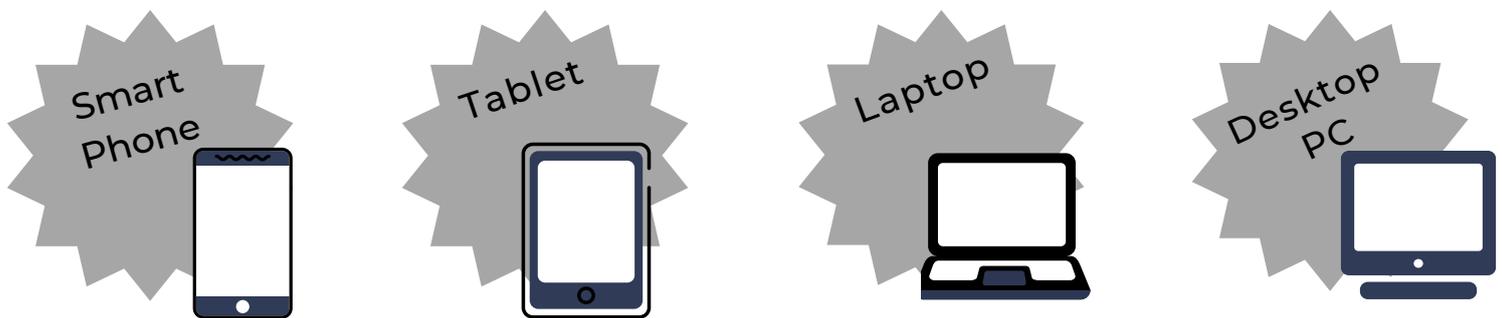


# your own place

## Presents

From Device to Internet

To access the internet you can use any of these devices



You will need to connect to a WI-FI network  
(you will usually require a password from the WI-FI box)

A screenshot of a wireless network configuration screen. The screen is dark grey with white text. At the top, it says "YOUR WIRELESS DETAILS". Below that, it says "WIRELESS NAME:" followed by a white input field containing "SKY1234A". Below that, it says "PASSWORD:" followed by a white input field containing "ABCDEFHIJ". The password field has a yellow border and a red outline.

To know you are successfully connected to the internet  
you will see this icon on your device



YOU ARE NOW READY TO GO ONLINE!

# your own place

## Presents

### From Internet to Search Engine

---

To start searching the internet you will need an internet search engine

To start this process you will need to double click (Laptop, PC) or tap (Smart phone, Tablet) the icon of your preferred internet search engine (there are a few you can choose from)



Chrome



Internet Explorer



Safari

To search for something on your internet search engine, click on the search bar at the top of the page

You can search for anything on the internet by writing it in this box and clicking enter on your device



YOU ARE READY TO SEARCH!

# your own place

## Presents

### From Search Engine to Email Account

---

An Email is like sending a letter, but instead of using a letterbox you send it through the internet.

Firstly you will need an account to be able to send emails.

Using your search bar type  
<https://accounts.google.com/signup>

You should see the sign up page for a Google Account  
(as pictured below) on your screen

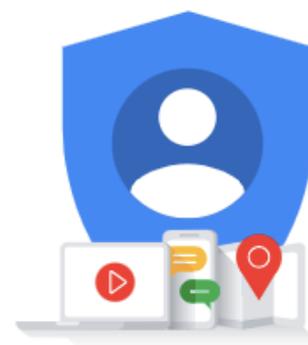


### Create your Google Account

You can use letters, numbers & periods

[Use my current email address instead](#)

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



One account. All of Google  
working for you.

**YOU ARE READY TO SET UP YOUR ACCOUNT!**

# your own place

## Presents

### Google Account - Username

---

The first step on this page is to fill in your name and surname



Create your Google Account

<input type="text" value="First name"/>	<input type="text" value="Last name"/>
---	--

Next you will need to decide on a username. This will also become the first part of your email address.

<input type="text" value="Username"/>	<input type="text" value="@gmail.com"/>
---------------------------------------	---

You can use letters, numbers & periods

Your Username will need to be kept safe and should be something you will remember.

<input type="text" value="JohnSmith"/>	<input type="text" value="@gmail.com"/>
--	---

Remember

- Don't use personal information apart from your name
- If using numbers select random numbers that you will remember

YOU ARE NOW READY TO SET A PASSWORD

# your own place

## Presents

### Google Account - Password

---

Setting a password will help you to keep your account safe from others.



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

When you have selected a password you will need to type it twice in the same way to verify it.



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

### Remember

- You will need to keep this safe with you username
- Don't use personal information in your password (Date of birth, house number, name)
- A safe password is a random password and will contain Capital letters, lower case letters, at least 1 number and 1 symbol

Bad example - JohnMarch1997  
Good example - JohnB!scuit5

YOU ARE NOW READY TO GIVE PERSONAL INFORMATION

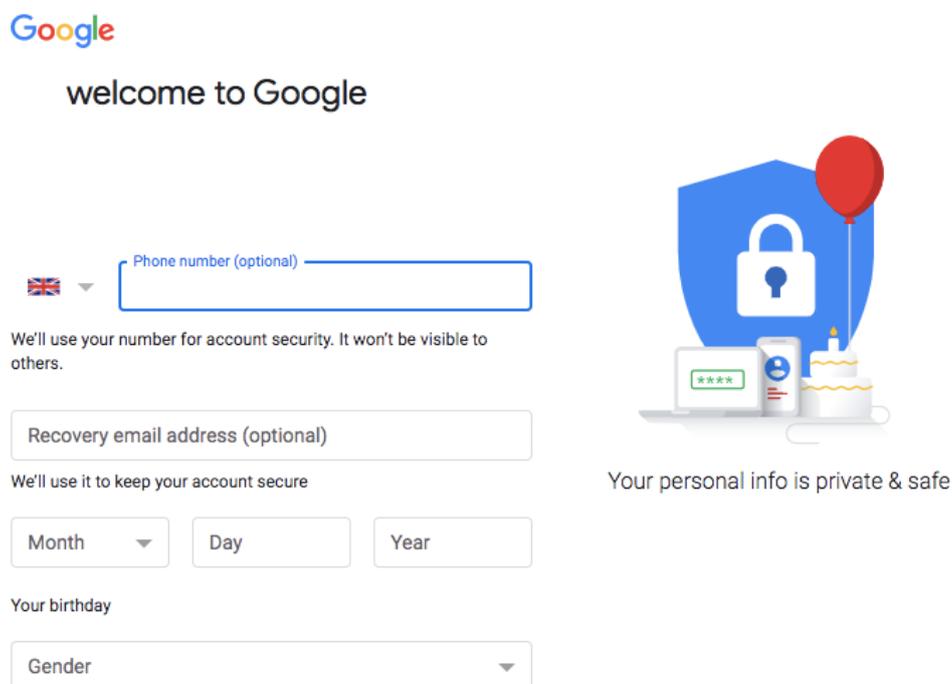
# your own place

## Presents

### Google Account - Personal Information

---

Next you will be asked to fill in personal information about you. It will be your choice about the information you give to Google.



The screenshot shows the Google account creation interface. At the top, the Google logo is followed by the text 'welcome to Google'. Below this, there is a form with several fields: a country selector (UK flag), a 'Phone number (optional)' input field, a 'Recovery email address (optional)' input field, a birthday section with 'Month', 'Day', and 'Year' dropdowns, and a 'Gender' dropdown. To the right of the form is an illustration of a blue shield with a white padlock, a red balloon, a laptop, a smartphone, and a birthday cake. Below the illustration is the text 'Your personal info is private & safe'.

### Remember

- You DO NOT need to give Google your phone number
- You DO NOT need to give Google a second email address
- You DO need to give Google a date of birth
- You DO need to give Google your gender

Click

Next

YOU ARE NOW READY FOR THE PRIVACY AND TERMS

# your own place

## Presents

### Google Account - Privacy and Terms

---

On the next screen Google will ask you to read the Privacy and Terms.



### Privacy and Terms

To create a Google Account, you'll need to agree to the [Terms of Service](#) below.

In addition, when you create an account, we process your information as described in our [Privacy Policy](#), including these key points:

Always read the Privacy and Terms so you know what you are agreeing to

If you are happy and agree, check the boxes at the bottom of the page by clicking the squares next to the agreement

- I agree to the Google Terms of Service
- I agree to the processing of my information as described above and further explained in the Privacy Policy

Click

Create Account

YOU HAVE SUCCESSFULLY CREATED AN ACCOUNT

# your own place

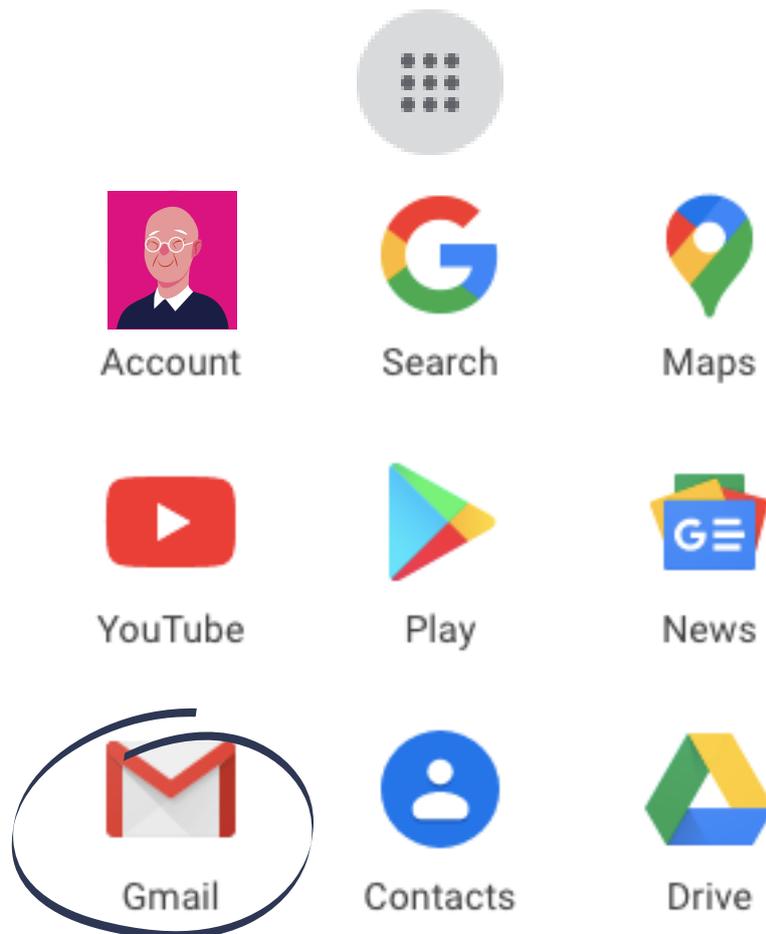
## Presents

### Google Account - Finding Gmail

---

After creating an account you will arrive at your Google account home screen.

Clicking or tapping this Icon (which is located in the top right hand corner) will show you some of the different things you can do with your Google account



Click on the Gmail icon to go to your email account. Here you can read emails you have been sent as well as send emails to others

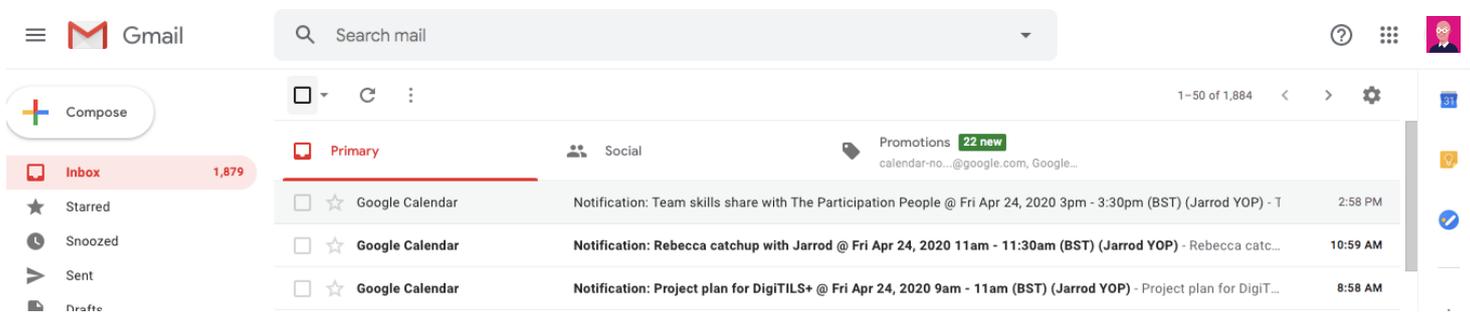
YOU ARE READY TO SEND AN EMAIL

# your own place

## Presents

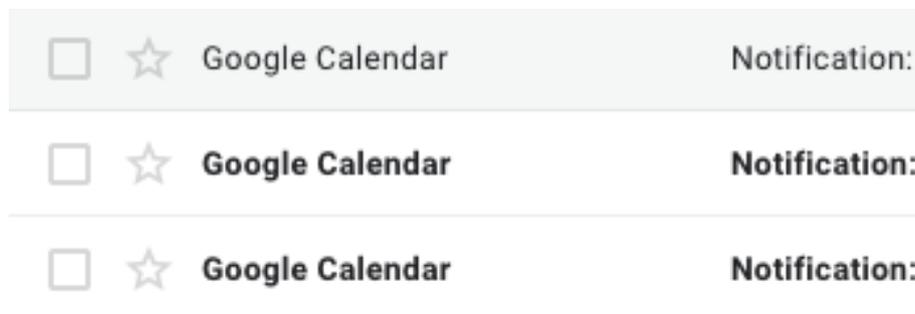
### Google Account - Your Email Account

When you arrive at your Email account home screen you will be in your personal inbox



### Remember

- Inbox - is where all the messages you are sent will be stored
- Sent - is a history of all the emails you have sent
- Draft - this is where the emails you have composed are kept if they have not yet been sent



- Emails with a white background have NOT been read
- Emails with a grey background HAVE been read

YOU ARE READY TO CREATE AN EMAIL

# your own place

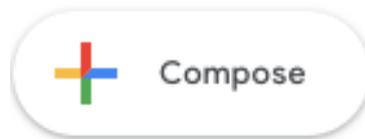
## Presents

### Google Account - Creating An Email

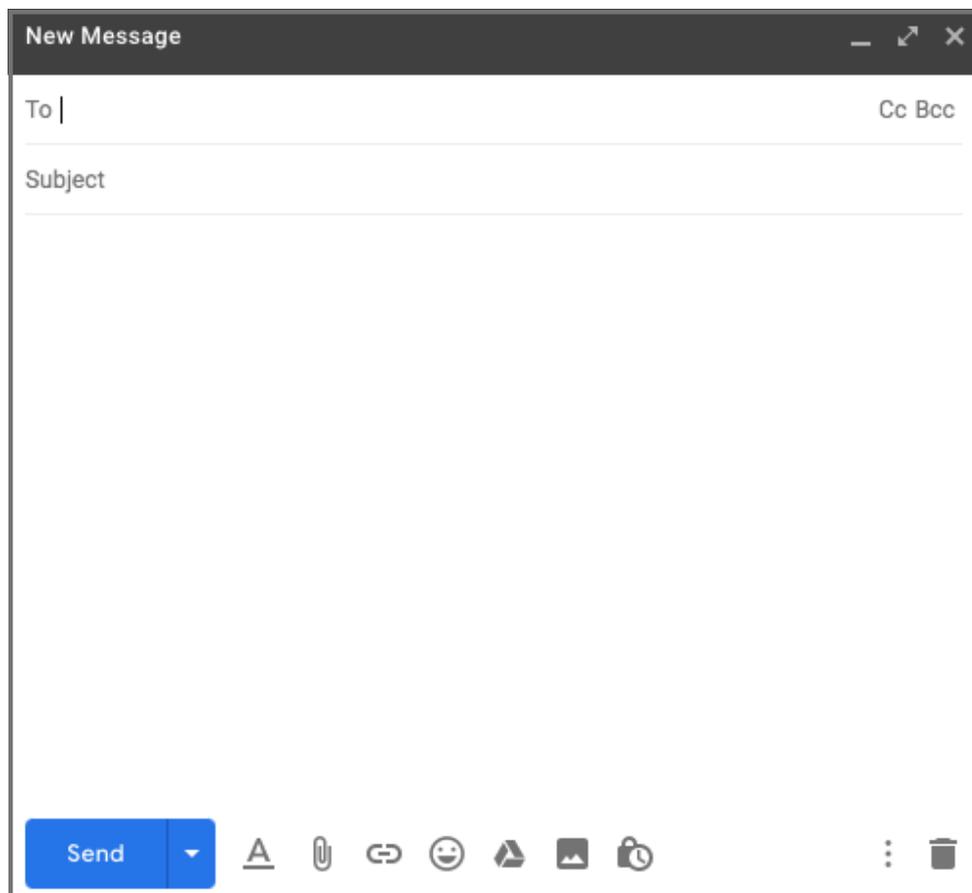
---

To create an email you will need to be in your email account home screen.

Find the '+ Compose' button and click it



This will bring up a small email window (as shown below) which you can write in to create an email



YOU ARE READY TO SEND AN EMAIL

# your own place

## Presents

### Google Account - Sending An Email

---

To send an email you will need to make sure you have submitted all the information required

#### Remember

- You will need an email address of the person you are sending the email to.
- This will always contain an @ symbol
- The email address will always be entered in the 'TO' section of the email



A screenshot of a 'New Message' window. The title bar says 'New Message' and has standard window controls. Below the title bar, there is a 'To' field with a cursor and a 'Cc Bcc' label on the right.

- Subject Line - is the title of the email and the first thing the person you send the email to will see



A screenshot of a 'Subject' field, which is an empty text box with the word 'Subject' in a light grey font.

- When you have entered an email address, subject line and what you want to say. You are ready to send

Click



YOU HAVE SENT AN EMAIL

Try sending an email to [Jarrod@yourownplace.org.uk](mailto:Jarrod@yourownplace.org.uk)