



Checklist 3 - Gmail and Google Account Checklist

Project Name: _____ Date: _____

Before setting up all your social media accounts it is advisable that you create a Google account if you do not already have one or create a new one if you want to use the same name/brand name on all your social media accounts. Using the same name will help people find you and a Google account is required for some social media accounts such as YouTube and Google+

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1 Go to http://gmail.com/ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 Click Create an account | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 Enter your first and last name | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 Choose your username for your Gmail email address | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 Create and confirm your password | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 Enter your date of birth | <input type="checkbox"/> | <input type="checkbox"/> |

Notes



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- 7 Select your gender
- 8 Enter your phone number
- 9 Enter your current email address
- 10 Select your location from the drop down menu
- 11 Click on the next step button
- 12 Read and agree to the Privacy and Terms
- 13 You have now created your new Gmail email address and Google account
- 14 Click continue to Gmail

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15 Click on the circle icon in the top right hand corner to upload or change your profile image

16 Click on the My Account button to edit your Google account details, this is also where you will create your Google+ account which we will cover shortly.

17 Start by editing your security details. This is where you can add 2 stage verification, edit your password, provide a recovery email address or phone number etc

18 Next click on My Account at the top of the left column

19 Now edit your personal info and privacy. This is where you can add additional details such as a description about yourself and manage search settings.

20 Next return to your my account page and edit your account preferences

This is where you can add and manage your payment settings, languages and storage options.

21 In your Google My Account page you will notice your profile image in the centre and some icons either side.

*These are (from left to right)
Google Search
Gmail
Google Maps
YouTube*

Notes



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If you have a local business then you can add your local business location and business details to Google maps. This will also help rank your business in Google search results.

To add your business to Google maps then follow the instructions that you will find in the Add your business to Google places checklist

Notes