

## TASKCARD C

### Creating a Gmail Account (PC) to enable work from home online video counselling

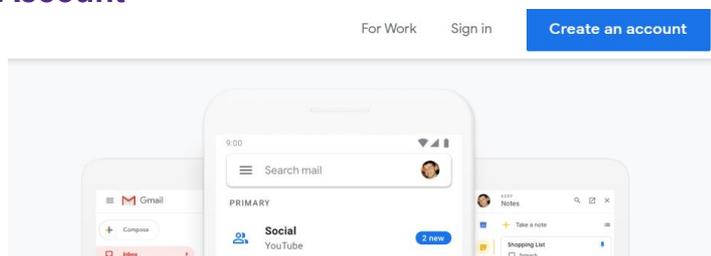
*(for use when creating a Skype ID or Zoom account for online video counselling)*

1) Go to [www.Google.com.au](http://www.Google.com.au) and select “Gmail” in the upper right corner:



Google Search   I'm Feeling Lucky

2) Select “Create Account”





### 3) Create your Google Account

- Enter “Open Arms” + your “Region” in the “First name” field
- Enter your first name in the “Last name” field
- Enter your Username as a combination of both
- “OpenArmsRegionfirstname@gmail.com” as your username.
- Select your own password, ensuring it is secure and complies with Gmail’s conditions
- Select Next
- 

This naming convention is to ensure consistency and to maintain privacy (hence no use of surnames)

Google

## Create your Google Account

to continue to Gmail

First name: OpenArmsCentralWest  
Last name: Jon  
Username: OpenArmsCentralWestJon@gmail.com  
Password: .....  
Confirm: .....

You can use letters, numbers & periods

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

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

One account. All of Google working for you.



#### 4) Welcome to Google (Recovery Email)

- Please enter your Mobile Phone Number (This will be needed to receive a verification code),
- Please enter your region's email address as the recovery email. eg
  - E: openarms.nsw.act@dva.gov.au
  - E: openarms.southQLD@dva.gov.au
  - E: openarms.northqld@dva.gov.au
  - E: openarms.centralwest@dva.gov.au
  - E: openarms.victoria@dva.gov.au
- Please enter Date of Birth
- Enter Gender (Optional)

Welcome to Google

 ExampleEmailAddress@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

Day  Month  Year

Your date of birth

Gender

#### 5) Enter Verification Code sent to your phone

Google will then sms you a verification code, please enter the code you receive and click Verify.

Verifying your phone number

For your security, Google wants to make sure that it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*

 04

Enter verification code

[Back](#) [Call instead](#) [Verify](#)



## 6) Extra Google Options

Google will then offer you a range of options – you can skip or select a response of your choice.

Google  
Get more from your number

If you like, you can add your phone number to your account for use across Google services. [Learn more](#)

For example, your number will be used to

- Receive video calls & messages
- Make Google services, including ads, more relevant to you

[More options](#)

Back Skip **Yes, I'm in**

Your personal info is private and safe

Google  
For better personalisation, keep your web and app activity

Web & App Activity saves your activity on Google sites and apps, including searches and associated info like location. It also saves your activity from sites, apps, and devices that use Google services, including Chrome history to give you more relevant search results, helpful app and content recommendations, and more. [Learn more](#)

- Keep until I delete manually
- Keep for 18 months
- Don't save web and app activity in my account

Data saved in your account may be used in any Google service where you are signed in to give you more personalised experiences. You can see your data, delete it, and withdraw your consent for saving data at [account.google.com](#).

**Next**

You're in control of the data we collect and how it's used

Google  
For better personalisation, keep your YouTube history

YouTube History saves the YouTube videos you watch and listen to and the things you search for on YouTube to improve your experience in YouTube and other Google services, by giving you better recommendations, remembering where you left off, and more. [Learn more](#)

- Keep until I delete manually
- Keep for 18 months
- Don't save YouTube history in my account

Data saved in your account may be used in any Google service where you are signed in to give you more personalised experiences. You can see your data, delete it, and withdraw your consent for saving data at [account.google.com](#).

**Next**

You're in control of the data we collect and how it's used

## 7) Privacy and Terms

### - Read and accept the privacy and terms

Google  
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:

**Data that we process when you use Google**

- When you set up a Google Account, we store information you give us like your name, email address and telephone number.
- When you use Google services to do things such as write a message in Gmail or comment on a YouTube video, we store the information that you create.
- When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity – including information such as the video that you watched, device IDs, IP addresses, cookie data and location.
- We also process the kind of information described above when you use apps or sites that use Google services such as ads, Analytics and the YouTube video player.

**Why we process it**  
We process this data for the purposes described in our [policy](#), including to:

You're in control of the data we collect and how it's used



## 8) Account Created!

Click Done, this will take you to the Inbox

All finished!

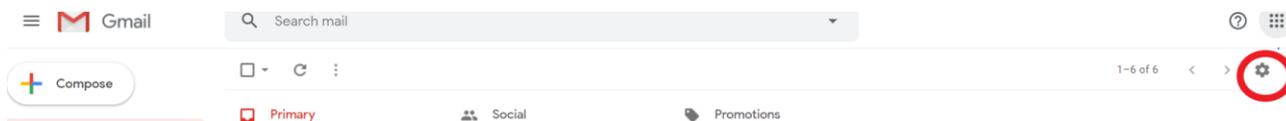
Your account has been set up successfully.

 ExampleEmailAddress@gmail.com

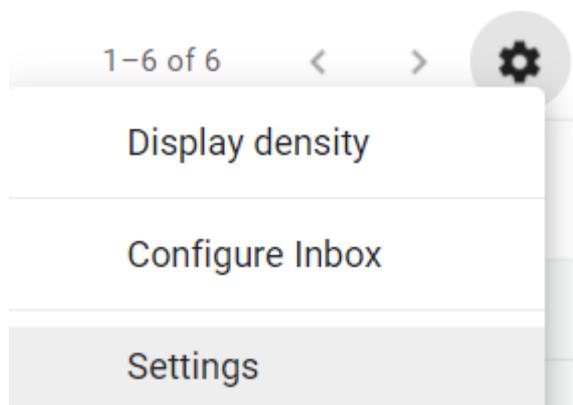
Done

## 9) Go to Settings

Click the cog icon on the right hand side to open menu



Click on Settings





## 10) Add Auto Reply

Scroll down to the auto-reply section of the general settings page

Check “Out of Office AutoReply on”

Enter First Day as today’s date

Enter Subject as Auto-Reply

Enter Message body of :” This email address is not monitored. To contact Open Arms please ring 1800 011 046 or visit [www.openarms.gov.au](http://www.openarms.gov.au) for additional information.”

Settings

[General](#) [Labels](#) [Inbox](#) [Accounts and Import](#) [Filters and blocked addresses](#) [Forwarding and POP/IMAP](#) [Add-ons](#) [Chat](#) [Advanced](#) [Offline](#) 1

Insert this signature before quoted text in replies and remove the "--" line that precedes it.

**Personal level indicators:**

- No indicators
- Show indicators - Display an arrow ( > ) by messages sent to my address (not a mailing list), and a double arrow ( >> ) by me.

**Snippets:**

- Show snippets - Show snippets of the message (like Google Web Search!).
- No snippets - Show subject only.

**Out-of-Office AutoReply:**  
(sends an automated reply to incoming messages. If a contact sends you several messages, this automated reply will be sent at most once every 4 days) [Learn more](#)

- Out of Office AutoReply off
- Out of Office AutoReply on

First day:   Last day:

Subject:

Message:

Sans Serif  **B** *I* U A

[« Plain Text](#)

This email address is not monitored. To contact Open Arms please ring 1800 011 046 or visit [www.openarms.gov.au](http://www.openarms.gov.au) for additional information]

Only send a response to people in my Contacts

Click on Save Changes.

## 11) Return to Inbox and Confirm Auto-Reply Set

Confirm that the Yellow bar indicating Auto-Reply is active is now displayed.

Auto-Reply End now Out of Office Settings

## 12) Finished.