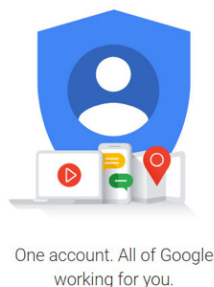
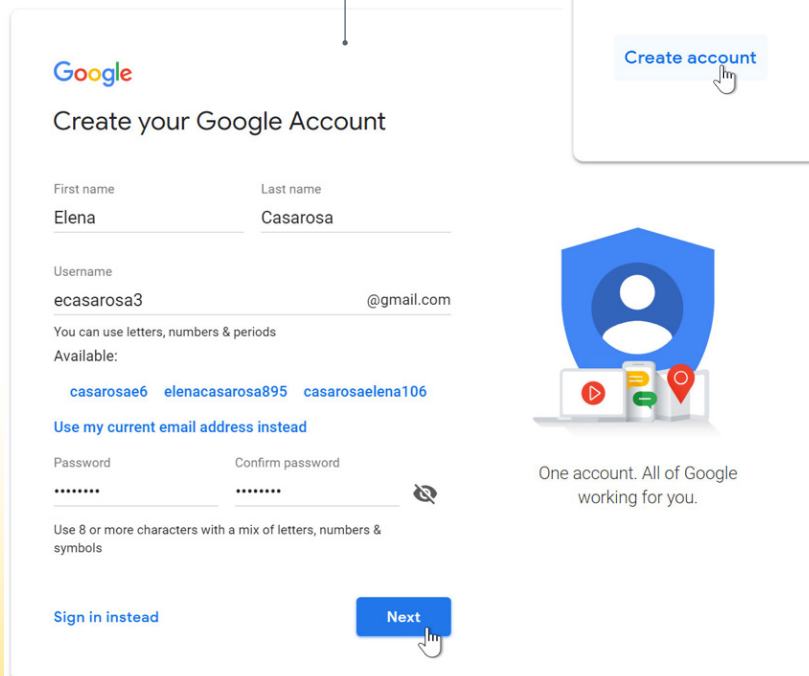
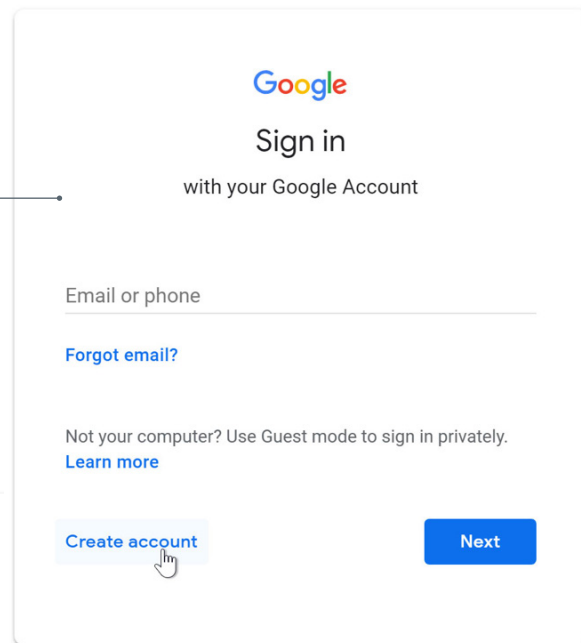


Create a Gmail Account

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.**

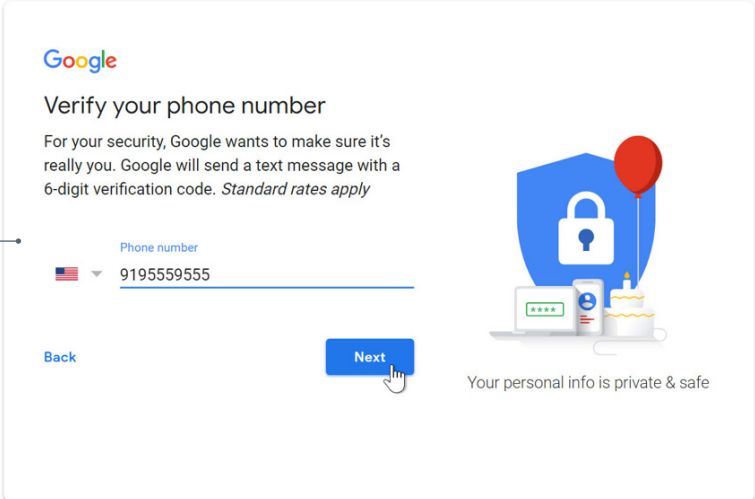
To create an account:

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.

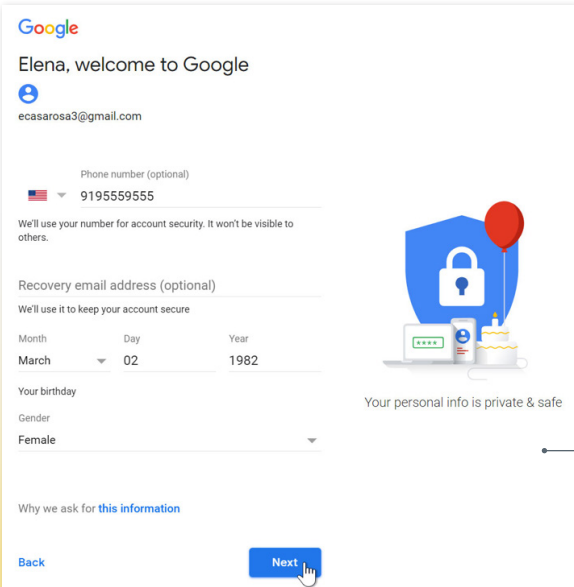
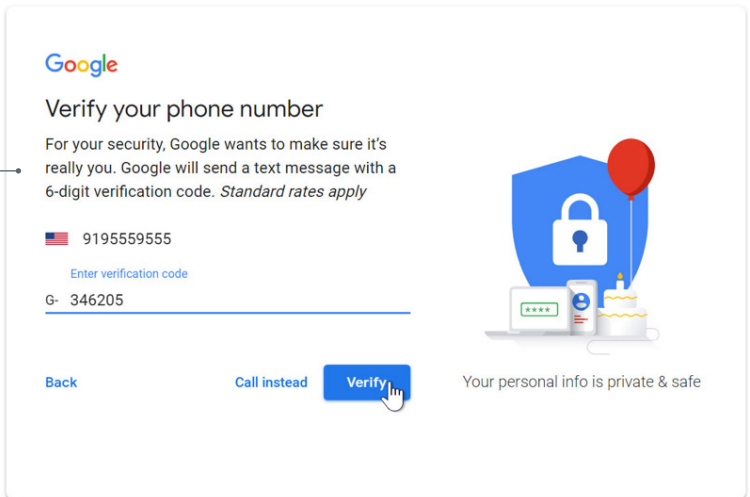


Create a Gmail Account

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



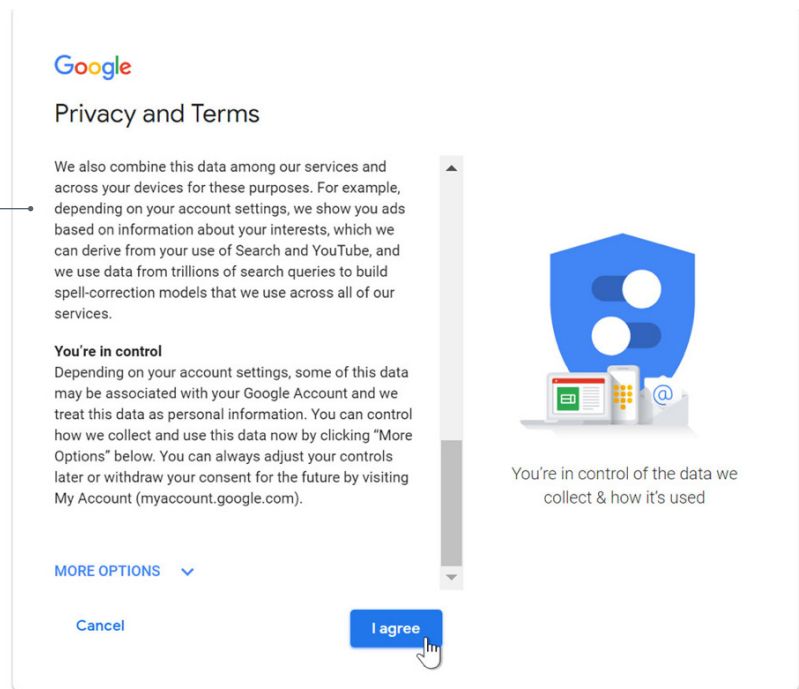
5. You will receive a text message from Google with a **verification code**. Enter the code to complete the account verification.



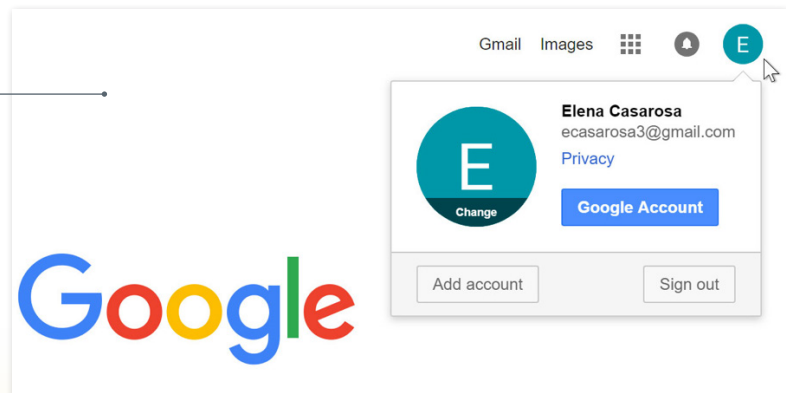
6. Next, you will see a form to enter some of your personal information, like your name and birthday.

Create a Gmail Account

7. Review [Google's Terms of Service](#) and [Privacy Policy](#), then click I agree.



8. Your account will be created.



Create a Gmail Account

Signing in to your account

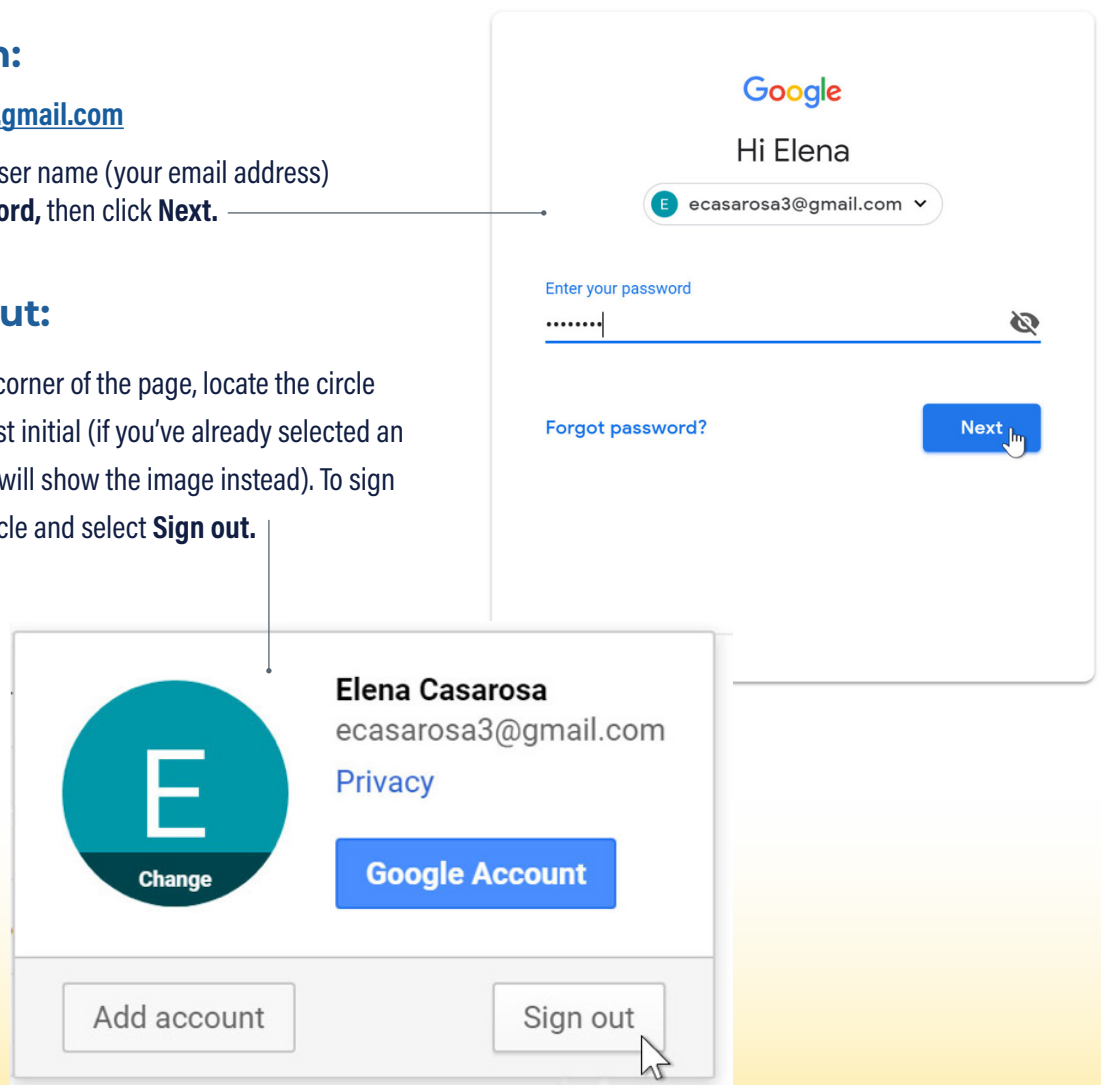
When you first create your account, you will be automatically signed in. Most of the time, however, you'll need to **sign in** to your account and **sign out** when you're done with it. Signing out is especially important if you're using a shared computer (for example, at a **library** or **office**) 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**.



The image displays two screenshots from the Gmail interface. The top screenshot shows the sign-in page for 'Elena Casarosa' (email: ecasarosa3@gmail.com). It includes a password field and a 'Next' button. The bottom screenshot shows the account management panel, where the 'Sign out' button is highlighted. Arrows connect the text instructions to these specific UI elements.