

# SETTING UP A GMAIL ACCOUNT



Gmail (Google Mail) is a free email service that is provided by Google.

1. From your browser, go to <http://mail.google.com>

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2. Click the **Create account** button.

3. In the appropriate fields, fill in your first and last name, as well as choosing your username. If that name is not available, you will be prompted to change it. Try adding some numbers at the end of your name. Example: If “MarySmith” is not available, try “MarySmith4567” and see if that is available. Create a password and retype it in the **Confirm your password** field.

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4. Enter your **Birthdate**, **Gender**, and **Mobile phone** number, if you have one. This is used to text you in case you forget your password.
5. If you currently have another email address, enter it in the appropriate field.
6. To prove you are not a robot (or a spammer), type the characters that you see in the **Type the text** field.

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7. From the **Location** dropdown menu, choose your country (United States).
8. To read the Terms of Service, click the blue **Terms of Service** link or place a checkmark in the box to the left of that statement if you choose not to read them. This indicates you are accepting the terms of service.

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9. Click on **Next Step**. You have now successfully created a Gmail email account.

(We are not affiliated with or endorse the email service providers listed here. We are providing you this information to help you get an email account set up. The email service provider you select is your choice)