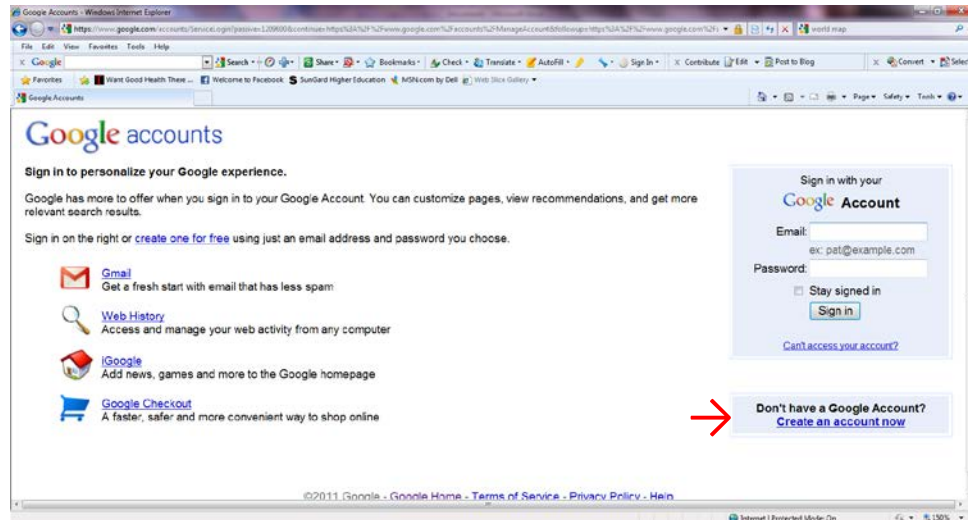
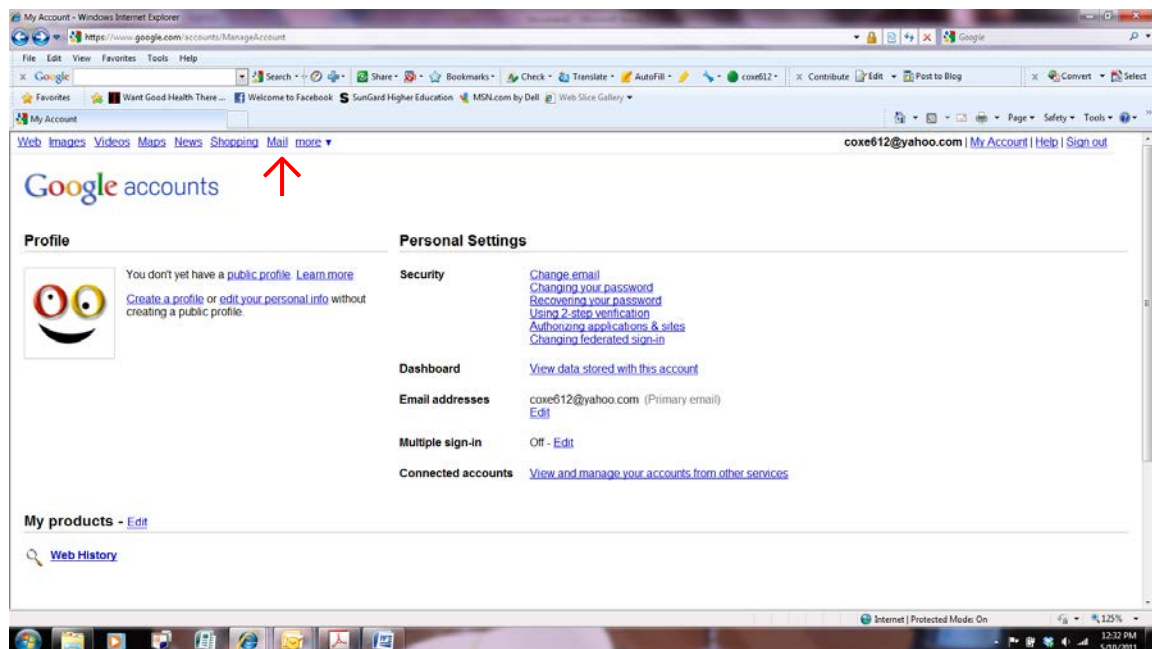


## Google Account Set-Up

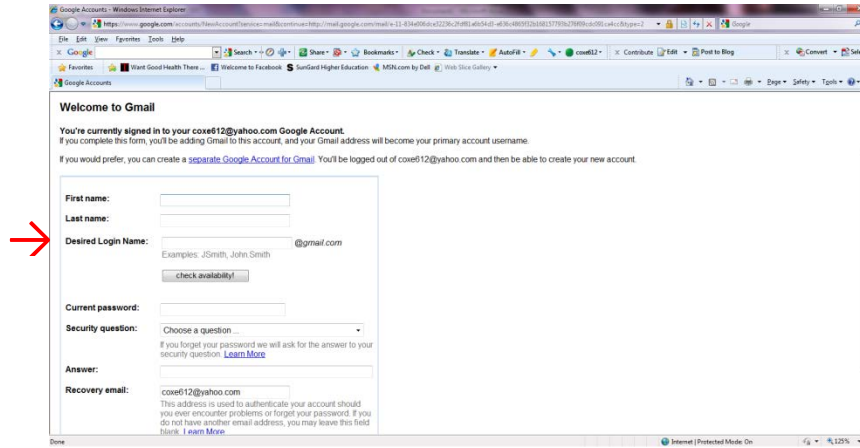
1. On your browser type in [www.google.com/accounts](http://www.google.com/accounts)
2. Click **Create an account now** located in the bottom right corner.



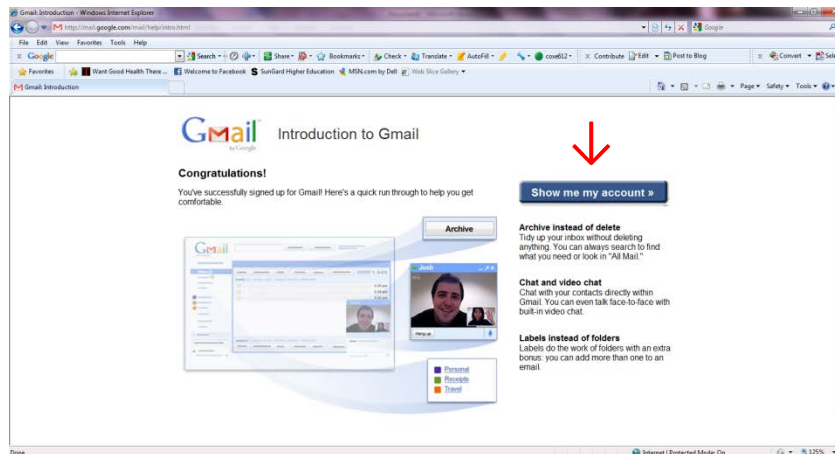
3. After completing your information a verification email will be sent to the email address you provided.
4. Once you verify your account you will be directed to the following screen. The next step is to create a Gmail (email) Account and Username. Click on the [Mail](#) tab at top of screen.



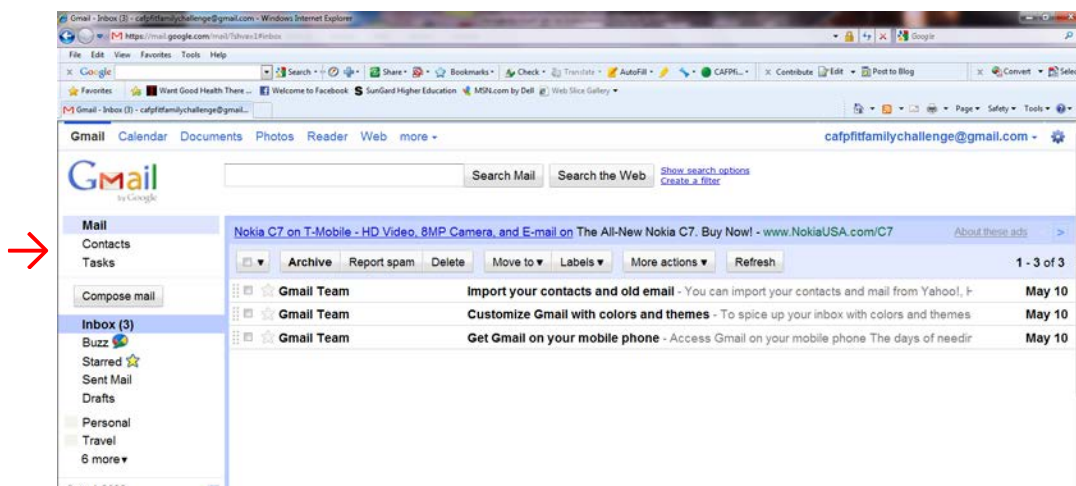
- Please choose a Login Name that identifies your practice and participation in the Fit Family Challenge (ex. CAFPfitfamilychallenge@gmail.com).



- Follow the link **Show me my account**

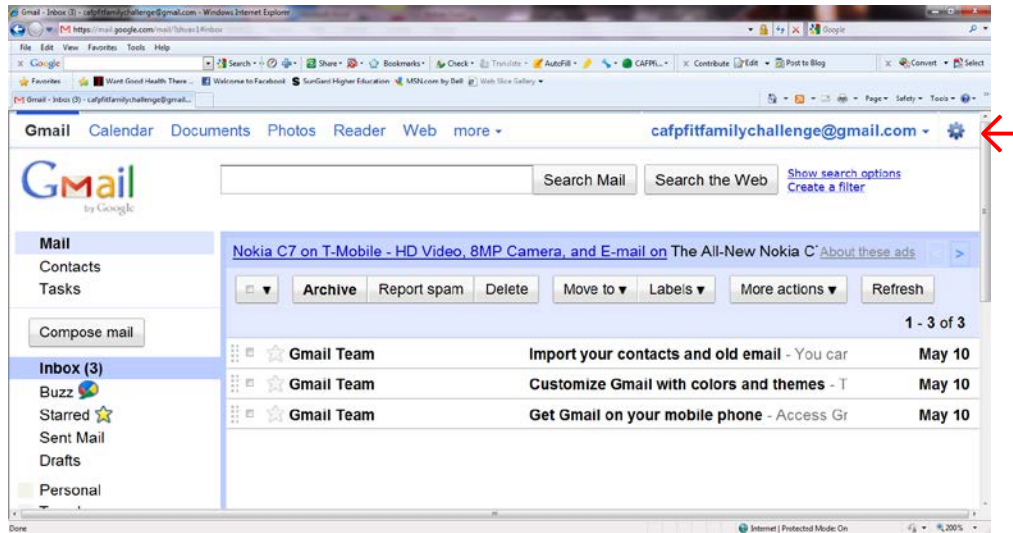


- You will need to add the participants from your clinic that are participating in the Fit Family Challenge to your contact list. Click on **Contacts**, then **New Contacts** and follow the instructions. Please be sure to include their phone number so you can utilize the text messaging feature from your Gmail account. (see texting instructions below)

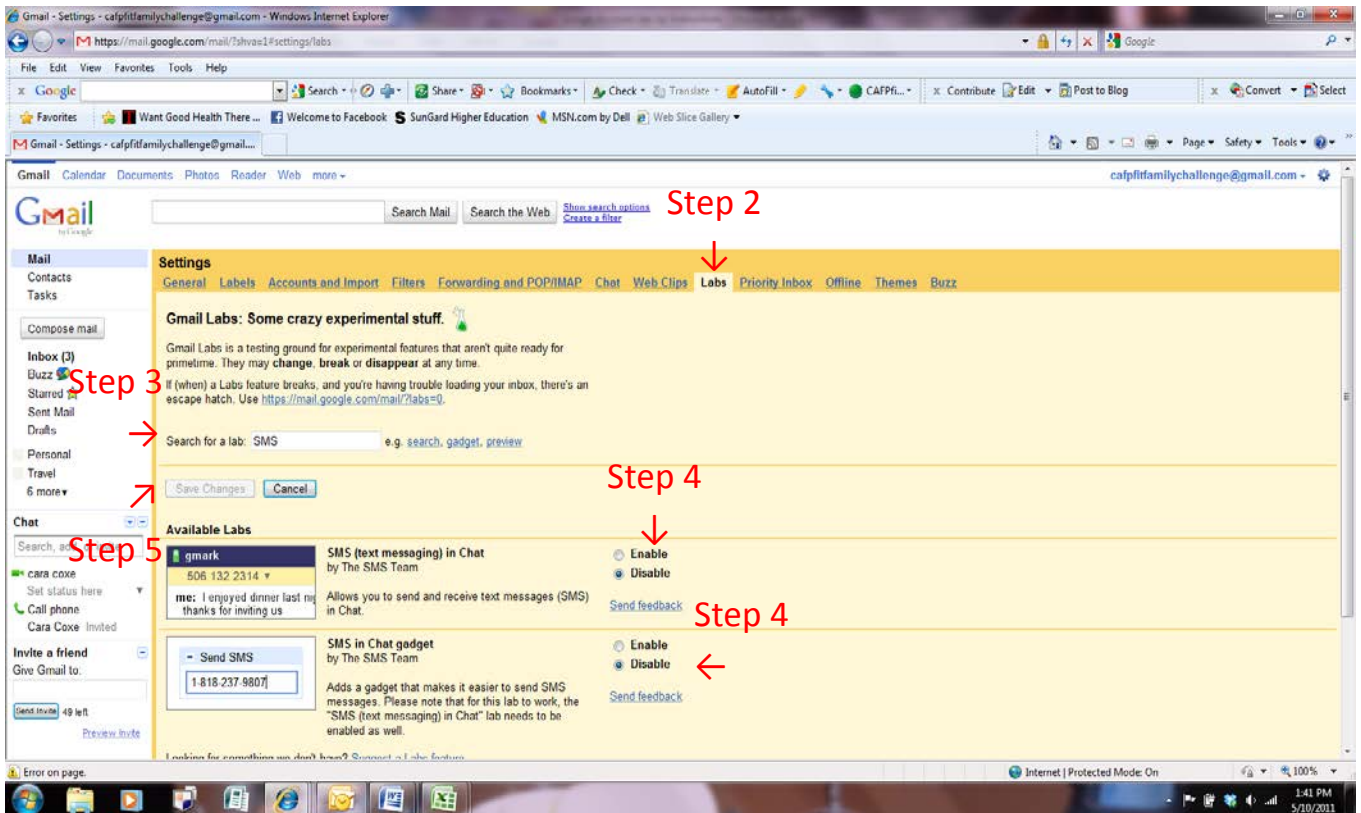


## Setting-Up SMS Text Messaging in Gmail

1. Click on the **icon** at the top right corner of your inbox and click **Mail Settings**

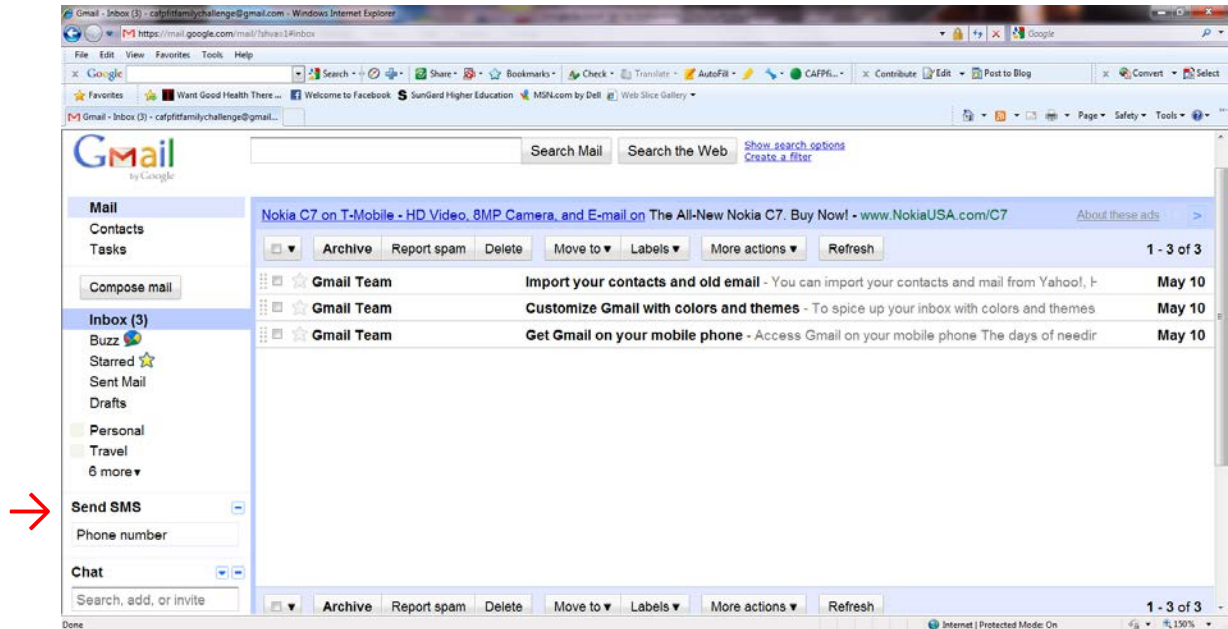


2. On Settings page, click on the **Labs** tab
3. In the **Search for a lab** box type: **SMS**
4. Under **Available Labs**, click **Enable** in both SMS (text messaging in Chat) & SMS in Chat Gadget
5. Click **Save Changes**

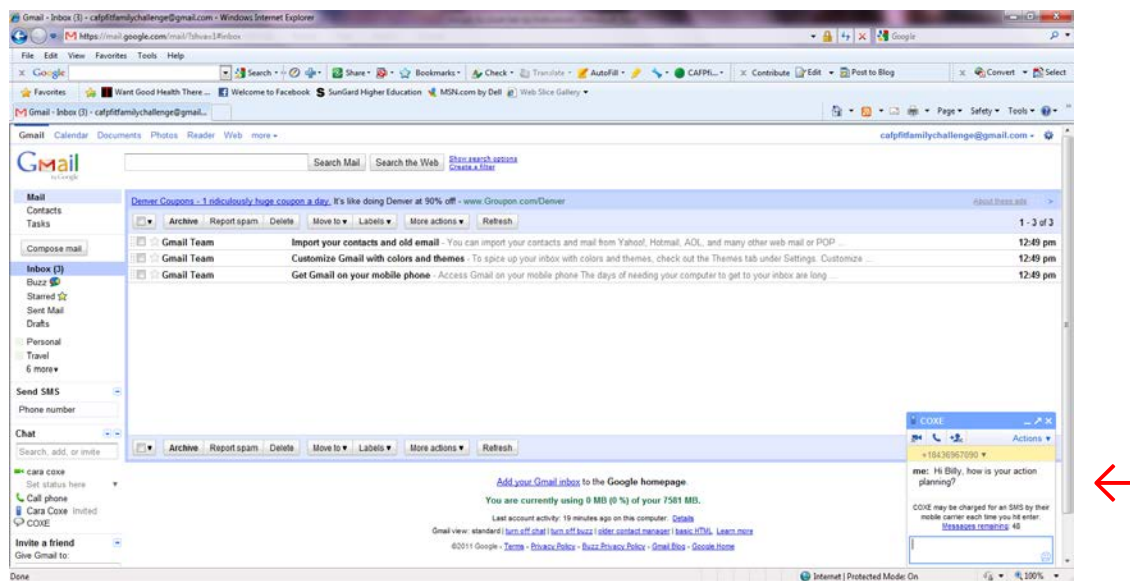


## Sending SMS Text Messages in Gmail

1. On your Inbox screen of your Gmail account, there is a box on the left panel titled **Send SMS**. In the **Send SMS** box, enter the phone number you want to send a SMS text message to.



2. When you enter the number and hit **Enter** on your keyboard, a chat window will appear in the bottom right corner of your screen. Type your message in the chat window and hit **Enter**. Your message will be sent to the phone number you entered. If your contact replies, the text message response will appear as a reply in the chat window. These conversations are stored in your Chat history just like regular chats.



(I suggest you practice sending text messages from your Gmail account to yourself so you can see how it looks as the receiver and how it works as the sender)

## **FAQs?**

### ***What is the charge to send SMS text through Gmail?***

When sending text messages through Gmail, the sender is not charged and it is free of service.

### ***What is the charge for the person receiving text from Gmail?***

Mobile phone subscribers may be charged depending on which mobile plans they operate for their phone. Standard text messaging rates would apply if they were charged.

### ***Does the person receiving my text from Gmail have to be a Gmail subscriber?***

No. The recipient would reply to the message as they would any other text message and their message appears as a chat message in your Gmail chat window.

### ***Is there a limit on the number of text messages I can send from Gmail?***

There is a quota that is an allocation of SMS (text messages) that you're able to send to a mobile phone:

- Initially, you're granted a quota of fifty messages.
- Every time you send a message, your quota decreases by one.
- Every time you receive an SMS message in Chat (for example when a phone user replies to one of your messages) your quota increases by five, up to a maximum of 50.

If your quota goes down to zero at any point, it will increase back up to one 24 hours later. So, you won't ever be locked out of the system

For more information on sending SMS text messages through Gmail, please visit:

**<http://www.google.com/mobile/sms/mail/>**