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**.

10	o create an account:	Google
	Go to <u>www.gmail.com</u>	Sign in
2.	Click Create account	with your Google Account
3.	The <b>sign up</b> form will appear	Email or phone
).	The <b>sign-up</b> form will appear. Follow the directions by entering the required information.	Forgot email?
		Not your computer? Use Guest mode to sign in privately. Learn more
	Google	Create account Next
	Create your Google Account	
	First name Last name	
	Elena Casarosa	
	Username ecasarosa3 @gmail.com	
	ecasarosa3 @gmail.com You can use letters, numbers & periods	
	ecasarosa3 @gmail.com	
	ecasarosa3 @gmail.com You can use letters, numbers & periods Available:	
	ecasarosa3 @gmail.com You can use letters, numbers & periods Available: casarosae6 elenacasarosa895 casarosaelena106	One account. All of Google working for you.
	ecasarosa3     @gmail.com       You can use letters, numbers & periods       Available:       casarosae6     elenacasarosa895       Casarosae6     elenacasarosa895       Use my current email address instead       Password     Confirm password	



7. Review <u>Google's Terms</u> of <u>Service</u> and <u>Privacy</u> 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

MORE OPTIONS

Cancel

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).

l agree



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

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.

<ol> <li>To sign in:</li> <li>Go to <u>www.gmail.com</u></li> <li>Type your user name (your email and password, then click Next.</li> </ol>		Googl Hi Elen ecasarosa3@gn	a
To sign out:		Enter your password	ø
In the top-right corner of the page, loo that has your first initial (if you've alre avatar image, it will show the image i out, click the circle and select <b>Sign o</b>	ady selected an nstead). To sign	Forgot password?	Next
E	Elena Casa ecasarosa Privacy Google A	3@gmail.com	
Add accou	unt	Sign out	