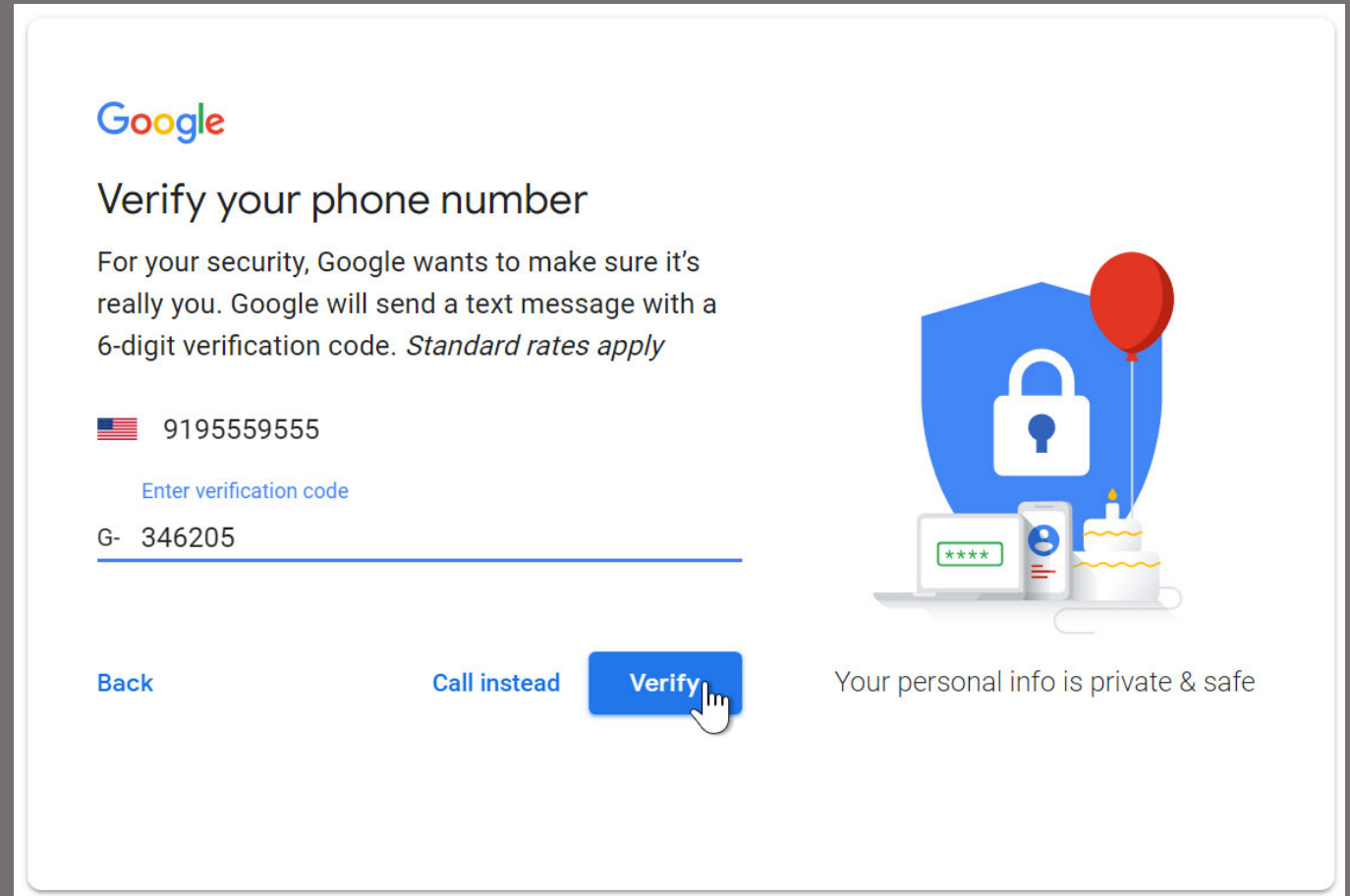
[Not now](#) [Send](#)



Your personal info is private & safe

Como Crear su Cuenta de Gmail

Coloque el numero que recibio por medio de texto en la linea nombrada Enter verification code y haga click en Verify para verificar que su numero de telefono es verdadero



The screenshot shows the Google account verification interface. At the top left is the Google logo. Below it, the heading "Verify your phone number" is displayed. A sub-heading explains: "For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*".

The phone number is shown as "9195559555" with a US flag icon. Below the number is a blue link that says "Enter verification code". Underneath that, the text "G- 346205" is displayed above a horizontal blue line representing the input field.

At the bottom left, there are three buttons: "Back", "Call instead", and "Verify". A mouse cursor is pointing at the "Verify" button.

On the right side of the page, there is an illustration featuring a blue shield with a white padlock, a red balloon, a laptop with a green "****" on its screen, a smartphone with a person icon, and a birthday cake. Below this illustration, the text reads "Your personal info is private & safe".

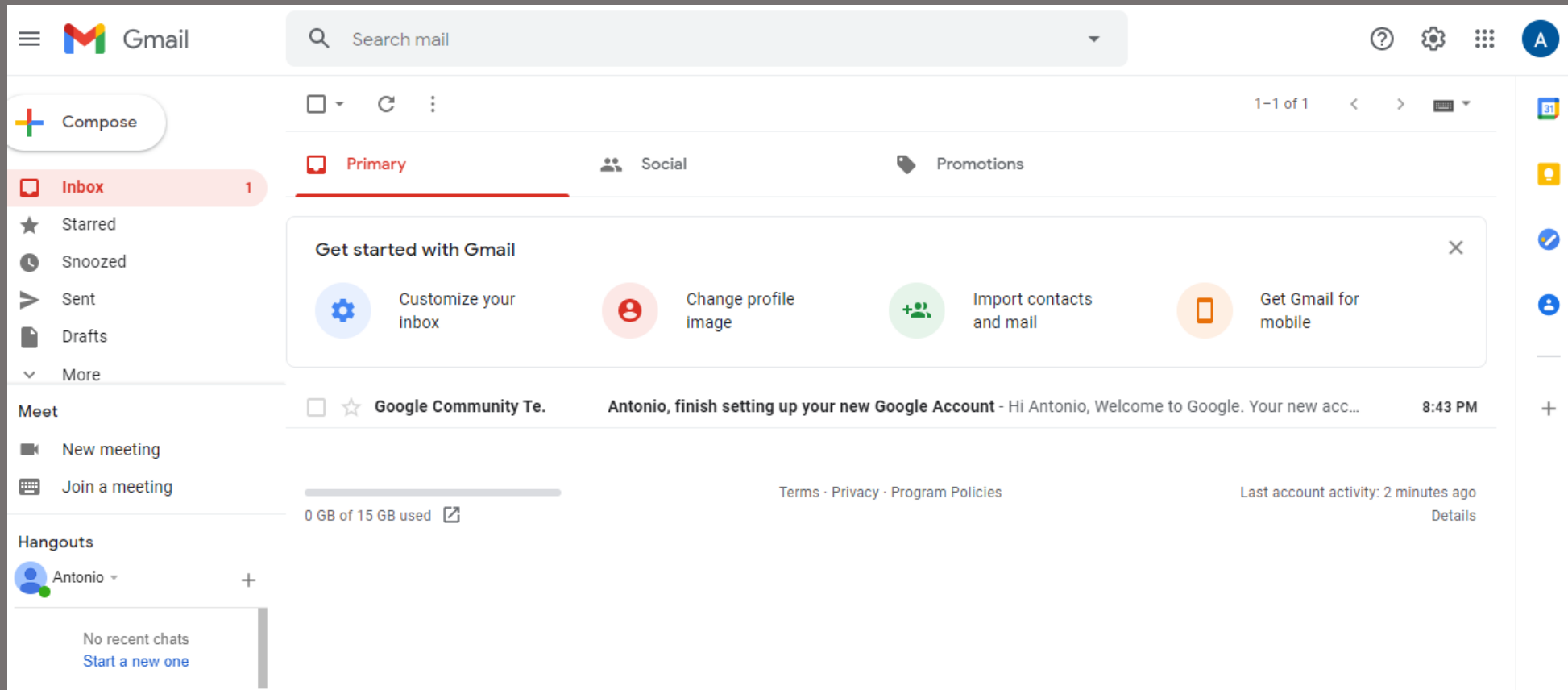
Como Crear su Cuenta de Gmail

Su cuenta esta creada. Ahora vamos hacer click en el menu para llegar a su nuevo Email.

The screenshot displays the Google Account management interface. At the top left, the 'Google Account' logo is visible next to a search bar labeled 'Search Google Account'. On the right side of the top bar, there are three icons: a help icon (question mark), a grid icon representing the account menu, and a circular profile icon with the letter 'A'. A yellow arrow points upwards to the grid icon. Below the top bar is a navigation menu with the following items: 'Home' (highlighted), 'Personal info', 'Data & personalization', 'Security', 'People & sharing', 'Payments & subscriptions', and 'About'. The main content area features a large blue circular profile icon with the letter 'A' and the text 'Welcome, Antonio Corchado'. Below this, there is a link to 'Manage your info, privacy, and security to make Google work better for you. Learn more'. Two prominent cards are visible: 'Privacy & personalization' with a 'Manage your data & personalization' link, and 'We keep your account protected' with a 'Get started' link.

Como Crear su Cuenta de Gmail

Desde el menu, haga click a Gmail. El simbolo de Gmail es un sobre rojo y blanco. Esto es un ejemplo de como la pagina principal de Gmail se ve.



Consejos Utiles

Nombres de Email – Trate de usar alguna forma de su nombre. Siempre profesional.

Contrasenas – Siempre use algo que usted pueda recordar pero que no sea facil de descifrar. Escibala en un lugar salvo.

Contactos – Verifique que su Email sea enviado al contacto que coresponde.

Titulo o Topico– Use titulo de lo que se trata su Email en la linea nombrada Subject. Sea breve.

Firma y Despedida – Use despedida y su nombre al final de su Email.

Preguntas?



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