
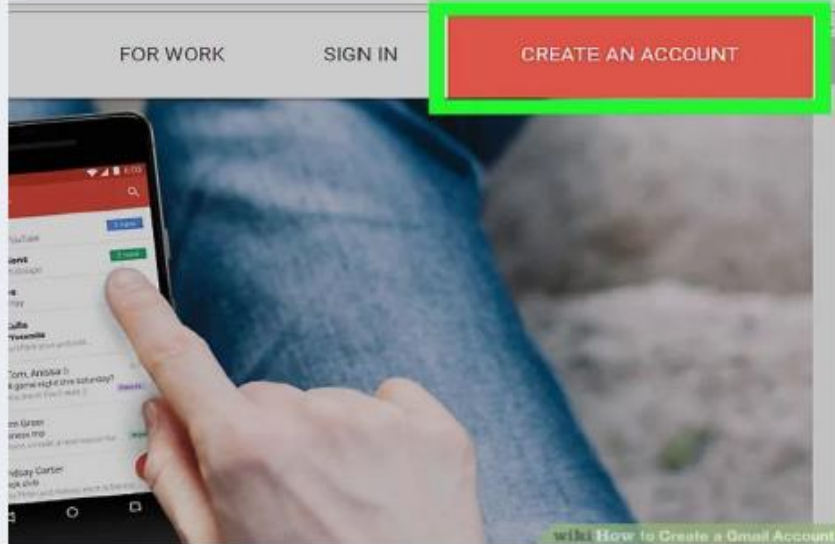


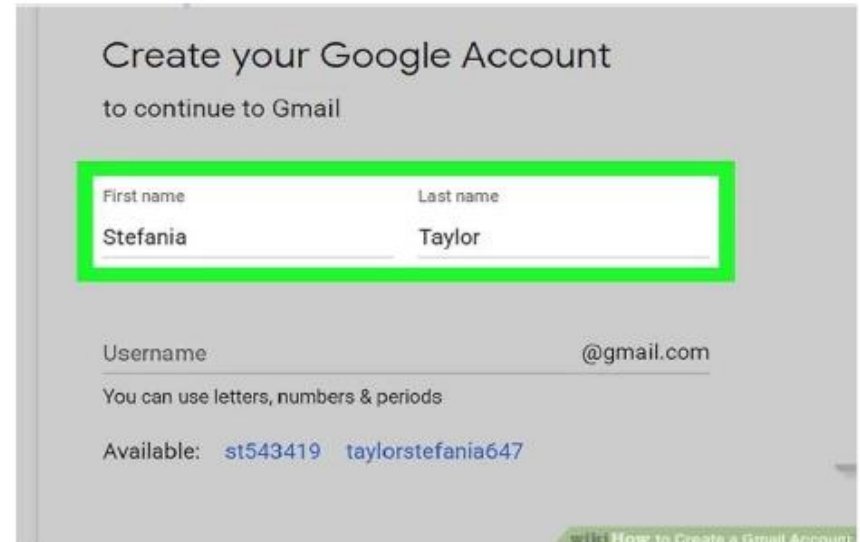
How to Create a Gmail Account

M in 12 Easy Steps M

STEP NUMBER	INSTRUCTIONS	ILLUSTRATION OF STEP
1	<p>Open the Gmail account creation website. Go to http://www.google.com/gmail/# in your computer's web browser. This will open a page with information regarding Gmail.</p>	 <p>A screenshot of a web browser's address bar. The URL https://www.google.com/gmail/about/# is highlighted with a green rectangular box. The browser interface shows navigation arrows and a refresh icon to the left of the address bar. A small watermark 'with How to Create a Gmail Account' is visible in the bottom right corner of the screenshot.</p>
2	<p>Click "CREATE AN ACCOUNT." It is a red button in the top-right corner of the window. Doing so takes you to the first page in the account creation section</p>	 <p>A screenshot of the Gmail website's top navigation bar. The 'CREATE AN ACCOUNT' button is highlighted with a green rectangular box. To its left are the links 'FOR WORK' and 'SIGN IN'. Below the navigation bar, a hand is shown pointing at a smartphone screen displaying a list of search results. A small watermark 'with How to Create a Gmail Account' is visible in the bottom right corner of the screenshot.</p>

3

Enter your first and last name. Type your first name into the “First Name” text box near the top of the page, then enter your “Last Name” into the text box next to it.



Create your Google Account
to continue to Gmail

First name Last name
Stefania Taylor

Username @gmail.com
You can use letters, numbers & periods

Available: [st543419](#) [taylorstefania647](#)

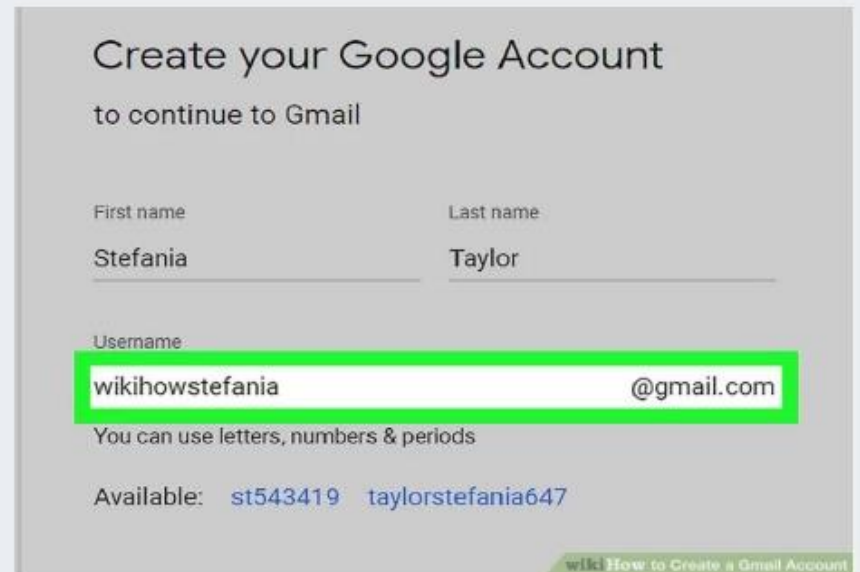
[wiki](#) [How to Create a Gmail Account](#)

4

Create a Gmail username. In the “Username” text box, type in the username to use as your email address. This is the name that appears before the “@gmail.com,” section of the email address.

All Optimist Clubs need to use the username of “oc(clubnumber)”.

Example: oc00000@gmail.com



Create your Google Account
to continue to Gmail

First name Last name
Stefania Taylor

Username @gmail.com
wikihowstefania

You can use letters, numbers & periods

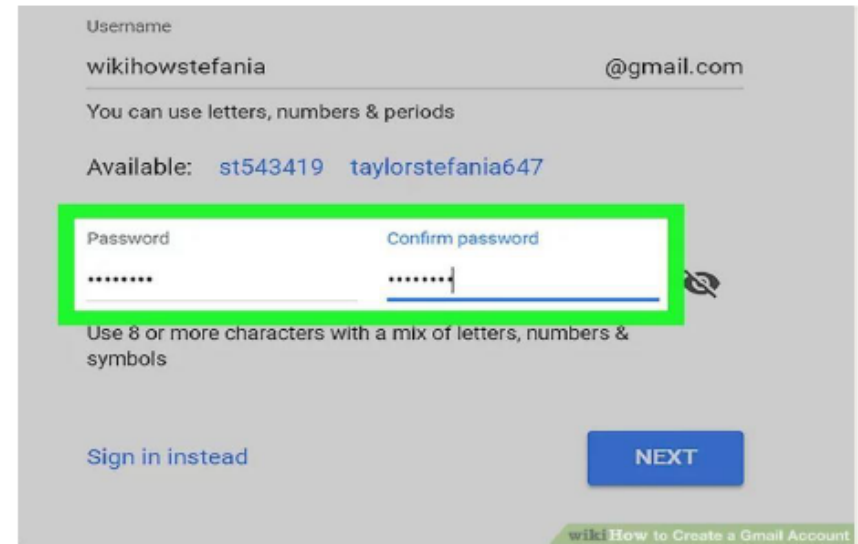
Available: [st543419](#) [taylorstefania647](#)

[wiki](#) [How to Create a Gmail Account](#)

5

Enter the password twice. Type your preferred password into the “Password” text box near the bottom of the page, then type the same password into the “Confirm password” text box to the right of the first password box.

These passwords must match before you can proceed.



Username
wikiphowstefania @gmail.com

You can use letters, numbers & periods

Available: st543419 taylorstefania647

Password Confirm password

..... }

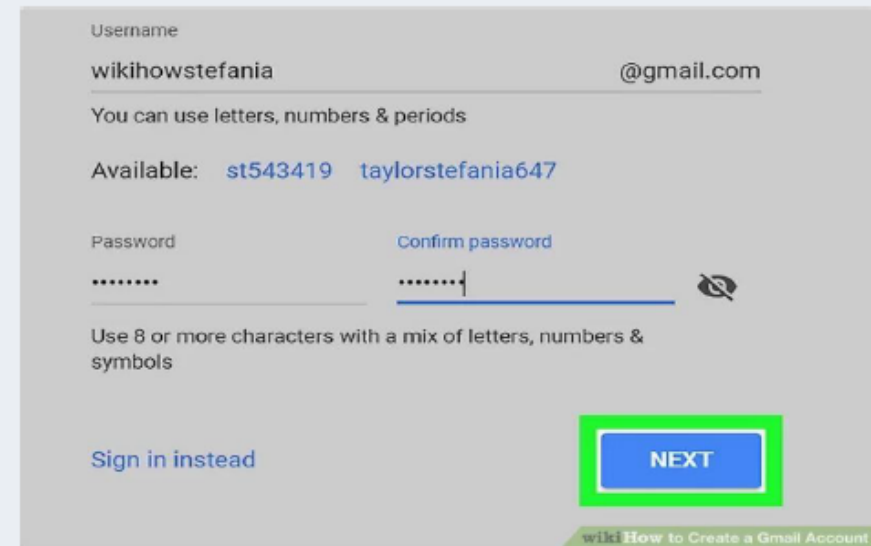
Use 8 or more characters with a mix of letters, numbers & symbols

Sign in instead NEXT

wiki How to Create a Gmail Account

6

Click “Next”. It is a blue button at the bottom of the page.



Username
wikiphowstefania @gmail.com

You can use letters, numbers & periods

Available: st543419 taylorstefania647

Password Confirm password

..... }

Use 8 or more characters with a mix of letters, numbers & symbols

Sign in instead NEXT

wiki How to Create a Gmail Account

7

Enter the account recovery options. While not mandatory, you can add up to two types of account recovery options to your Gmail profile.

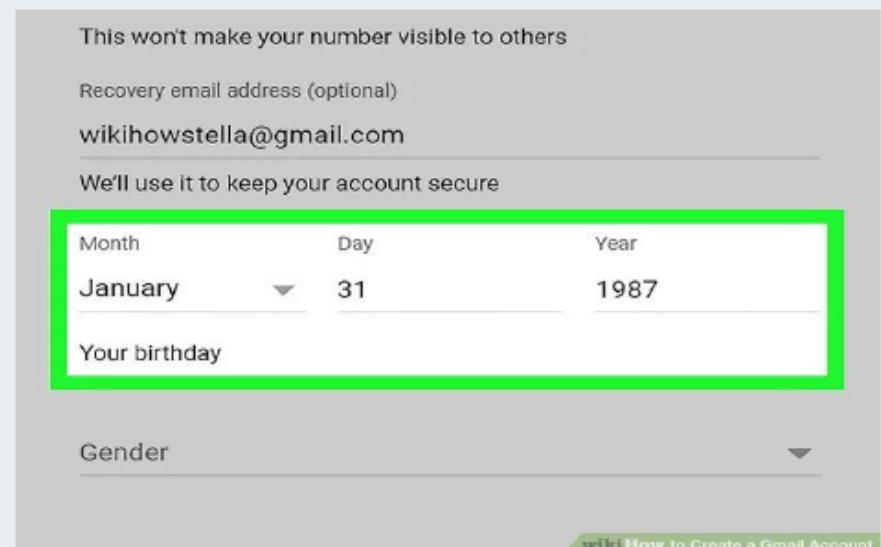
- Phone Number – Type your phone number into the “Phone number” text box near the top of the page.
- Recovery Email Address – Type any other email address into the “Recovery email address” text box near the top of the page.



The screenshot shows the Google account verification page. At the top, the Google logo is followed by the heading "Verify your phone number". Below this, a message states: "For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*". A text input field labeled "Phone number" is highlighted with a green border. It contains a dropdown menu with the United States flag and the phone number "+1 2345678910". Below the input field are two buttons: "Back" and "NEXT".

8

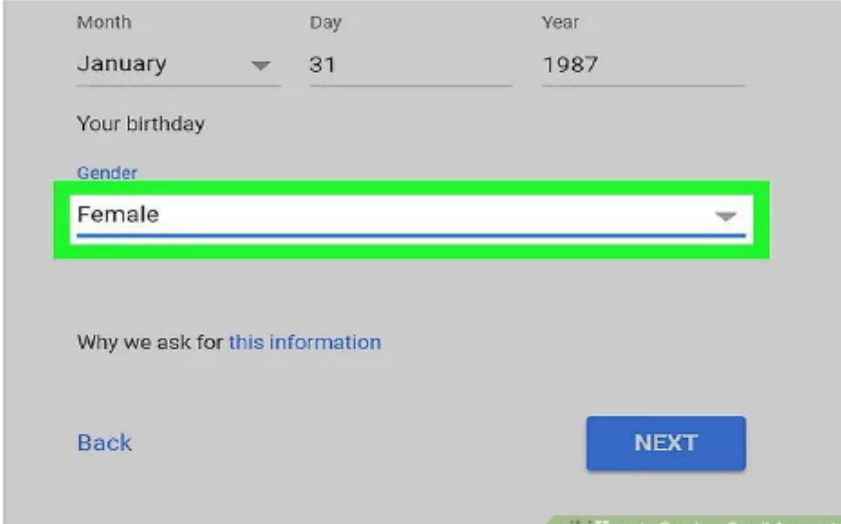
Add your date of birth. Click the “Month” drop-down box and select the month of your birthday, then type the day and year into the “Day” and “Year” text boxes.



The screenshot shows the Google account creation page. It features a heading "This won't make your number visible to others" and a text input field for "Recovery email address (optional)" containing "wikihowstella@gmail.com". Below this, a message says "We'll use it to keep your account secure". A date input section is highlighted with a green border, consisting of three fields: "Month" (a dropdown menu with "January" selected), "Day" (a text box with "31"), and "Year" (a text box with "1987"). Below the date fields is a label "Your birthday". At the bottom, there is a "Gender" dropdown menu.

9

Select a gender. Click the “Gender” drop-down box, then select one of the gender options in the resulting drop-down menu.



Month Day Year
January 31 1987

Your birthday

Gender

Female

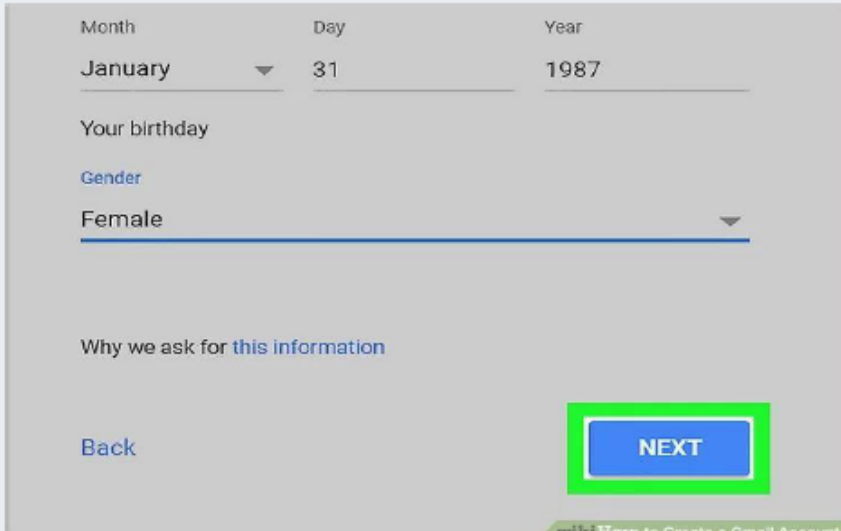
Why we ask for [this information](#)

Back **NEXT**

wikiHow to Create a Gmail Account

10

Click “NEXT.” It is a blue button at the bottom of the page.



Month Day Year
January 31 1987

Your birthday

Gender

Female

Why we ask for [this information](#)

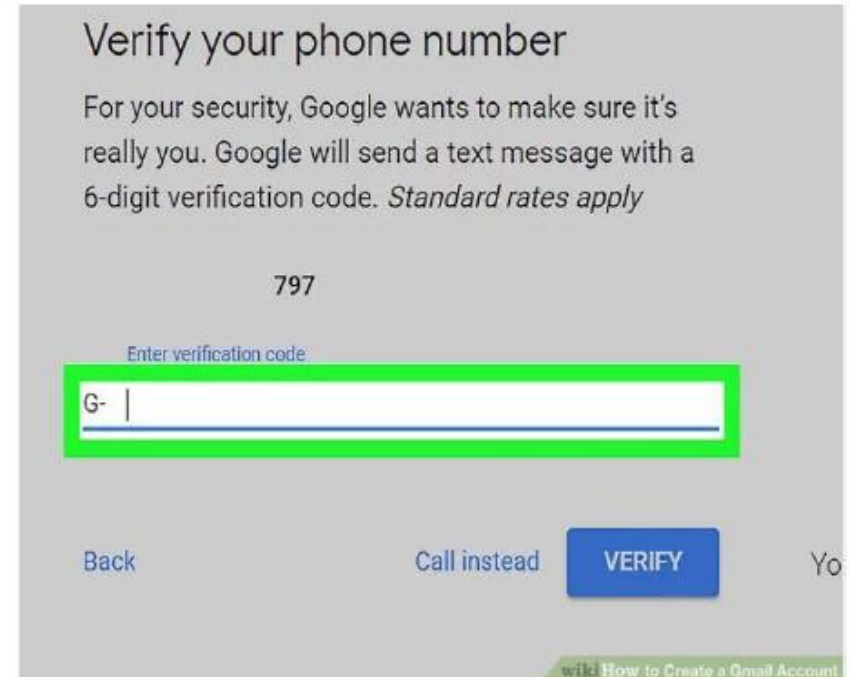
Back **NEXT**

wikiHow to Create a Gmail Account

11

Verify your phone number. If you added a phone number as an account recovery option, you can verify it now by doing the following:

- Click **SEND** when prompted.
- Open your phone's text messages.
- Open the message from Google (usually a 5-digit number) and review the 6-digit number in the message.
- Enter the 6-digit number into the text box on the Gmail page.
- Click **VERIFY**.
- You can also click the **Not now** link to skip verifying the account recovery option for now.



12

Scroll down and click "I AGREE." It is at the bottom of the term of service list on the left side of the page. Doing so will accept the terms of service and sign you into your Gmail account.

