

How to Create an Email Account in Gmail

Go to <http://www.gmail.com> and click "Create An Account" in the upper right corner.

Enter your name in the boxes provided.

Select a username.

Your username will become your email address. You can use letters, numbers, and periods. For a professional email address, use some combination of your real name.

Gmail will let you know if the username you chose is available. If it's not, Gmail may generate suggestions of available email addresses. You can choose one of these suggestions or keep trying new ones until you find one that is available.

Select a password.

Passwords are case-sensitive. Gmail will provide feedback on the strength of your password.

Strong passwords:

- Are between 8-32 characters.
- Include numbers, letters, symbols (such as ! or \$).
- Do not use your Gmail username, real name, birthday, or any other information easily available.

The image shows a feedback box for password strength. The text reads: "Password strength: Too short". Below this, it says: "Use at least 8 characters. Don't use a password from another site, or something too obvious like your pet's name. Why?". To the right of this box are two input fields: "Create a password" and "Confirm your password".

Enter your birthdate and gender.

The image shows two form sections. The first is "Birthday" with three dropdown menus for "Month", "Day", and "Year". The second is "Gender" with a dropdown menu labeled "I am...".

Security Measures

The following information is optional. Including one or both of these pieces of information allows a forgotten username or password to be emailed to you, or sent to your phone as a text message:

- Enter a mobile phone number **that can receive text messages.**
- Enter an alternate email address, if you have one.

The image shows two form sections. The first is "Mobile phone" with a dropdown menu for country (USA) and an input field for the phone number. The second is "Other email address" with an input field.

Word Verification (required) proves you are not a computer creating bulk email accounts. Type the letters and numbers as you see them. If the image is difficult to read, click the circle arrow to get a new one.

The image shows a "Prove you're not a robot" challenge. It features a distorted image of the words "troy" and "spear,". Below the image is a text input field with the prompt "Type the two pieces of text:". To the right of the input field are icons for a refresh button (a circle with a right-pointing arrow), a speaker icon, and a help icon (a question mark).

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Enter your location.

It should already be set to United States, but if not, select United States using the drop-down menu.

Agree to the Terms of Service and Privacy Policy.

Click the box to agree to the Terms of Service and Privacy Policy. Clicking on the corresponding words will allow you to read the policies before you agree.

Choose personalization.

If you would like Gmail to personalize your experience, leave the box checked. If you would prefer more privacy, click the box to remove the checkmark. Clicking the words "About personalization" will give you more information.

Click "Next Step."

Verification.

At this point, you may or may not be asked to verify your account. If you see this screen, choose whether you would like to receive a phone call or a text message. Google will send you a verification code, using the method you selected. Enter your phone number, and click the button labeled "Send verification code." When you receive the code, enter it on the next page.

Add a photo. (optional)

Click the red button if you'd like to add a profile photo. (If not, just click "Next Step.")

You can drag and drop a photo, or browse your computer to select a photo to upload.

When you've selected your photo, click "Set as profile photo." Then, click "Next Step."

Finally, click "Continue to Gmail." Your Gmail account set-up is complete!

The screenshot shows a "Location" dropdown menu with "United States" selected. Below it are two checkboxes: "I agree to the Google Terms of Service and Privacy Policy" (unchecked) and "Google may use my account information to personalize +1s on content and ads on non-Google websites. About personalization." (checked). A blue "Next step" button is at the bottom right.

Verify your account

You're almost done! We just need to verify your account before you can start using it.

Verification Options

- Text Message
Google will send a text message containing a verification code to your mobile phone.
- Voice Call
Google will make an automated voice call to your phone with a verification code.

Country
United States

Phone number

[Send verification code](#)

Important: Google will never share your number with other companies or use it for marketing purposes.

The screenshot shows a red "ADD PROFILE PHOTO" button at the top. Below it is a large grey area with the text "Drag a photo here". Underneath, it says "Or, if you prefer..." followed by a blue button "Select a photo from your computer". Below that is another blue button "Set as profile photo", then a smaller blue button "Next step", and finally a blue button "Continue to Gmail" at the bottom.