How to Set Up an Email Address with Google

Step 1:

Open up a web browser

Web Browser Window
Step 2:

Click in the address bar and type **www.google.com** then press the Enter key

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Step 3:

Click on **Gmail** in the top right hand corner of the page
Step 4:

Click on the **Create an Account** link. (If you are using Mozilla Firefox the link will be in the top right corner)

![Create an Account link](image)

Step 5:

Type in the following required information:

- First name
- Last name
- A username for your email (if your username is already taken, try one of the suggested variations or a variation of your own)
- A strong password with at least 1 number and 1 uppercase letter
- Your birthday
- Your gender

*Optional information:* You can choose to include your cell phone number and/or another email address you currently have in case you forget your information. If you are using your home computer you can choose whether to leave the box check marked to set Google as your homepage. If you are on a public computer or don’t want google as your homepage, uncheck mark the box.
Step 5 cont.

Step 6:

In the ‘type the text’ box, type the text or numbers you see in the small picture to prove you are a real person. Then checkmark the terms of service and privacy policy box. Click on the blue Next Step button.
Step 7:
You will be taken to a page where you can choose whether or not you would like to add a photo to your account. This picture will be displayed when other Gmail users receive email from you, and will be associated with all of your Google activity. If you do not want to add a photo you can just click the blue Next Step button.

![Image showing how you'll appear](Image)

Step 8:
Your Gmail account has now been created. Click the blue Continue to Gmail button to go to your new inbox and take a tour.

Welcome, John

Your new email address is doe3355@gmail.com

Thanks for creating a Google Account. Use it to subscribe to channels on YouTube, video chat for free, save favorite places on Maps, and lots more.

![Image showing continue button](Image)

Congratulations you now have a Google Email Account!