

Creating a free email account with Gmail.

Before registering with MEDENOTES, you are required to have an email account. You will use the email address as your username when you log into Medenotes, as a result you need a separate email address for each profile you wish to create. This tutorial will help you if you do not already have an e-mail account that you can use.

The following is a basic guide to get a free email account. This tutorial uses Google Mail (Gmail) for demonstration purposes. Registration steps are quite similar to other free E-mail providers such as Hotmail and Yahoo. If you already have your own email account, skip this tutorial and register with Medenotes using your pre-existing e-mail address.

1. To register a new Gmail account, go to <http://mail.google.com/>. Click the “Create an account” button to start.

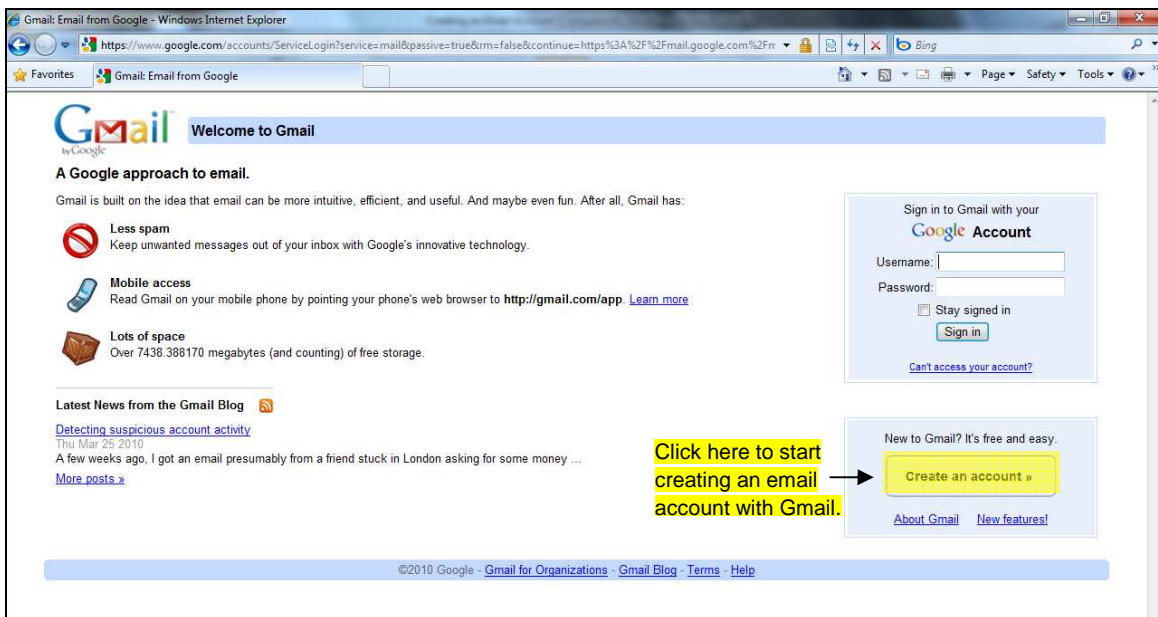


Fig 1 Google Mail (Gmail) - home page <http://mail.google.com/>

- On the following page, type your name and desired login name into the corresponding text boxes. Click the “check availability” button to see if your nominated login name is available for use.
A message will notify you if your desired login name is available.

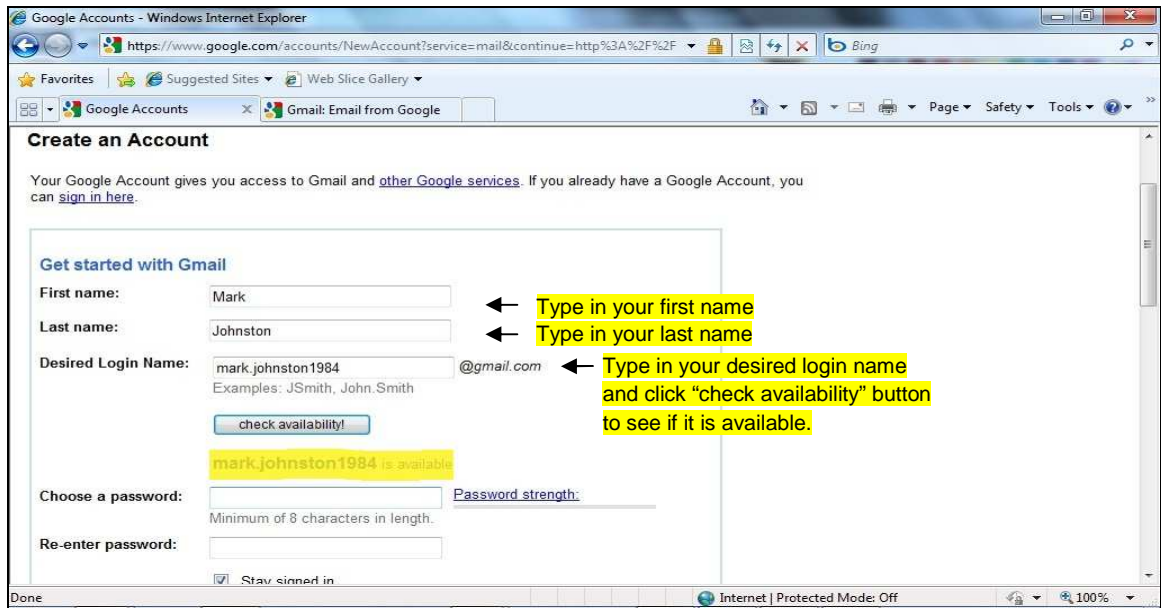


Fig 2 Google Mail (Gmail) – Check login name availability and Login name accepted.

- Otherwise, an error message is shown if your nominated login name is not available.

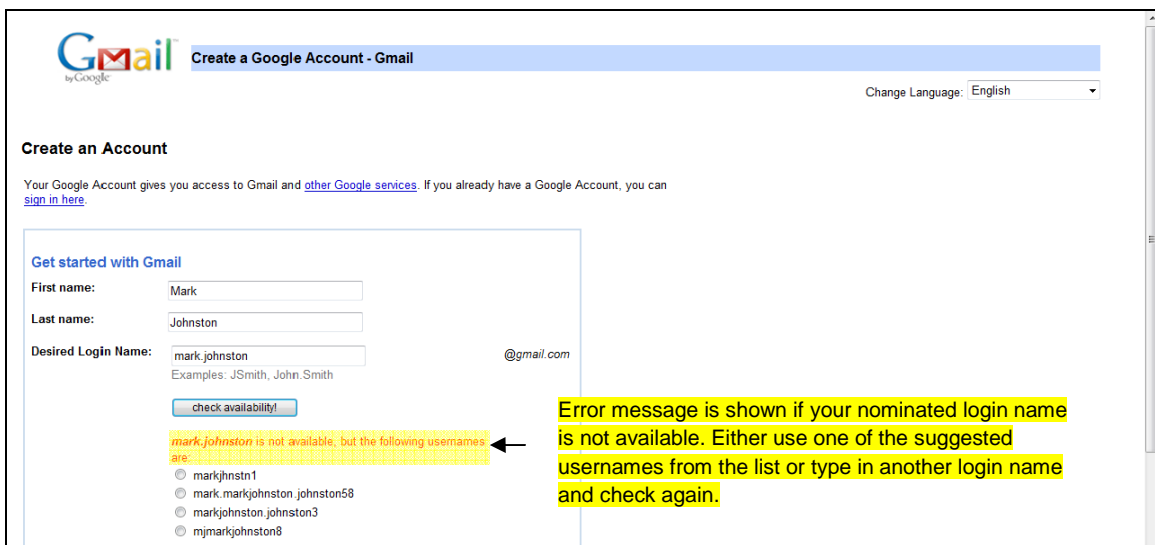


Fig 3 Google Mail (Gmail) – Nominated login name is not available.

4. Enter your password twice, your security question and answer to your security question. Check the box if you would like to set Google as your default homepage.

Click this to see the rules and suggestions for choosing a secure password.

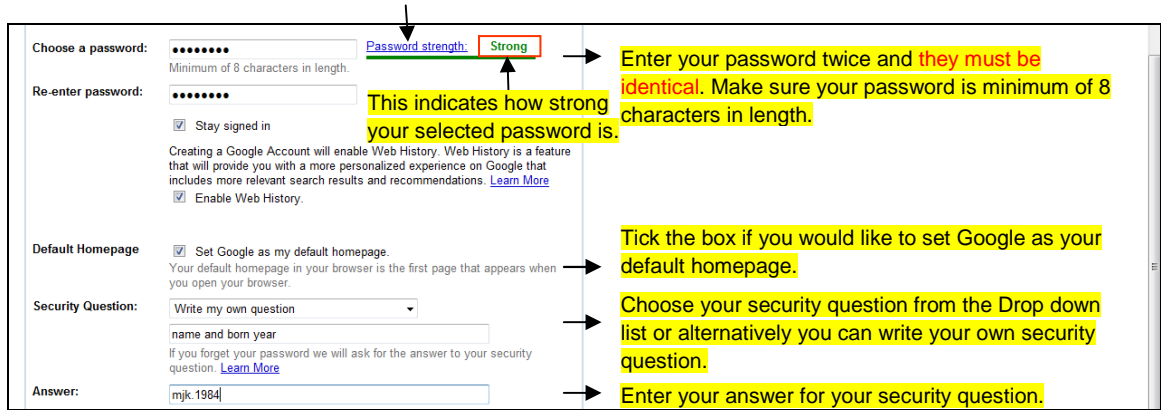


Fig4 Google Mail (Gmail) – Password and security question

5. Rules and suggestions for choosing a secure password.

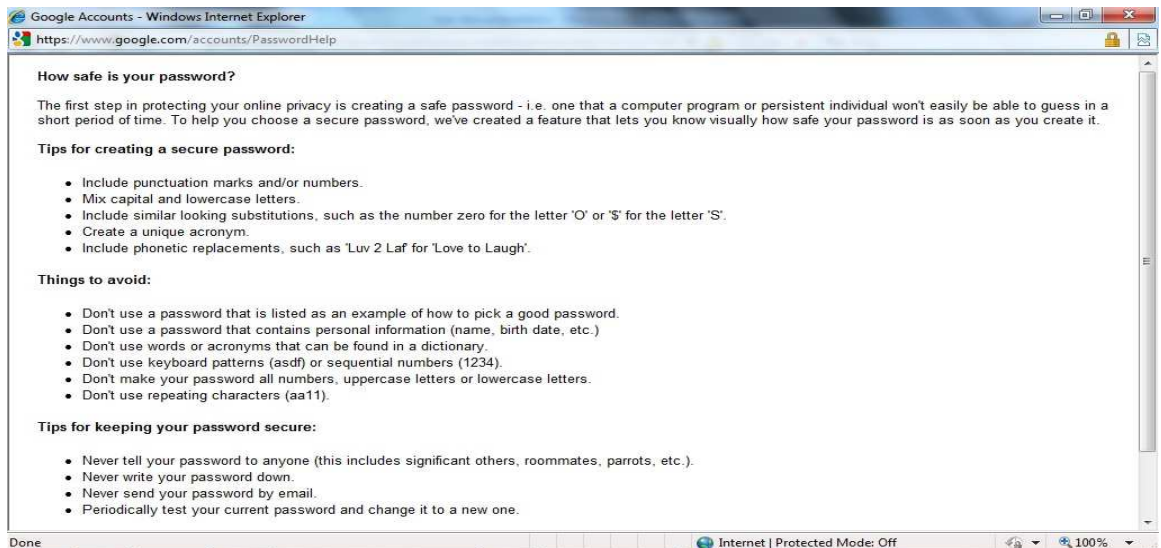


Fig 5 Google Mail (Gmail) – Password Help from Google Mail

6. The Recovery email address is used to authenticate your account whenever you encounter problems or forget your password. Leave this field blank if you do not have any other email address. Type characters you see from the picture in order to finish verification. All letters are in lower cases. Click the "I accept. Create my account" button to finalise the account registration.

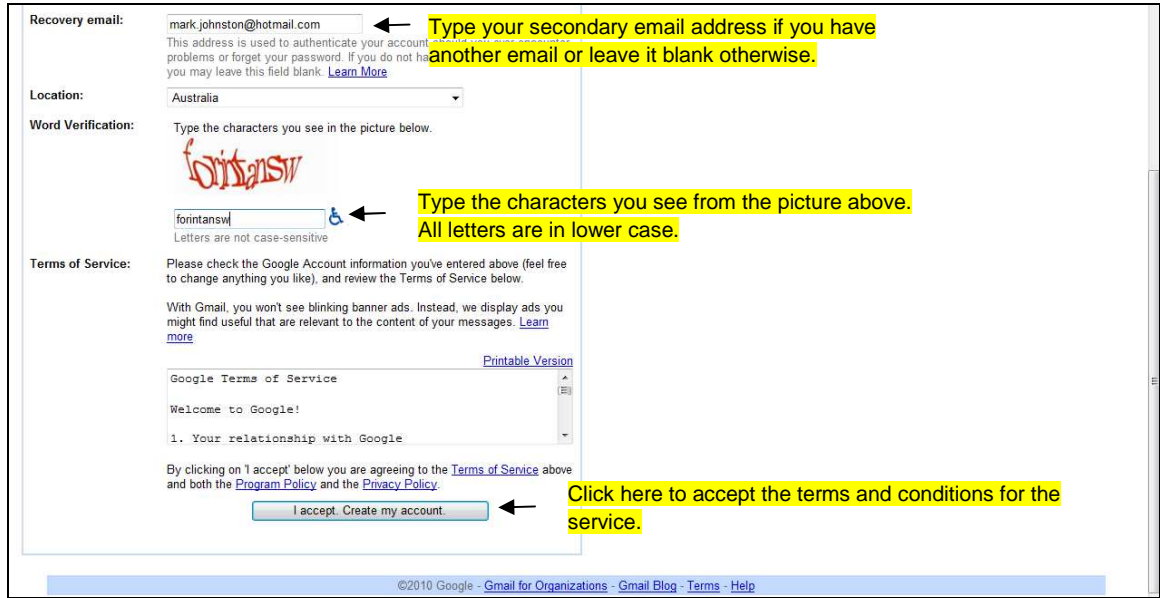


Fig 6 Google Mail (Gmail) – Recovery email, word verification and accept the terms and conditions.

7. Gmail account is successfully created.

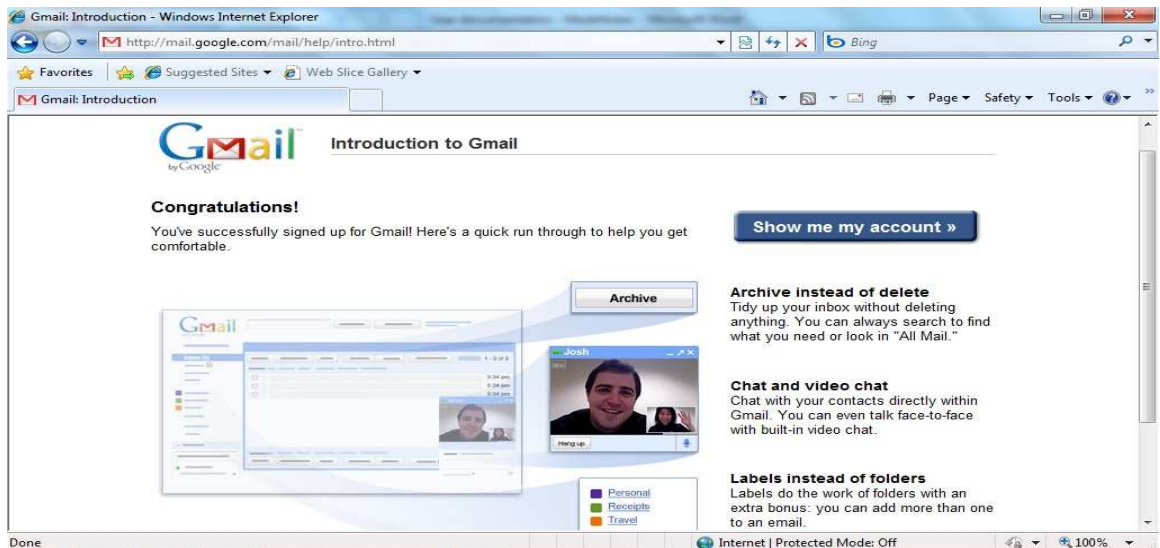


Fig 7 Google Mail (Gmail) – Message when account is created

Now you're ready to create a new Medenotes Account.