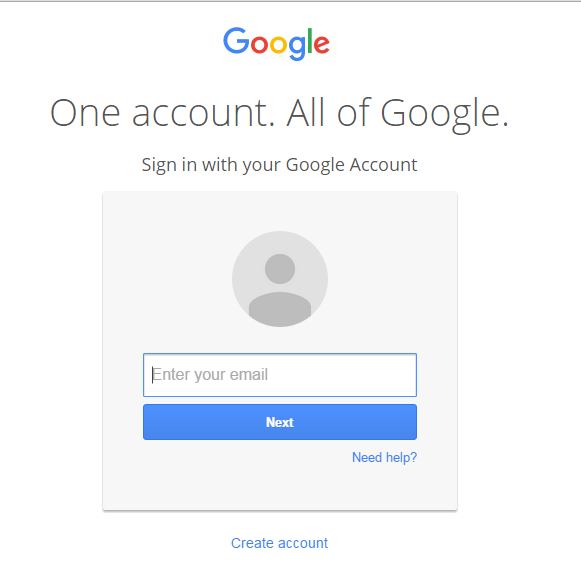
Intro to Google Tools



**creating a google account**

1. Open your web browser (preferably Chrome) and go to [www.google.com](http://www.google.com)
2. Click **Sign In** and then click **Create Account** on the next screen
3. Fill in the required fields
   1. **Name (First & Last)**
   2. **Username**
   3. **Password**
   4. **Birthday**
   5. **Gender**
   6. **Security fields**
   7. **Optional cell phone number** or **current email address** for password recovery
4. Click **Next Step** to finish creating your account. You can add a profile photo, explore your options and settings or begin using one of Google’s Apps

Your account works for all of Google’s products, including Gmail. The username you choose will be your new Gmail address.

**POPULAR GOOGLE APPLICATIONS**



**Contacts**

Online address book

**Gmail**

Fast, easy, secure email

**Google Chrome**

Web browser



**Apps**

Office suite of programs

**Drive**

Cloud storage & sharing

**Calendar**

Schedule organizer



**Hangouts**

Chat or video calls

**Forms**

Build free, online surveys

**Google+**

Social Networking



For help with any of Google’s Apps, visit <https://support.google.com>

**Sites**

Create websites & group wikis