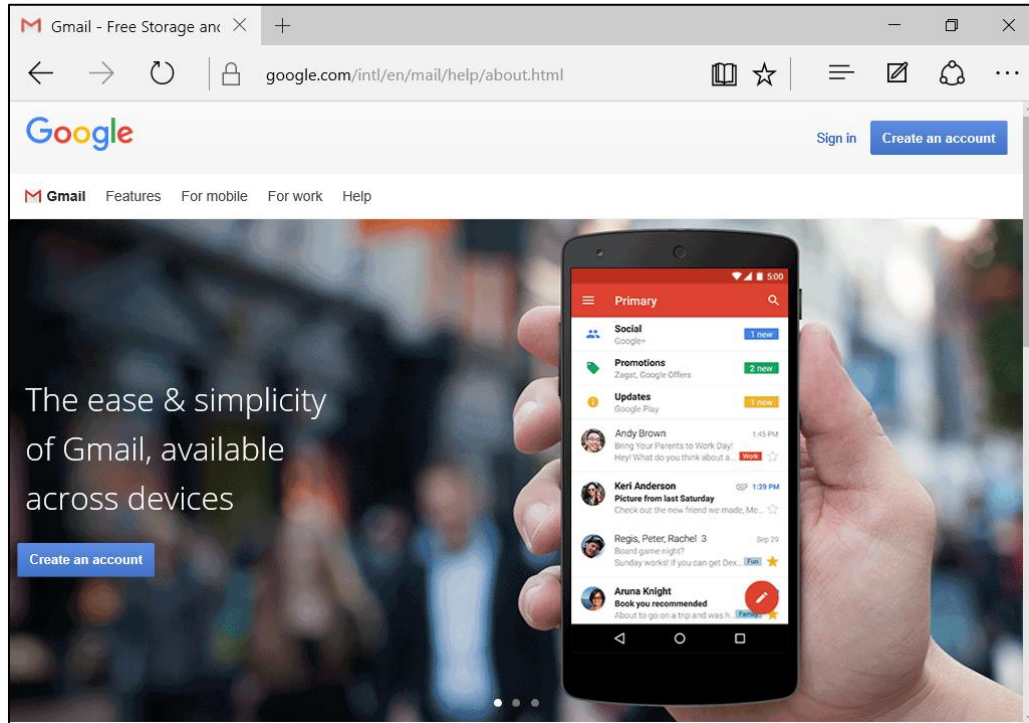


CREATE GMAIL ACCOUNT

To create a Gmail account:

- In Internet browser type **gmail.com** and press **Enter**
 - Displays Gmail home page



- Click [Create an account](#)

Create your Google Account

One account is all you need
One free account gets you into everything Google.

Take it all with you
Switch between devices, and pick up wherever you left off.

Name

First Last

Choose your username

@gmail.com

Create a password

Confirm your password

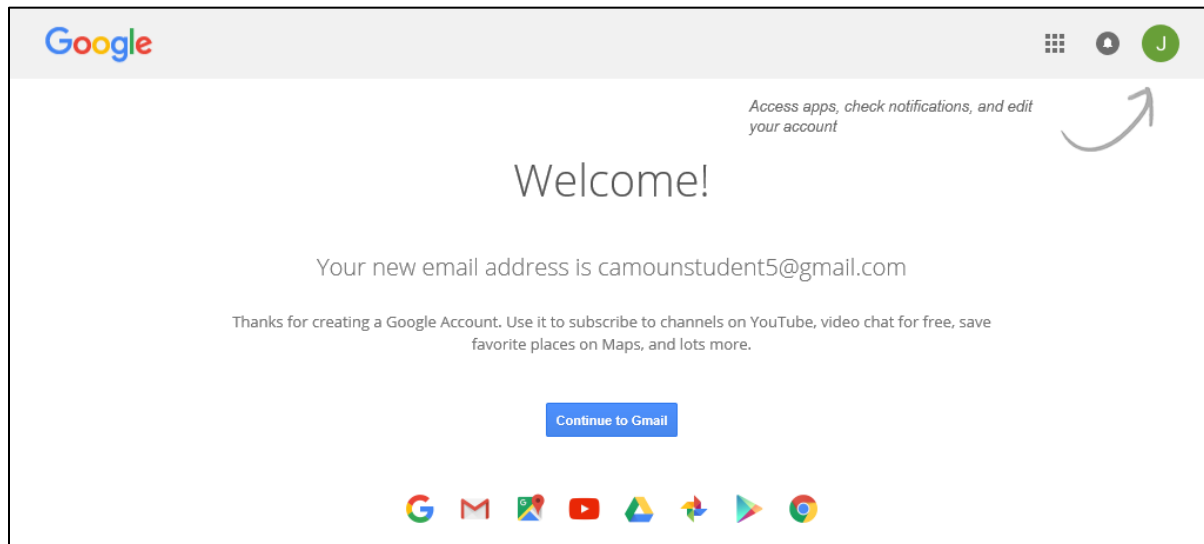
Birthday

Month Day Year

Gender


I am...

3. In **First name** enter first name; press **Tab**
4. In **Last name** enter last name; press **Tab**
5. In **Choose your username** enter a desired display name
(**Note:** If not available, displays suggested names; select option or enter new desired name and check availability)
 - *Confirms if name is available*
6. In **Create a password** enter a password (minimum 8 characters)
7. In **Confirm your password** re-enter the same password
8. Enter birthdate; select gender
9. In text box, enter text displayed in picture
10. Select check box to agree to terms of service
11. Click **Next step**
 - *Displays confirmation if accepted; if not confirmed, will identify errors that need to be fixed before you can do to the next step*



12. Click Continue to Gmail
- *Displays prompt to set up recovery option*

Don't get locked out of your account

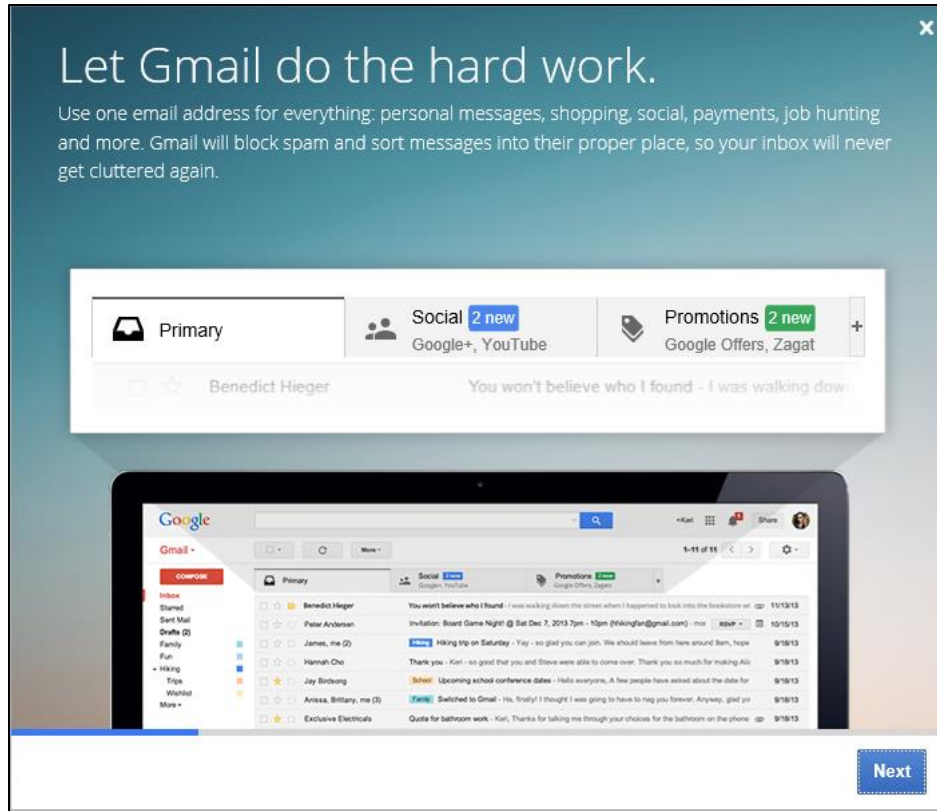


Without recovery options, you could lose access to your account if you forget your password or your account is stolen. [Learn more about recovery options.](#)

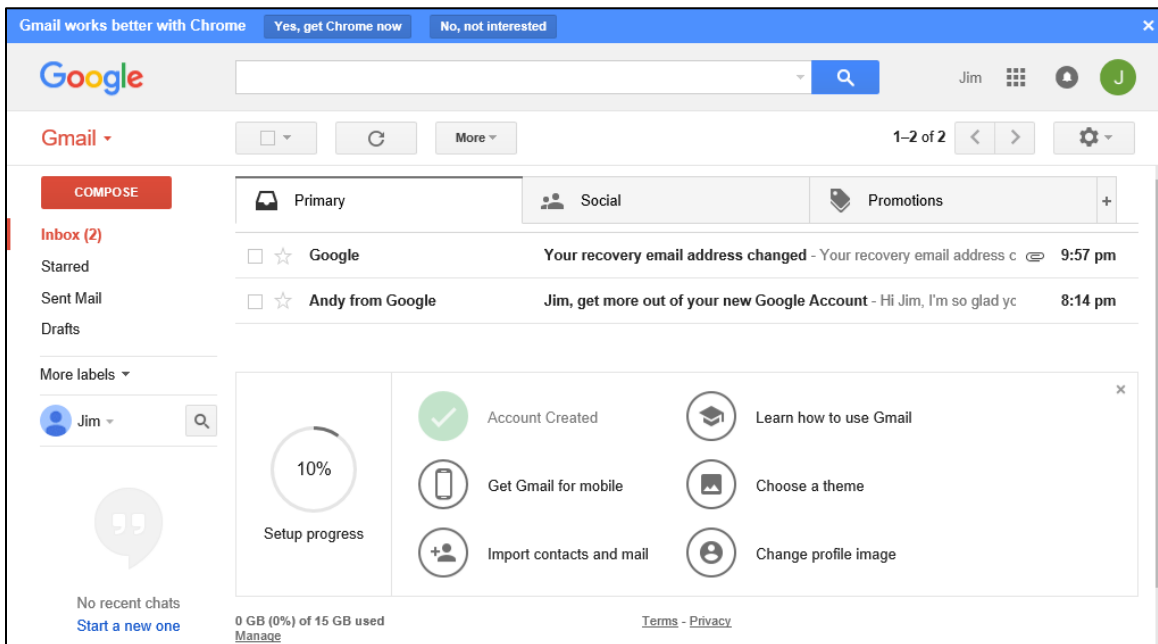
Recovery phone

Recovery email

13. Enter desired option; click Done
- *Displays welcome information*



14. If desired, click Next for Quick Tour or click X to close tour
15. If Quick Tour selected, click Finish when completed
 - *Displays Gmail Inbox*



LOG IN TO EXISTING ACCOUNT

To log into an existing Gmail account

1. In Internet browser, enter **gmail.com** and press **Enter**
 - *Displays prompt for gmail account name*
2. Enter gmail account name; click **Next**
3. Enter password; click **Sign in**
 - *Displays gmail Inbox*

On the left, **Inbox** is displayed with a number in **bold** to indicate number of unread messages in the Inbox (e.g., **Inbox (2)**).