CREATING A GMAIL ACCOUNT

These days, having reliable online presence is practically as important as having a physical address. People depend on their personal email to communicate with friends, family, colleagues, and vendors. Choosing the right email provider is more crucial than ever before. With so many providers out there, which one should you choose? Google's Gmail service makes sense for many people – it's available on the vast majority of platforms and devices, and it provides a reliable and professional service. Best of all, it's free! In this guide, you'll learn how to set up a Gmail account.

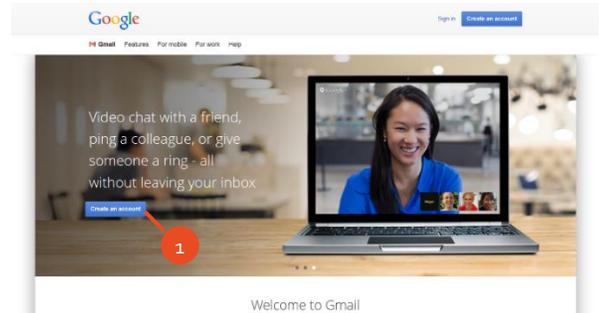1. Open your favorite web browser, navigate to http://www.gmail.com and click on Create an account.

   Note: To use Gmail, first you'll need an account. You can use the same credentials to access any Google service, including popular sites like YouTube and Google+.

2. On the next page, click the fields and enter your first name, last name, and username. Your username will become your Gmail address.

   Note: With a service as popular as Gmail, finding an available username can be tedious. If your preferred username is unavailable, an error message is displayed along with some suggestions. Continue choosing until you find one that's right for you.

3. Enter and confirm your password. Google requires a minimum of 8 characters, and you're encouraged to select a *strong* password that includes a mix of uppercase and lowercase letters, numbers, and punctuation symbols.

4. Select your birth date (month, day, and year) and gender.

5. For added security, enter your mobile phone number and your current email address. Google can use these to confirm your identity and to help you to recover your password.

6. To prove you're not a robot, complete the challenge by entering the numbers shown. If you are unable to read the numbers, click the 🔊 icon to play an audio version.

7. Select your location.

8. Read and agree to the Terms of Service and Privacy Policy.

9. Click Next step.

10. As a final security step, Google must verify your account using a text message or voice call. Verify or enter your preferred number, choose your preferred method to receive your code, and click Continue.

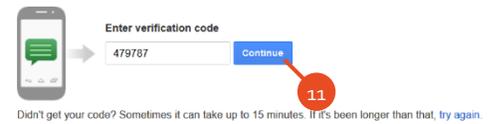   Note: Standard messaging or phone call rates may apply.

11. When you receive your text message or voice call, enter your confirmation code and click Continue.

    Note: Don't worry if you don't receive your code right away. Depending on your service and other factors, it can take up to 15 minutes for the code to be sent. You can click try again to ask Google to resend it.
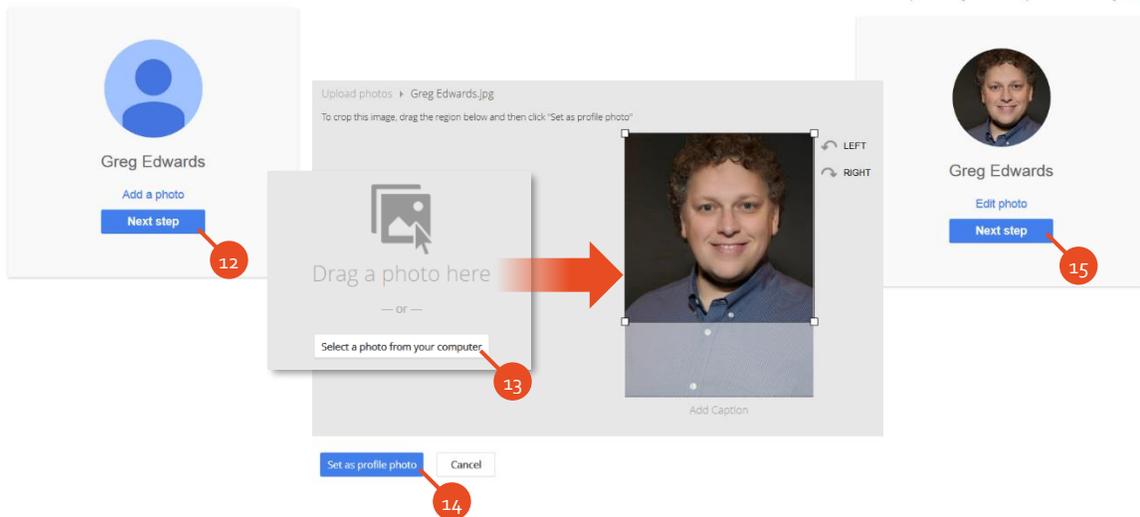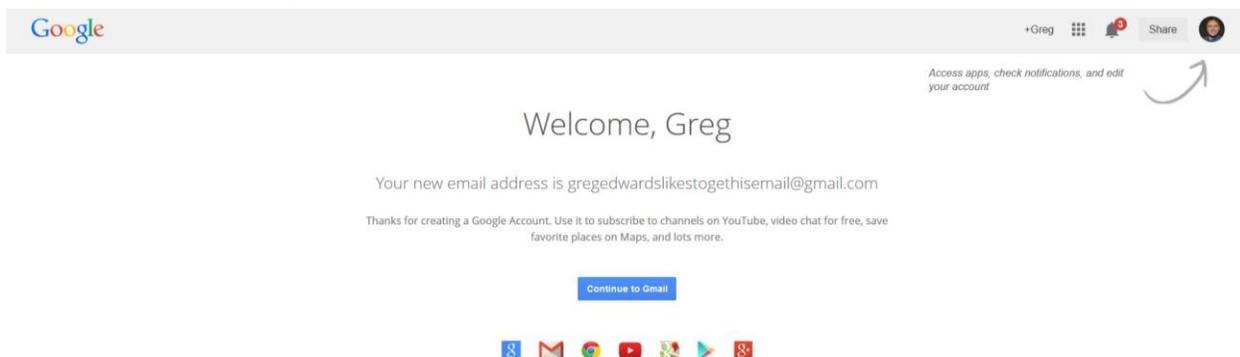

12. Because your avatar will appear on Gmail and across its related Google services, next you need to choose how you'll appear. Carefully consider the picture to represent you. Depending on your privacy settings, other people may be able to view your picture on Gmail and other Google services. You can either upload an image or use your device's camera to snap a quick photo. Click Add a photo to get started.

13. Click Select a photo from your computer and navigate to locate a suitable image.

14. Drag the white handles to crop and click the rotate buttons to reposition the selected image as necessary. When you're satisfied, click Set as profile picture. You are returned to the previous page and your avatar is updated.

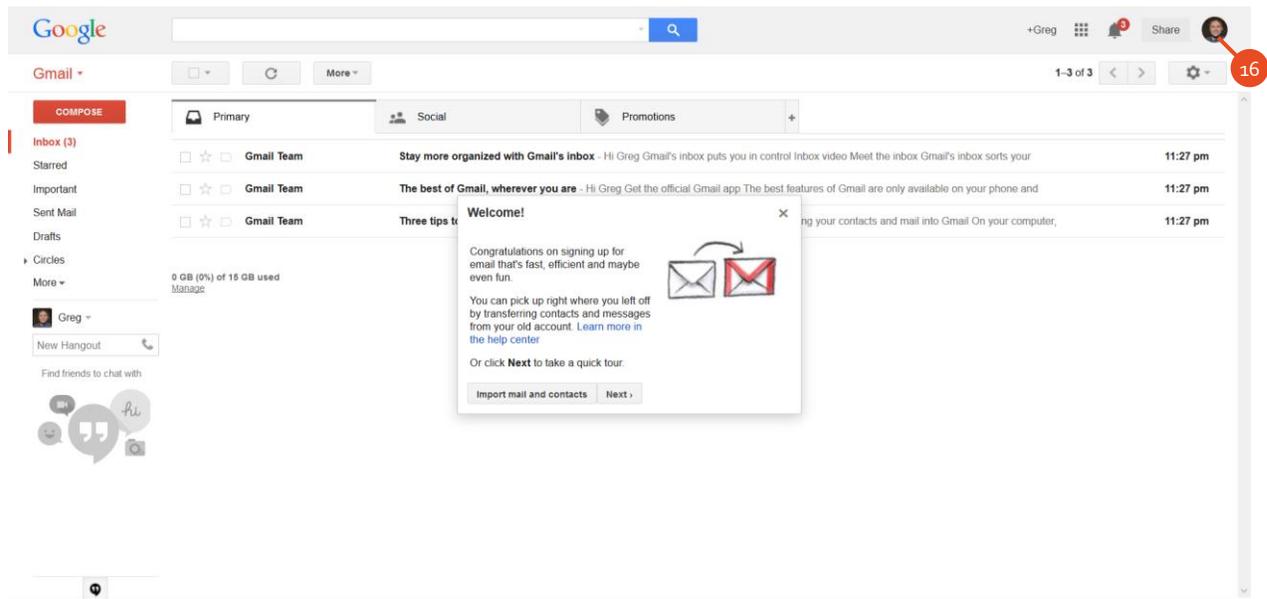15. Click Next step. A welcome page is displayed with your new email address.

16. You're all set! You can begin sending and receiving email messages with Gmail immediately. If you need to modify your Google Account, just click the avatar in the upper corner of the Gmail page.

ADDITIONAL RESOURCES

- Learn more about Gmail at http://mail.google.com/intl/en/mail/help/features.html.

- If you have additional questions, please check https://support.google.com/accounts/.

2-STEP VERIFICATION?

For added security, you may consider adding 2-step verification to your Google account, which requires you to use both a password and your mobile phone when you sign into your account from a new computer.

You can receive your mobile password using a text message, voice call, or mobile app. You can decide whether you're prompted each time you sign into a particular computer.

To turn on two-step verification, click your Google avatar, click **Account**, navigate to the **Security** tab, and click **Setup** beside 2-step verification.