

Gmail is a web-based email account provider owned by Google.

In this guide, we're going to show you how to get started with email by creating an account in Gmail.

You'll need:

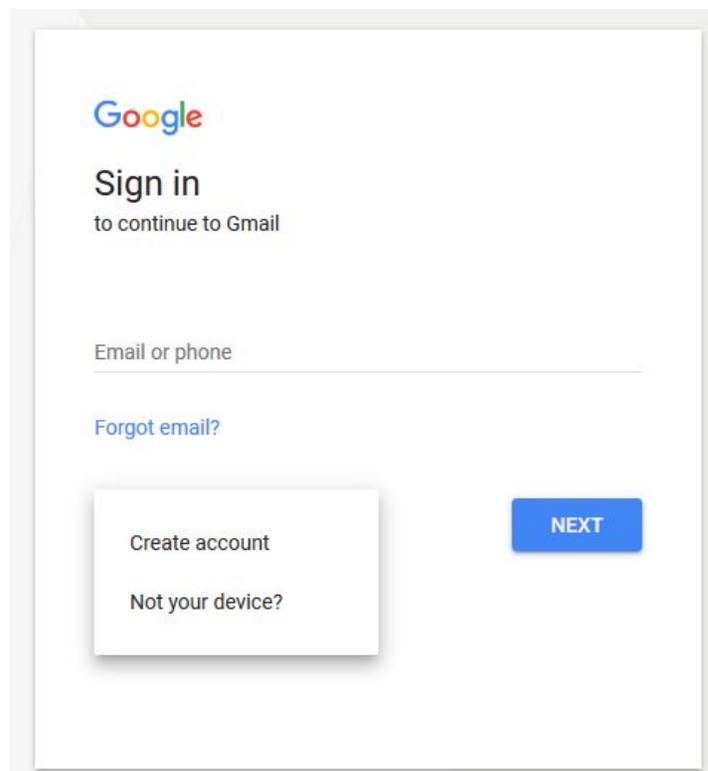
- a computer with internet access and a web browser installed on your computer



Follow these step-by-step instructions to create a Gmail account

Step 1: Go to Google

Open up your internet browser and go to the Google home page: <http://www.gmail.com> and then click on [More options](#) and then Create account.



Step 2: Set-up

To set up your new account, Google needs some information about you – first, your first and last names. The “**Choose your username**” is the unique email address that you wish to use, which will be placed before “@gmail.com”. Because it needs to be unique, Google may have to check the availability of any name that you decide on to make sure that no one already has it. Type an email name into the “**Choose your username**” box and then fill out the rest of your information.

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...

Mobile phone

Your current email address

Location
United States

[Next step](#)

[Learn more](#) about why we ask for this information.

If the email name that you requested in is not available, you'll get a message saying that somebody already has that username and offering you some alternatives. You can decide to accept one of the alternatives or type in another name and check its availability once more. You will have to complete some of the other boxes again. You may have to do this a few times. Once you finalize your email address, it's a good idea to make a note of it so that you can refer to it until you remember it.

You'll need to come up with a password so that you can log in securely to your account. Google may explain that you should try one with at least 8 characters long to be secure. Use letters and numbers to make the password more secure and difficult to guess. You can add an existing email address to keep your new email secure as well.

Record Your New Gmail Account Info:

Email Address: _____@gmail.com

Password: _____

Step 3: Verification

To get to the next steps you will need to Accept Google's Privacy and Terms first, once you have read it click on **I Agree**.

Privacy and Terms

By choosing "I agree" below you agree to Google's [Terms of Service](#).
You also agree to our [Privacy Policy](#), which describes how we process your information, including these key points:

Data we process when you use Google

- When you set up a Google Account, we store information you give us like your name, email address, and telephone number.
- When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.
- When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity – including information like the video you watched, device IDs, IP addresses, cookie data, and location.
- We also process the kinds of information described above when you use apps or sites that use Google services like ads, Analytics, and the YouTube video player.

Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data at [My Account](#) ([myaccount.google.com](#)).

Why we process it

We process this data for the purposes described in [our policy](#), including to:

- Help our services deliver more useful, customized content such as more relevant search results;
- Improve the quality of our services and develop new ones;
- Deliver personalized ads, both on Google services and on sites and apps that partner with Google;
- Improve security by protecting against fraud and abuse; and
- Conduct analytics and measurement to understand how our services are used.

Combining data

We also combine data among our services and across your devices for these purposes. For example, we show you ads based on information from your use of Search and Gmail, and we use data from trillions of search queries to build spell-correction models that we use across all of our services.

CANCEL

I AGREE

Congratulations you have created your Gmail account!

Welcome!

Your new email address is @gmail.com

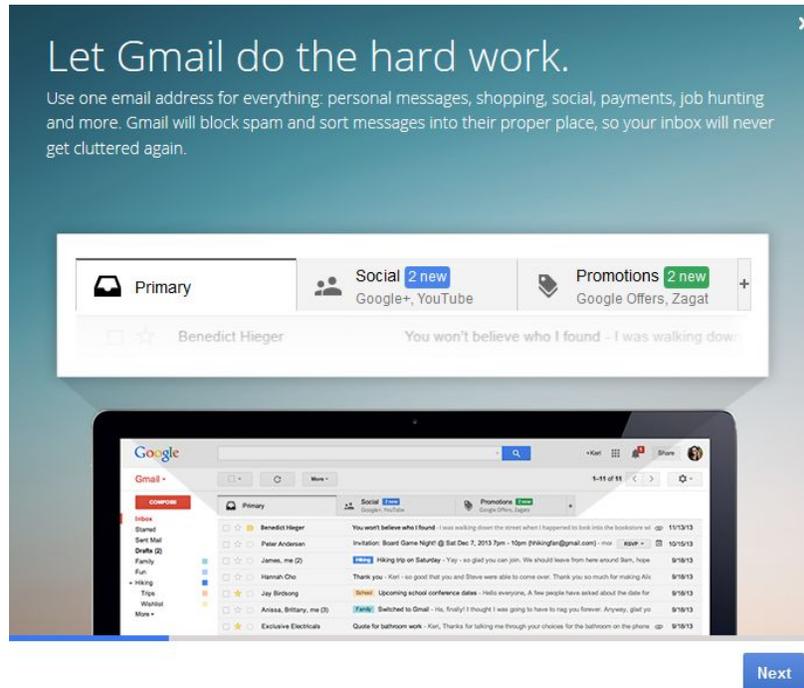
Thanks for creating a Google Account. Use it to subscribe to channels on YouTube, video chat for free, save favorite places on Maps, and lots more.

Continue to Gmail



Step 4: Completing your setup

You will be automatically redirected to Gmail's dashboard and once you have read all of the information your Gmail is now ready to use. On the left hand side you will be able to see your inbox, sent mail and trash, you will also be able to compose emails from this list too.



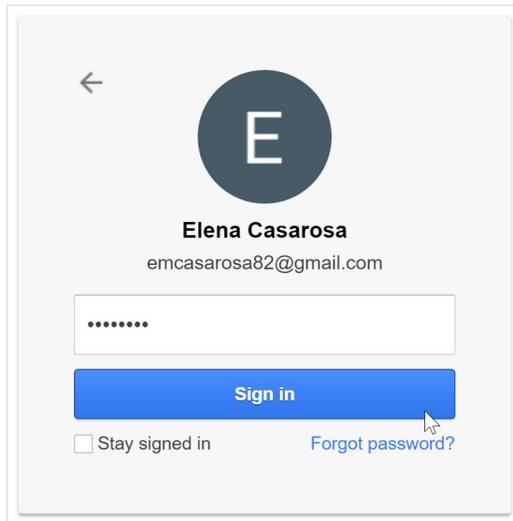
Signing in to your account

When you first create your account, you will be automatically signed in. Most of the time, however, you'll need to sign in to your account and sign out when you're done with it. Signing out is especially important if you're using a shared computer (for example, at a library or office) because it prevents others from viewing your emails.

To sign in:

Go to www.gmail.com.

Type your username (your email address) and password, then click **Sign in**.



To sign out:

In the top-right corner of the page, locate the circle that has your first initial. To sign out, click the circle and select **Sign out**.

