

Setting up a Google account

<https://www.google.com/accounts/ManageAccount>

Setting up a Google account will give you access to the myriad of additional features offered by Google, including but not limited to: custom home page, email, online calendar, custom search engines, custom maps, etc.

After using the above url click on the "create a new account link". Enter the appropriate information. It's important that you use a valid email address as they will send a verification email that you must click on to activate your Google account.

Setting up a Gmail account

Once you have your Google account all of the other accounts are automatically setup for you with one exception, Gmail.

Gmail is Google's branded free webmail application. It allows you to send, receive, store and search email.



To setup you gmail account, click the gmail link from your account management page or go to gmail.google.com.

When setting up your Gmail account change the acct name from the email address you previously used to something you want people to use to email you at (e.g. username@gmail.com)

Gmail currently provides each user 7 gigs of email space and climbing, so deleting email isn't necessary. you can archive everything.

iGoogle

iGoogle allows you to setup a Google homepage with customizable content as well as a search box. You can have multiple pages of content on your iGoogle site, and pull information from multiple sources. iGoogle is accessible from the account management page or type www.google.com and click the link in the upper right (you may need to sign in).

Setup Pages – On the left hand side of your page you will see a Home tab, click the down

arrow on the right side of that tab and select **New Tab**. Name the tab for whatever type of content you want to place on the page (Local News, World News, Games, Tools, Sports, Etc)

Edit Pages and add Gadgets – A gadget is a program or website that feeds information to your iGoogle page. Google has thousands of premade gadgets but any website that has RSS feeds can be added. Gadgets are added to the page you are currently editing by default.

An RSS feed is a notification from a website of new content. Every time an article is added to that website they update their feed. Feeds are a great way to keep track of a large number of websites without having to visit them regularly. Large websites also sometimes have feeds for different sections/pages of their website. To add a feed go to the originating website and look for the orange feed button, click on it and copy the address that appears in the location bar. Open your iGoogle page and click on edit on the tab and in the lower right click the add feed, paste the location you previously copied.

Working with Gadgets – Once you have installed the gadgets you want, you can drag and drop them onto different tabs or to different spots within the same tab.

iGoogle Settings – got to www.google.com/ig/settings, from here you can reorder your tabs, change the style and theme for each tab, A theme is a banner, font and color style for the page. Each page can have a different theme.

Sharing Gadgets - From the Page settings screen you can also choose to share any gadget on your page with others, simply click the share link next to the gadget and type the email addresses of the people you'd like to send it to.



