

Create an Email Account

Reemployment Assistance Process Guide



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Create a Gmail Account

There are other free email account options, but we're going to focus on Gmail because it is used the most. To sign up for Gmail, you first must create a Google Account.

To sign up for a Gmail account:

- Go to the Google Account creation page at <https://accounts.google.com/SignUp>.
- Follow the steps on the screen to set up your account.
- Use the account you created to sign in to Gmail.

Troubleshooting

You won't be able to get a certain Gmail address if the username you requested is:

- Already being used.
- Very similar to an existing username (for example, if example@gmail.com already exists, you can't use examp1e@gmail.com).
- The same as a username that someone used in the past and then deleted.
- Reserved by Google to prevent spam or abuse.

If you cannot use the username you entered, Google will tell you that and will also provide some possible usernames you can use.

Be sure to write down your username and password and keep your password secure. The password must use 8 or more characters and it must have a mix of letters, numbers, and symbols, such as an exclamation point [!], asterisk [*], ampersand [&], or dollar sign [\$].

You should set up a recovery phone number when asked. This phone number will allow you to verify your identity and reset your password if you forget it.

If you are unable to remember your username or password, go to <https://support.google.com/mail/troubleshooter/2402620?hl=en> for more assistance.

How to Check Your Email

To check your email:

- Go to <https://mail.google.com/>
- Click on Sign In
- Enter your username and password
- If you forgot your password, click on Forgot password? and follow the instructions on the screen.

For information on how to use Gmail, visit <https://support.google.com/a/users/answer/9259748?hl=en>.

Need More Help?

Public Library: Libraries can help with many things, including letting you use a computer, printer, copier, scanner, or fax machine. Some libraries also have staff available who may be able to help guide you through the application process.

Find your local library at <https://myfloridalibrary.com/find/>.

Florida Department of Economic Opportunity (DEO): You can contact DEO (<https://floridajobs.org>) online or by phone:

Online Contact Form

To contact DEO through their online contact form:

- Go to their website at <https://www.floridajobs.org>
- Choose **Reemployment Assistance Resources**
- Choose **? Reemployment Assistance Help Center**
- Choose **I am CLAIMANT**
- Complete the form based on your question

Call DEO

You can call the Reemployment Assistance Customer Service Center at 833-352-7759 or 850-245-7105.

DEO offers special assistance to people who do not speak English as their primary language and those who have a limited ability to read, speak, write, or understand English. They also provide special assistance to people who need help filing a claim online because of legal reasons, computer illiteracy, language barriers, or disabilities.

We hope that you found this information helpful. Visit our YouTube channel at <https://tinyurl.com/2naxd95v> for more videos on applying for reemployment assistance benefits in Florida.