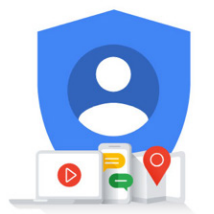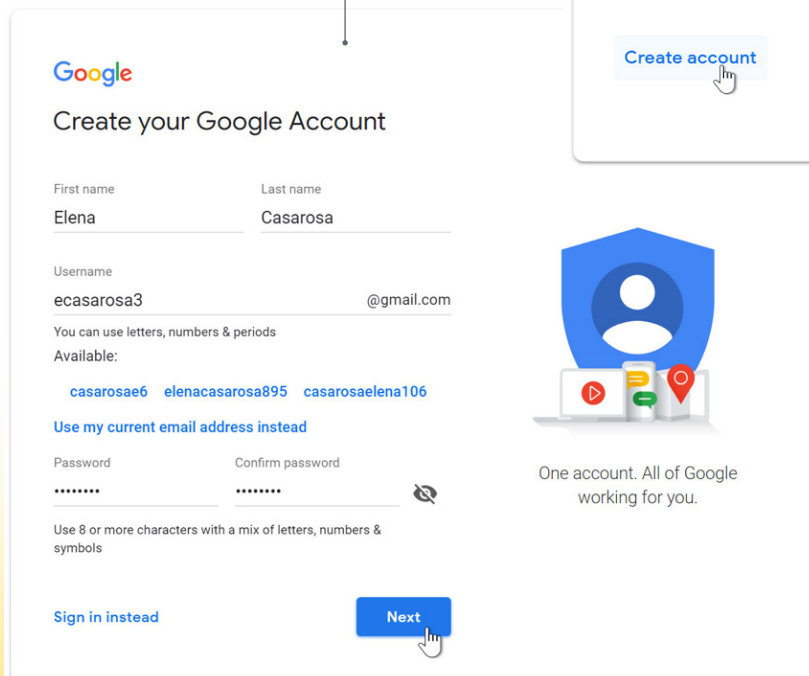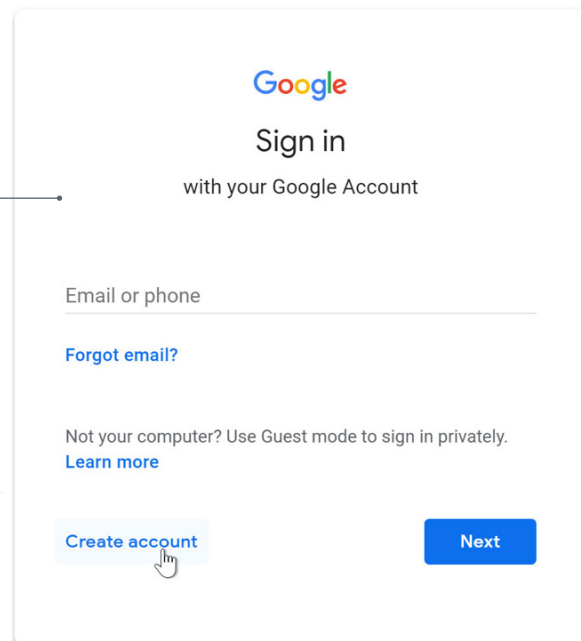# Create a Gmail Account

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, gender,** and **location.** 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.**
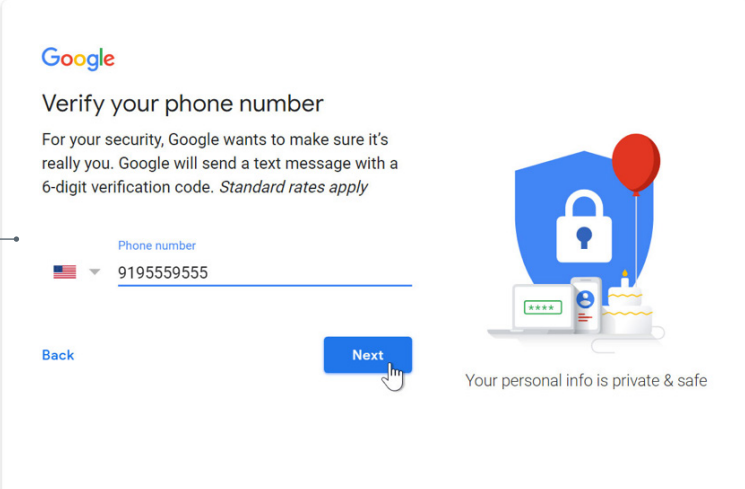
To create an account:

1. Go to **www.gmail.com**

2. Click **Create account**

3. The **sign-up** form will appear. Follow the directions by entering the required information.

Create a **M** Gmail **Account**

4. Next, enter your **phone number** to verify your account. Google uses a two-step verification process for your security.

Google

Verify your phone number

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*

Phone number
🇺🇸 ▾ 9195559555

Back   **Next**

Your personal info is private & safe

5. You will receive a text message from Google with a **verification code.** Enter the code to complete the account verification.

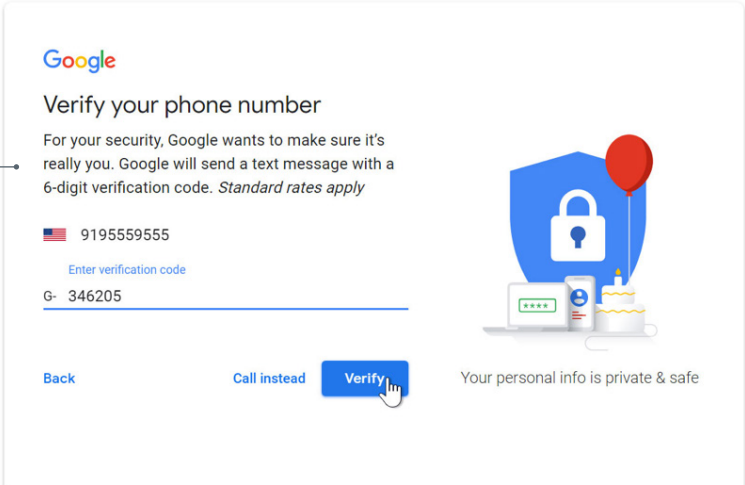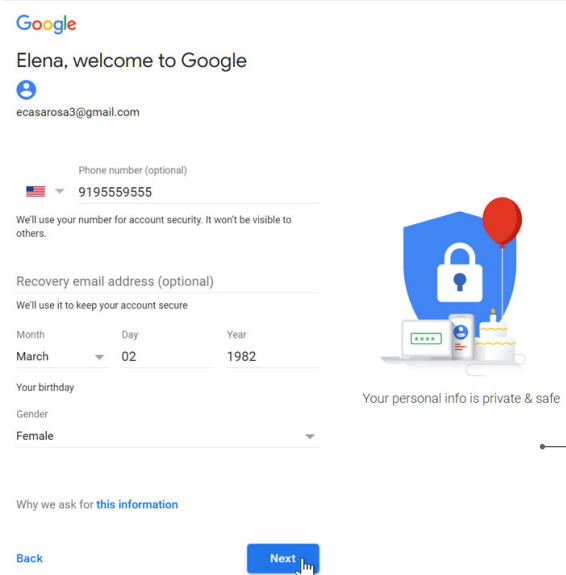**Google**

Verify your phone number

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*

🇺🇸 9195559555

Enter verification code
G- 346205

Back   Call instead   **Verify**

Your personal info is private & safe

Google

Elena, welcome to Google

👤
ecasarosa3@gmail.com

Phone number (optional)
🇺🇸 ▾ 9195559555

We'll use your number for account security. It won't be visible to others.

Recovery email address (optional)

We'll use it to keep your account secure

Month   Day   Year
March   02   1982

Your birthday

Gender

Female ▾

Why we ask for **this information**
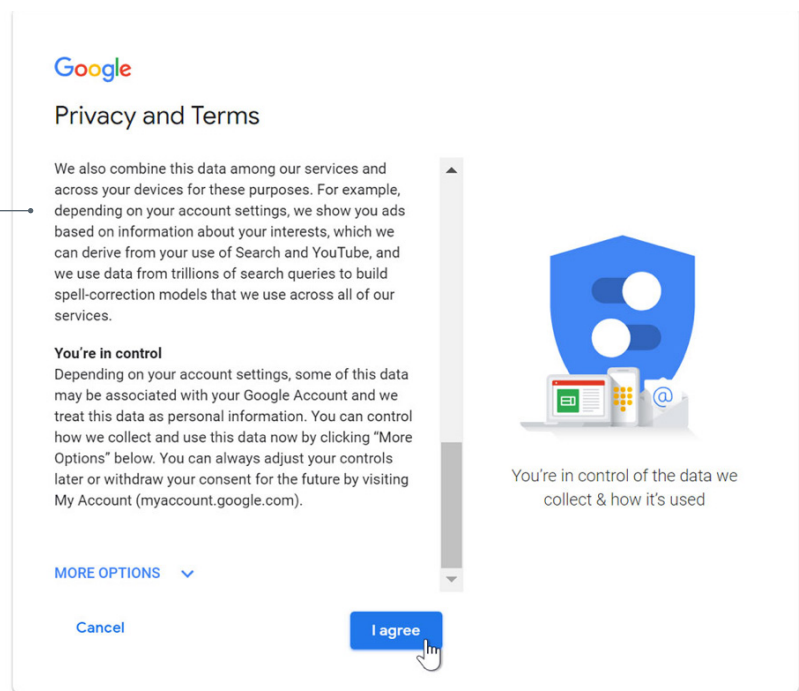
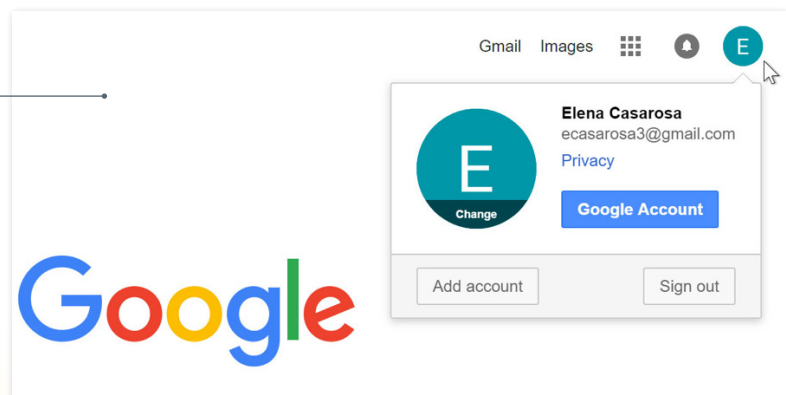Back   **Next**

Your personal info is private & safe

6. Next, you will see a form to enter some of your personal information, like your name and birthday.

A CMSD Communications Publication

Create a ![Gmail] Gmail Account

7. Review **Google's Terms of Service** and **Privacy Policy,** then click I agree.

Google

Privacy and Terms

We also combine this data among our services and across your devices for these purposes. For example, depending on your account settings, we show you ads based on information about your interests, which we can derive from your use of Search and YouTube, and we use data from trillions of search queries to build spell-correction models that we use across all of our services.

You're in control
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 now by clicking "More Options" below. You can always adjust your controls later or withdraw your consent for the future by visiting My Account (myaccount.google.com).

MORE OPTIONS ⌄

Cancel   I agree

You're in control of the data we collect & how it's used

8. Your account will be created.

Gmail   Images

Elena Casarosa
ecasarosa3@gmail.com
Privacy

Google Account

Add account   Sign out

Google

Create a ✉ Gmail Account
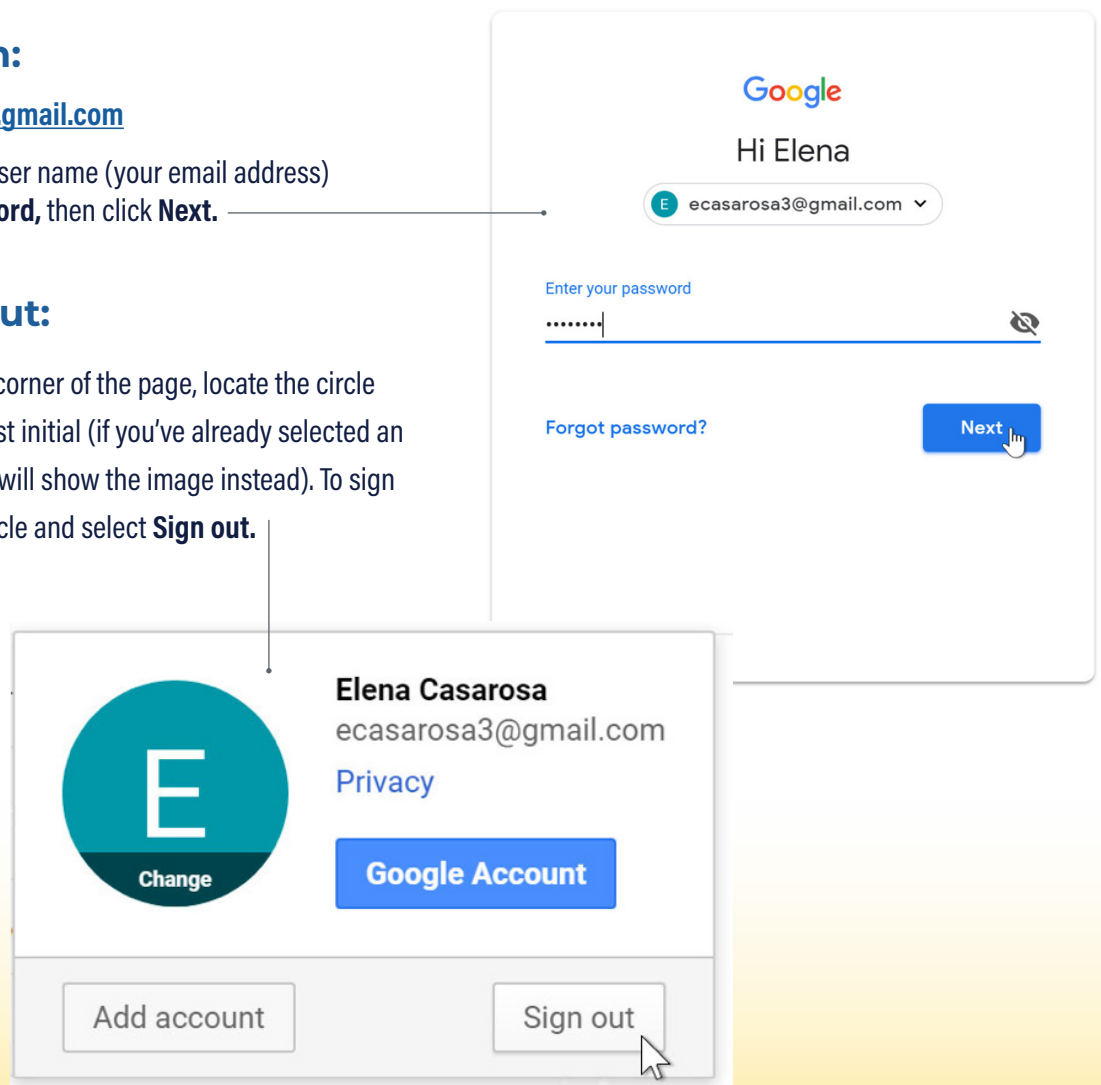
Signing in to your account

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:

1. Go to **www.gmail.com**

2. Type your user name (your email address) and **password,** then click **Next.**

To sign out:

In the top-right corner of the page, locate the circle that has your first initial (if you've already selected an avatar image, it will show the image instead). To sign out, click the circle and select **Sign out.**

Google

Hi Elena

E ecasarosa3@gmail.com ⌄

Enter your password

••••••••

Forgot password?   Next

Elena Casarosa
ecasarosa3@gmail.com
Privacy

E
Change

Google Account

Add account   Sign out