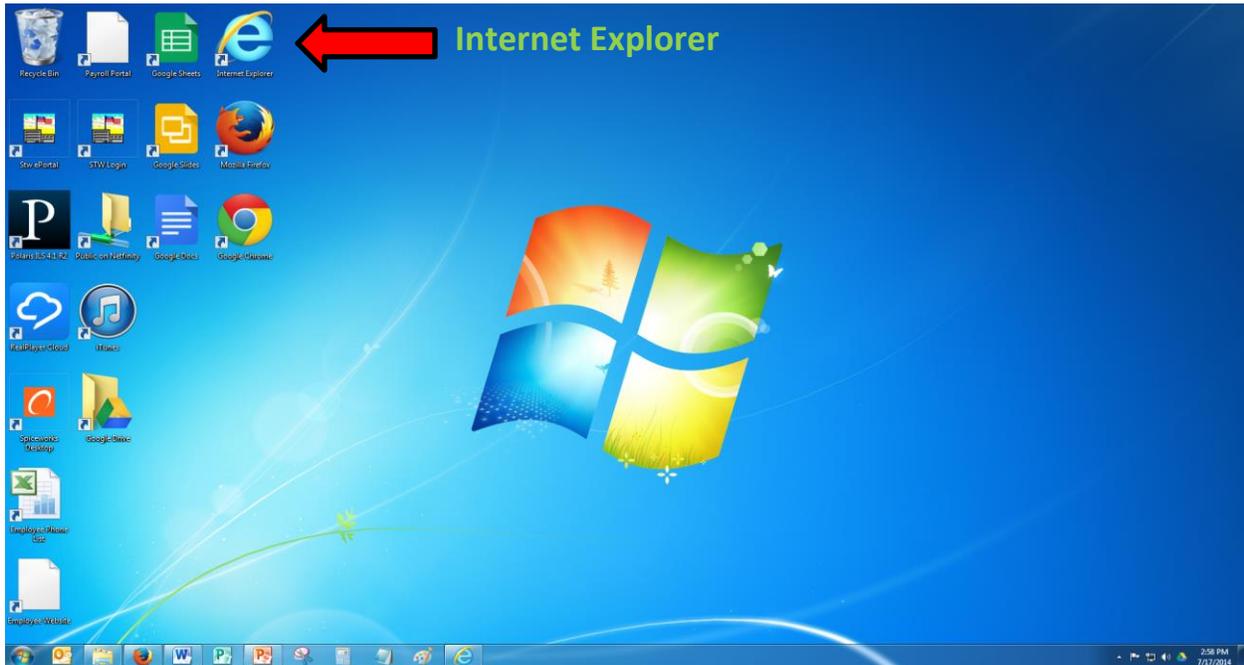


How to Set Up an Email Address with Google

Step 1:

Open up a web browser

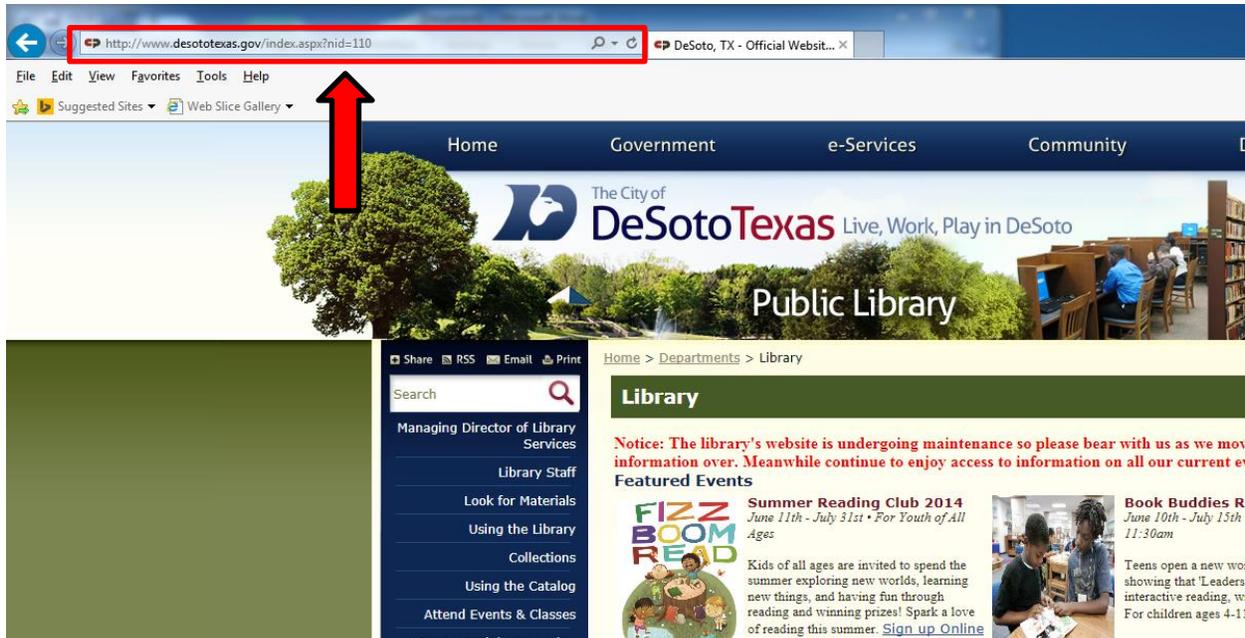


Web Browser Window



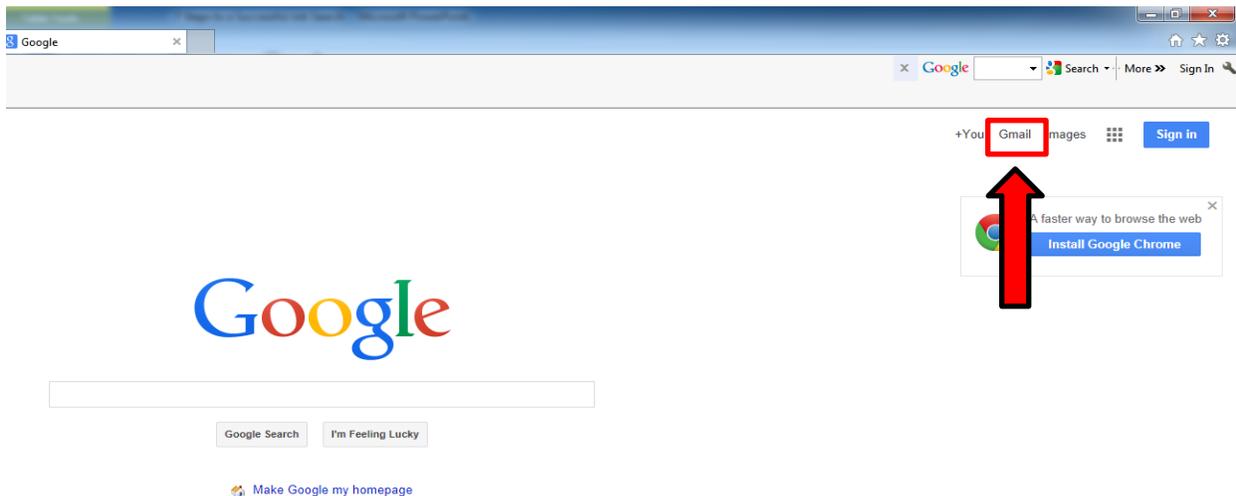
Step 2:

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



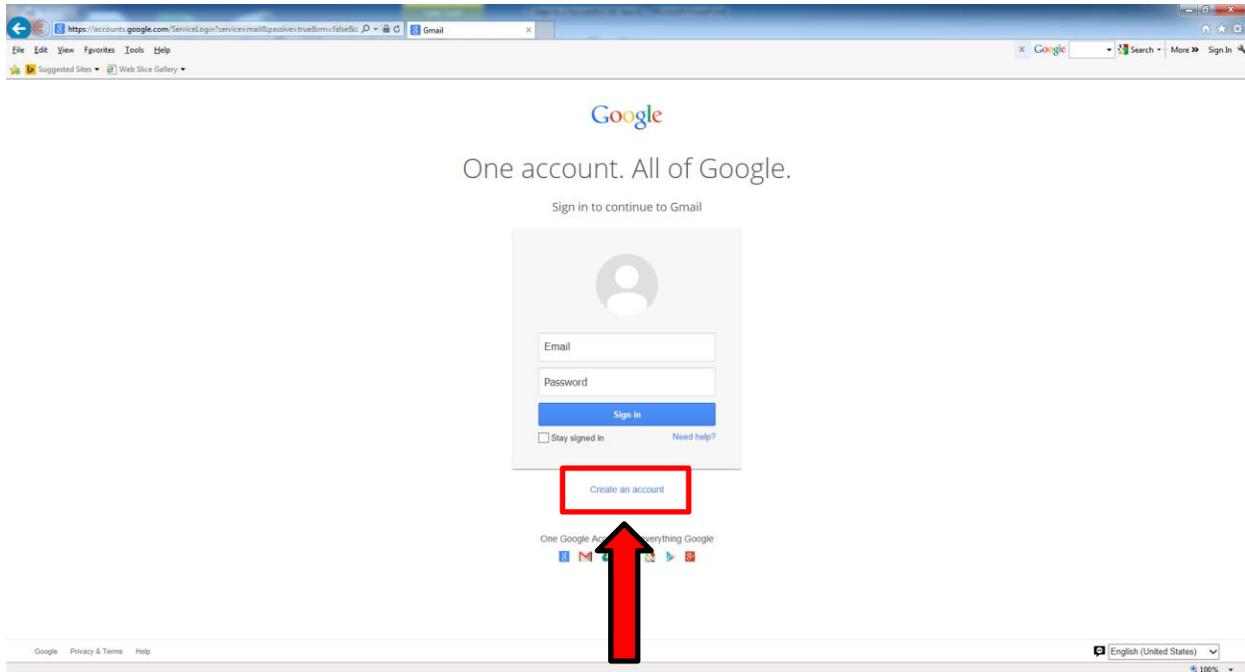
Step 3:

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)



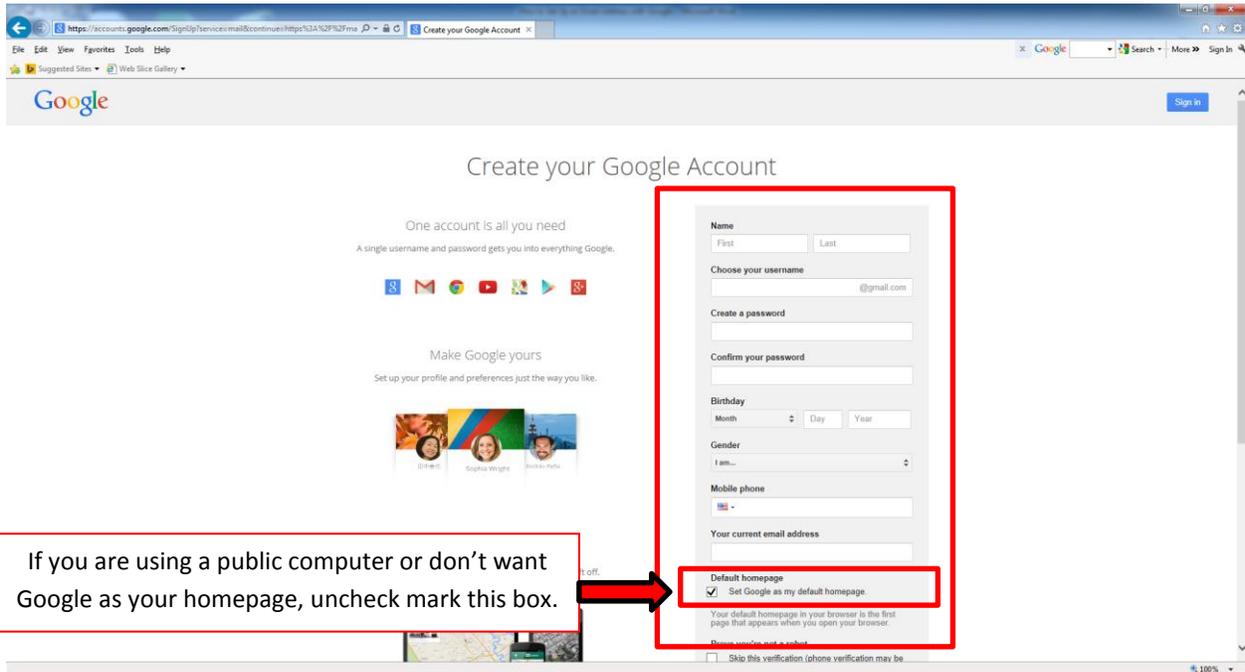
Step 5:

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

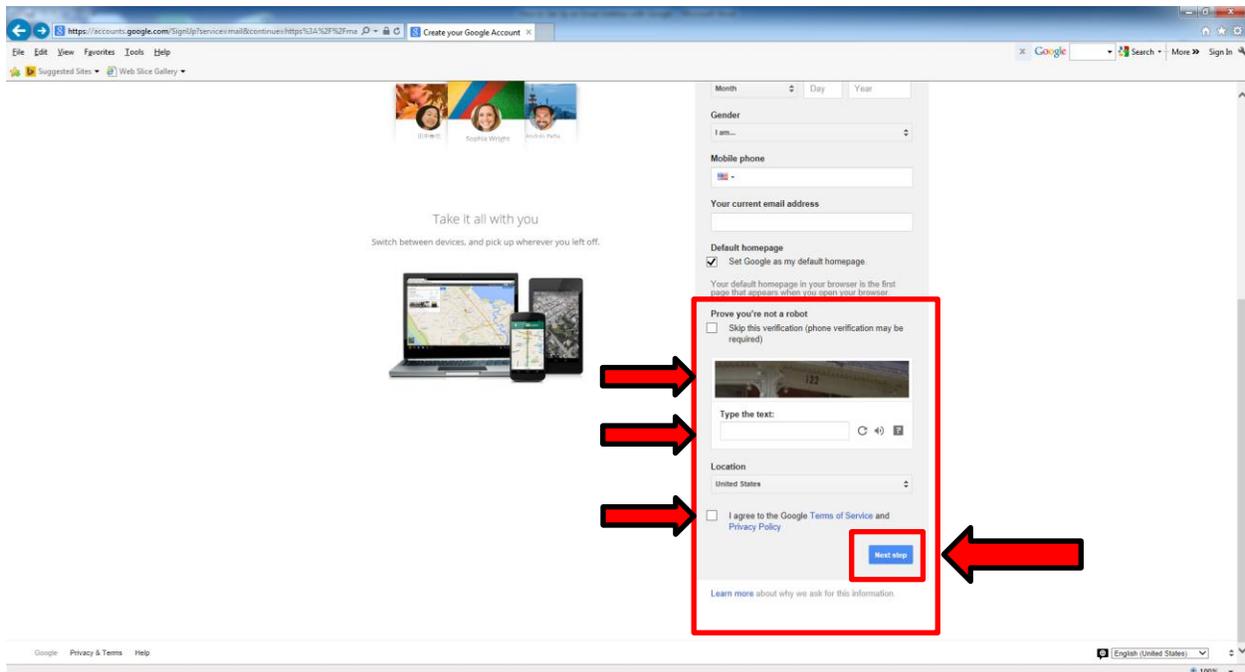
Optional information: You can choose to include your cell phone number and/or another email address you currently have in case you forget your information. If you are using your home computer you can choose whether to leave the box checked to set Google as your homepage. If you are on a public computer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

How you'll appear

Choose how you appear across Google by creating a public Google+ profile. Include a photo - you can update it at any time.



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.

*Access apps
your account*

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.



Congratulations you now have a Google Email Account!