

## Parent Tech Tip:

# How to Create a Google/Gmail Account with an Existing Email Account

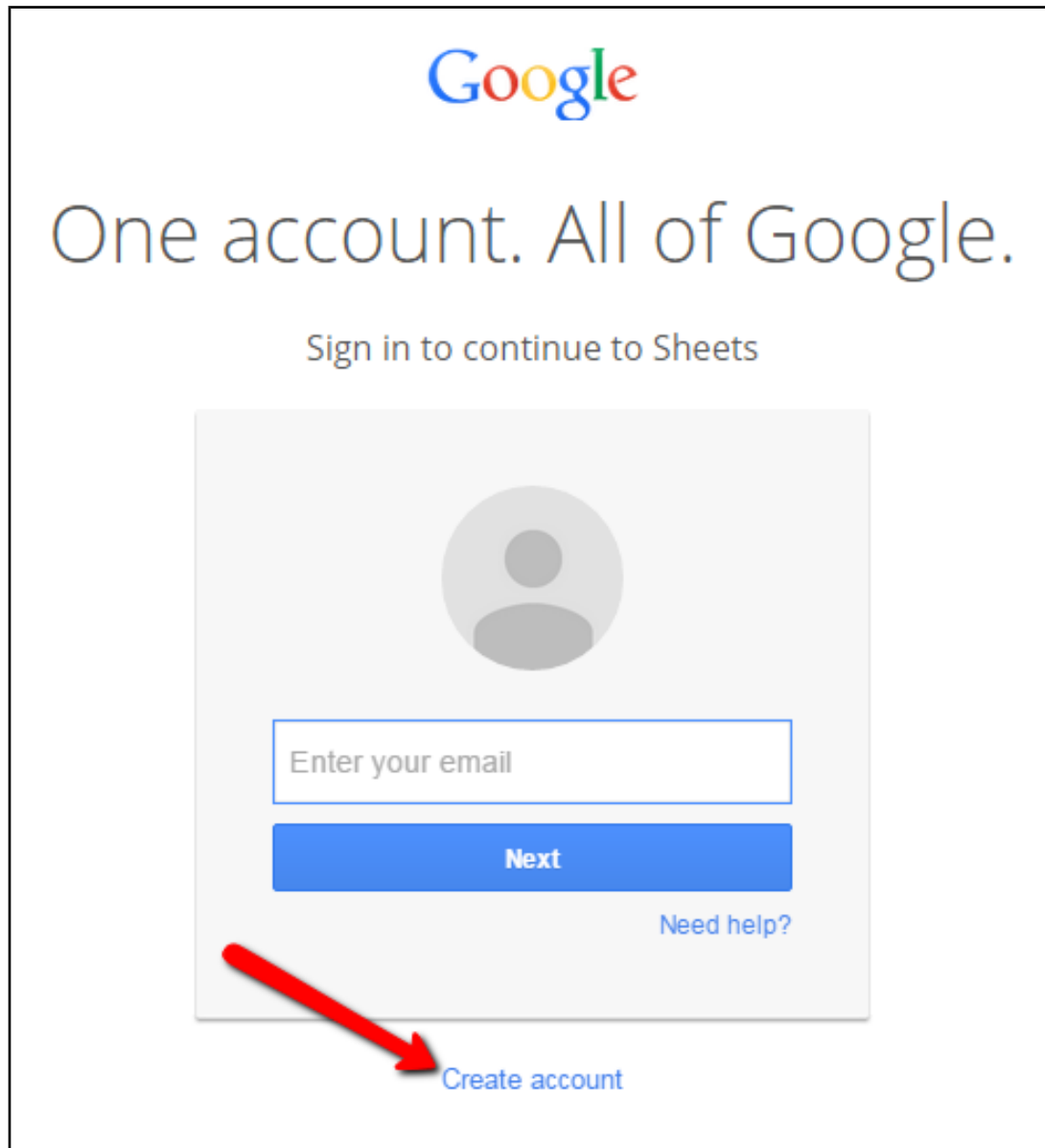
Your ES has just shared something in Google Drive with you, but when you click on the link from your email to access the document, Google requires you to create a Gmail account. Don't fret! You can easily create this account without creating a new email address, and this tip will show you how.

1) First, open your email with the shared document.

2) Select Open in Sheets.

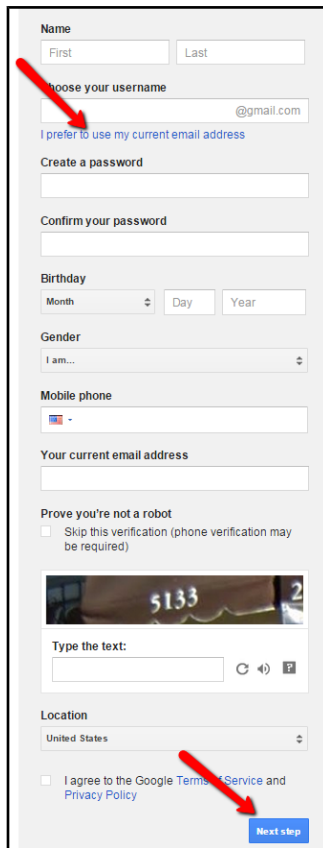
Open in Sheets

3) Select Create account.



4) Enter your information. Instead of selecting "Choose your username" to create a new gmail.com account, select "I prefer to use my current email address" then enter the email that you use regularly with your ES.

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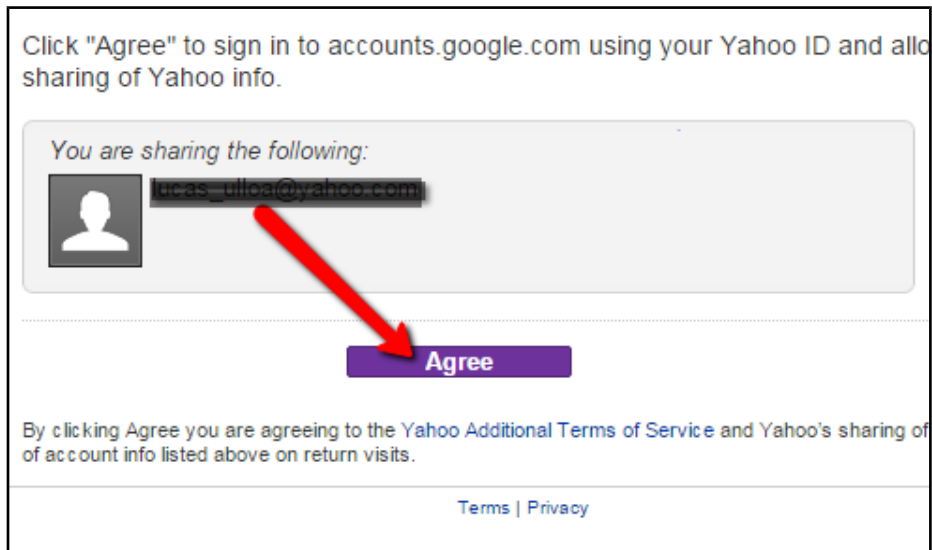


The screenshot shows the Google account creation form. It includes fields for Name (First and Last), Username (with a dropdown for '@gmail.com'), Password, Confirm Password, Birthday (Month, Day, Year), Gender, Mobile phone, and Current email address. There is a CAPTCHA section with the text '5133' and a 'Next step' button. A red arrow points to the 'Next step' button, and another red arrow points to the link 'I prefer to use my current email address'.

5) Select “Next step” once you have completed the remaining information and selected the required policies box.

6) You will be prompted to verify your email address. To do this, select “Verify Now”.

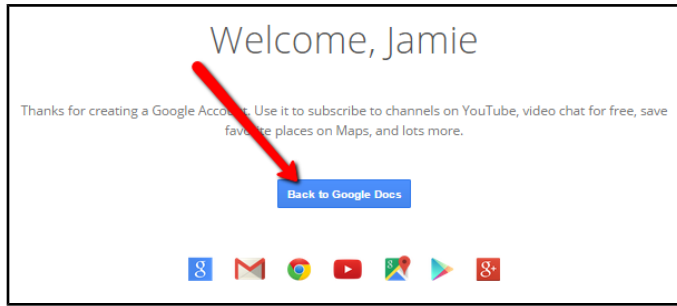
7) Select “Agree” at the next prompt.



The screenshot shows a confirmation screen for sharing Yahoo info. It says 'Click "Agree" to sign in to accounts.google.com using your Yahoo ID and allow sharing of Yahoo info.' Below this, it says 'You are sharing the following:' and shows a profile icon and the email address 'lucas\_gilboa@yahoo.com'. A red arrow points to the 'Agree' button. At the bottom, it says 'By clicking Agree you are agreeing to the Yahoo Additional Terms of Service and Yahoo's sharing of account info listed above on return visits.' and 'Terms | Privacy'.

8) You will now see and may select “Back to Google Docs”

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9) The final step is to “Sign in as you to edit”.

Julioa shared this file using Google Sheets  
Grade 2 Standards 2016

Sign in as **Julioa** to edit

2nd Grade: ELA

	A	B	C	D	E	F	G	H	I	J	K	L
1	<b>2nd Grade: ELA</b>	<b>New Learning Methods/Activities:</b>	<i>Click here to list content covered during the past 20 days of school if none of the standards listed below can be checked off</i>									
2	2 - CA English-Language Arts Common Core Content Standards - CDE (2013)		LP1 8/19/15- 9/11/15	LP2 9/14/15- 10/9/15	LP3 10/12/15- 11/6/15	LP4 11/9/15- 11/27/15	LP5 11/30/15- 12/22/15	LP6 1/6/16- 1/29/16	LP7 2/1/16- 2/26/16	LP8 2/29/16- 3/25/16	LP9 3/28/16- 4/22/16	LP10 4/15/16- 5/20/16
3	<b>Module 1: Reading Standards for Literature</b>	<b>Assignment</b>										
4		EL Reading Standards for Literature. The following standards offer a focus for instruction each year and help ensure that students gain adequate exposure to a range of texts and tasks. Rigor is also infused through the requirement that students read increasingly complex texts through the grades. Students advancing through the grades are expected to meet each year's grade-specific standards and retain or further develop skills and understandings mastered in preceding grades.										

10) Congratulations! You have now created a Google account with your existing email account and can share Google Drive documents with your ES!