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

8. Your account will be created.
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.