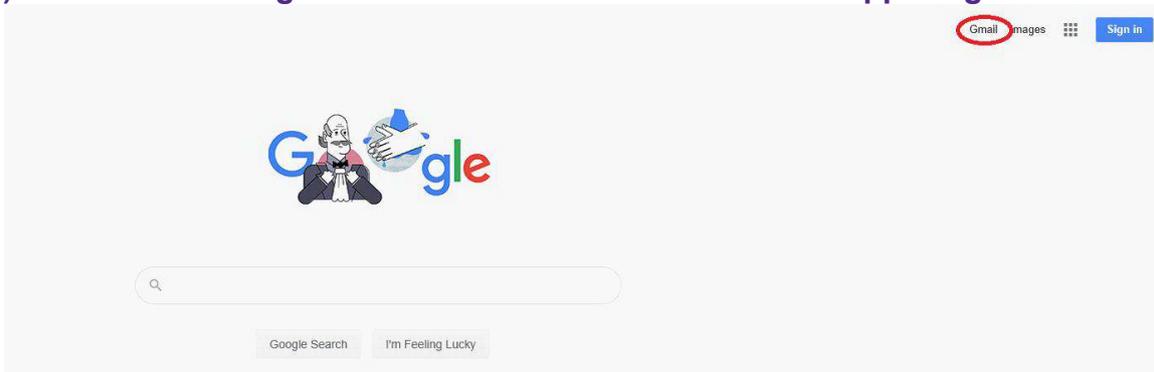


TASKCARD C

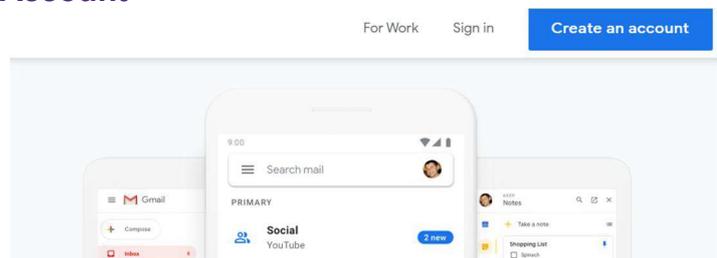
Creating a Gmail Account (PC) to enable work from home online video counselling

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

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



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: OpenArms CentralWest
Last name: Jon
Username: OpenArmsCentralWestJon@gmail.com
You can use letters, numbers & periods
Password:
Confirm:
Use 8 or more characters with a mix of letters, numbers & symbols

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



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) 04

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

Recovery email address (optional)
openarms.nswact@dva.gov.au

We'll use it to keep your account secure

Day 01 Month January Year 2000

Your date of birth

Gender Custom

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

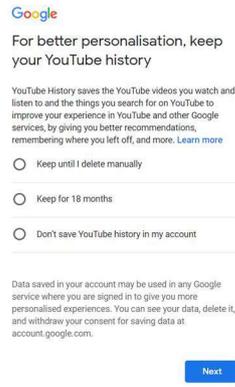
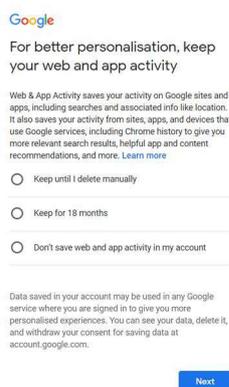
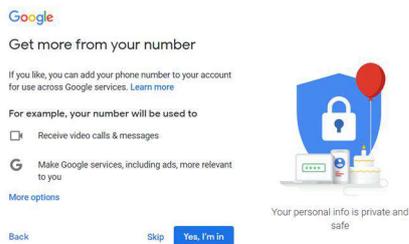
Enter verification code
G- 866053

Back Call instead Verify



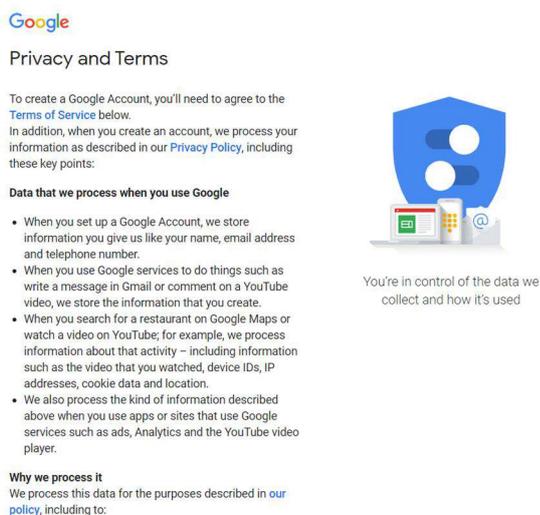
6) Extra Google Options

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



7) Privacy and Terms

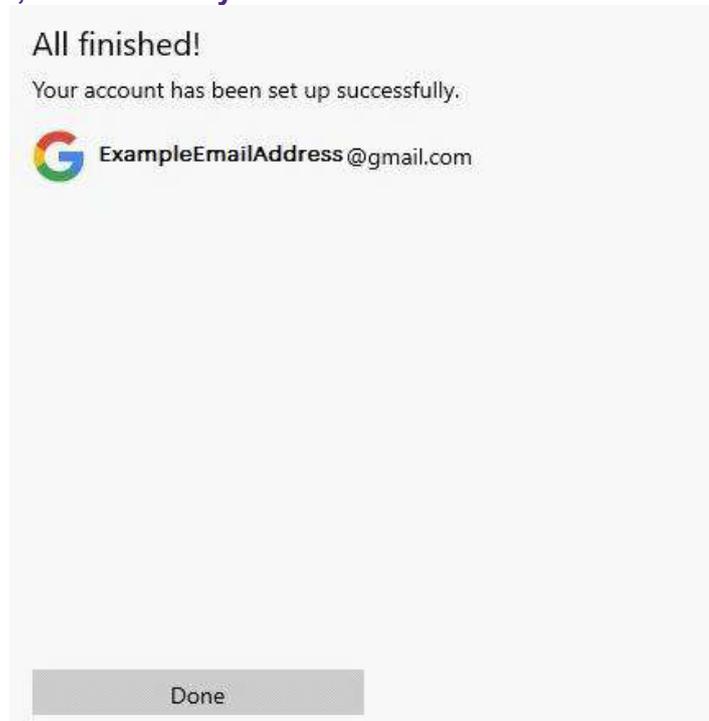
- Read and accept the privacy and terms





8) Account Created!

Click Done, this will take you to the Inbox



9) Go to Settings

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



Click on Settings

