

Quick Tips: How to Create an Email Account

There are many free email services available. Here are some tips for creating a Gmail account.

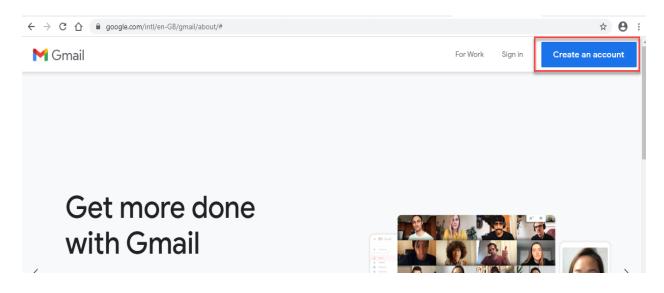
You may access the following link: Google (Gmail Account): <u>https://accounts.google.com/SignUp</u>

Setting up a Gmail account:

- 1. To create a Gmail address, you'll first need to create a Google Account.
- 2. Gmail will redirect you to the Google Account sign-up page.
- 3. You'll need to provide some basic information like your name, birth date, gender, and location.
- 4. You will also need to choose a name for your new Gmail address.
- 5. Once you create an account, you'll be able to start adding contacts and adjusting your mail settings.

To create an account:

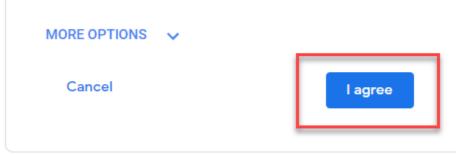
- 1. Go to <u>www.gmail.com</u>
- 2. Click Create an account.



- 3. The sign-up form will appear.
- 4. Follow the directions and enter the required information, such as your name, birth date, and gender.

Create your Go	•	
Continue to Gmail		
, First name	Last name	
Username	@gmail.com	
You can use letters, numbers &	periods	029
Password	Confirm	
Use 8 or more characters with a mix of letters, numbers & symbols		One account. All of Google working for you.

5. Finally, review Google's <u>Terms of Service</u> and <u>Privacy Policy</u>, click the checkbox, and then click Next step.



6. Click "I agree"—Your account will be created, and the Gmail page will appear.

**Just like with any online service, it's important to choose a strong password—in other words, one that is difficult for someone to guess.