

## Getting a Gmail Account

Everyone has heard of Google, a search engine that came into its own after the turn of the millennium. Google also offers free web-based e-mail, called **Gmail**.

To sign up for a Gmail account, go to <http://www.gmail.com>. In the top right-hand corner, click on the big red button that says “Create an account”.

New to Gmail?

**CREATE AN ACCOUNT**

The next page allows you to fill out all of your information. First it will ask you to enter your first and last names. Don't feel comfortable sharing your entire name? Use your initial(s) instead, such as “J Doe”, or “John D”.

Below that, it will ask you to choose a **username**. This is your unique sign-in name, and will be the part of your e-mail address that comes before the “@” symbol. The part after the “@” symbol will always be **@gmail.com**. Click on “Check Availability” to see if your username is available.

If you try a **username** and someone else already has it, a message will pop up telling you to choose a different name. You may choose one of the names Google suggests below the check availability button, or you can try something different. Once you've successfully chosen an ID, the message will go away.

Next, choose a **password**. This should be something you can remember, and can be a combination of numbers and upper and lowercase letters. Google tries to be helpful by requiring a strong password. They will not allow obvious words like “password” or strings of numbers in a row. The password must also be at least 8 characters long

Name

First

Last

Choose your username

@gmail.com

Create a password

Confirm your password

Birthday

Month

Day

Year

Gender

I am...

### Password strength:

Use at least 8 characters. Don't use a password from another site, or something too obvious like your pet's name. [Why?](#)

Once you have chosen a password, you must type it in again to confirm your choice. This helps to prevent errors. **Important:** Whatever you do, do NOT share your password with anyone. Like the PIN on your debit card, if someone else has that information, they can use your account.

To protect users from abuse, Gmail now requires users to provide them with a **telephone number** to verify the account. This phone number will not be attached to the account; therefore, you can provide someone else’s number in the case that you do not have your own. Google will send a text message or voice call with a verification code to whichever number you provide them upon signup.

Your phone number helps us with things like keeping your account secure. For example, we can send you a text message to help you access your account if you ever forget your password.

We will use this address for things like keeping your account secure, helping people find you, and sending notifications. You always have control over this functionality through your Account Settings.

**Mobile phone**

**Your current email address**

**Word Verification:** Type the warped characters displayed in the white box. If you can’t read the letters, click round arrow to get a new set of letters. These letters will be different for everyone.

Prove you’re not a robot

Skip this verification (phone verification may be required)

talk tealopos

Type the two pieces of text:

⌂ 🔊 ?

**Finished?** Read the **terms and conditions** in the box before clicking the grey button labelled “I accept. Create my account.”

I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

Google may use my account information to personalize +1's on content and ads on non-Google websites. [About personalization.](#)

[Next step](#)