

How to Create an Email Account

There are many “free” email services available. This Tip Sheet will outline the process for signing up for Gmail and Hotmail.

Setting up a Gmail account:

You may access the following link: Google (G-Mail Account):

<https://accounts.google.com/SignUp>

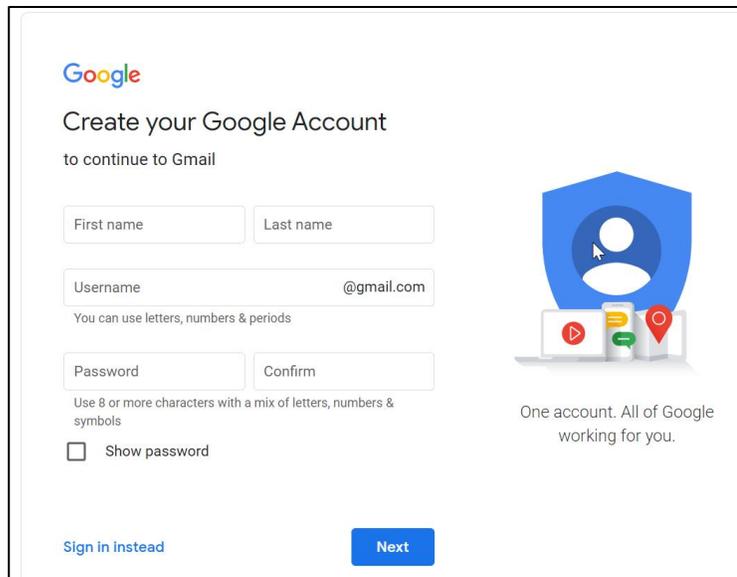
- To create a Gmail address, you'll first need to create a Google Account.
- Gmail will redirect you to the Google Account sign-up page.
- You'll need to provide some basic information like your name, birth date, and gender.
- You will also need to choose a name for your new Gmail address.
- Once you create an account, you'll be able to start adding contacts and adjusting your mail settings.



****Just like with any online service, it's important to choose a strong password — in other words, one that is difficult for someone to guess.**

TO CREATE AN ACCOUNT

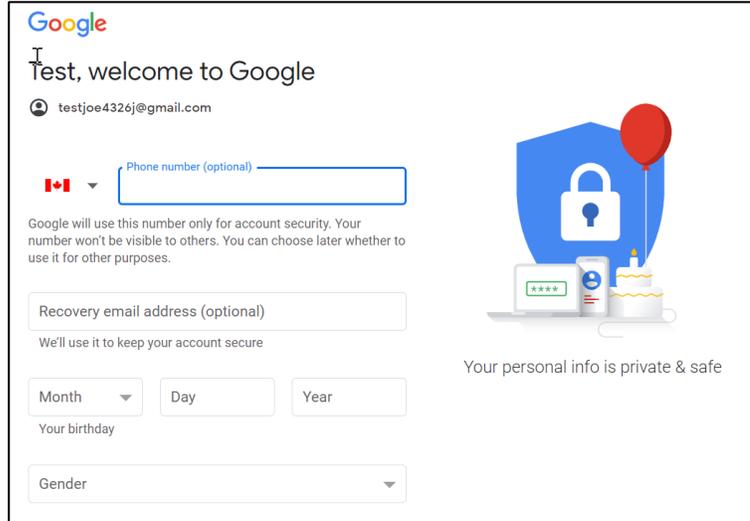
1. Go to www.gmail.com
2. Click Create an account.
3. Select “For my personal use”
4. The sign-up form will appear. Follow directions and enter your name. Create username (email) and password. Click Next.



The screenshot shows the Google Account creation page. At the top is the Google logo and the text "Create your Google Account to continue to Gmail". Below this are input fields for "First name" and "Last name", followed by a "Username" field with "@gmail.com" as a placeholder and a note "You can use letters, numbers & periods". There are also "Password" and "Confirm" fields, with a note "Use 8 or more characters with a mix of letters, numbers & symbols" and a "Show password" checkbox. On the right side, there is a blue shield icon with a person silhouette and a laptop with icons for YouTube, Gmail, and Maps, with the text "One account. All of Google working for you." at the bottom. At the bottom left is a "Sign in instead" link and at the bottom right is a blue "Next" button.

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5. Follow the directions and enter the required additional information, such as your phone number, birth date, and gender.



Google

Test, welcome to Google

 testjoe4326j@gmail.com

 Phone number (optional)

Google will use this number only for account security. Your number won't be visible to others. You can choose later whether to use it for other purposes.

Recovery email address (optional)

We'll use it to keep your account secure

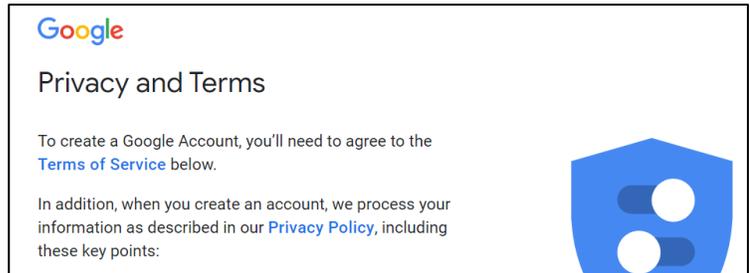
Month Day Year

Your birthday

Gender

Your personal info is private & safe

6. Review and agree to the Terms of Service and Privacy Policy



Google

Privacy and Terms

To create a Google Account, you'll need to agree to the [Terms of Service](#) below.

In addition, when you create an account, we process your information as described in our [Privacy Policy](#), including these key points:

Your account will be created, and the Gmail workspace will appear, active for emails.