

# Setting Up a Gmail Account

## Introduction

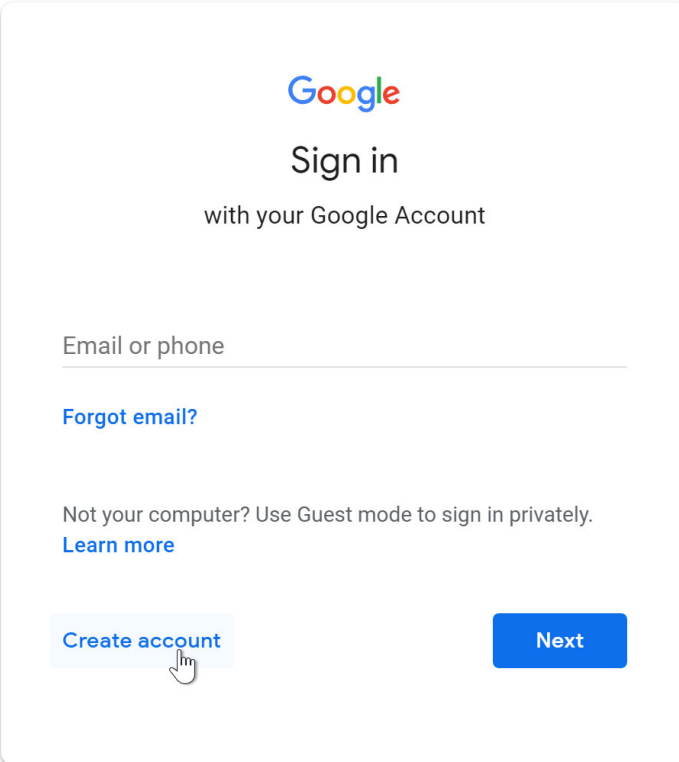
Setting up a Gmail account is easy. You will begin by creating a Google account, and during the quick sign-up process you will choose your Gmail account name. In this [lesson](#), you will be shown how to **set up** your **Google account for Gmail**. [More lessons about Gmail](#).

## Setting up 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](http://www.gmail.com).
2. Click **Create account**.
3. The **sign-up** form will appear. Follow the directions by entering the required information.

A screenshot of the Google sign-in page. At the top center is the Google logo. Below it, the text reads "Sign in with your Google Account". There is a text input field labeled "Email or phone". Below the input field is a link that says "Forgot email?". Further down, there is a line of text: "Not your computer? Use Guest mode to sign in privately." followed by a link "Learn more". At the bottom, there are two buttons: "Create account" on the left and "Next" on the right. A mouse cursor is pointing at the "Create account" button.

Google

Sign in  
with your Google Account

Email or phone

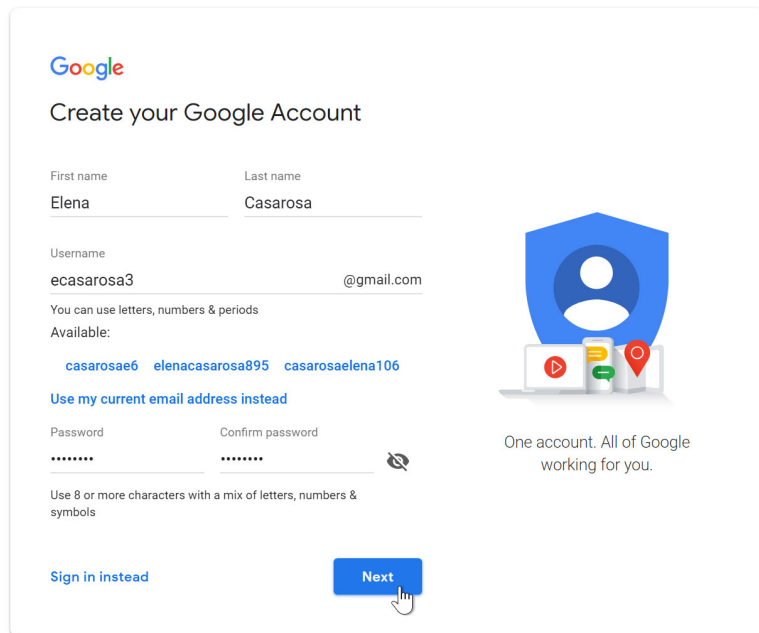
[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.  
[Learn more](#)

[Create account](#) [Next](#)

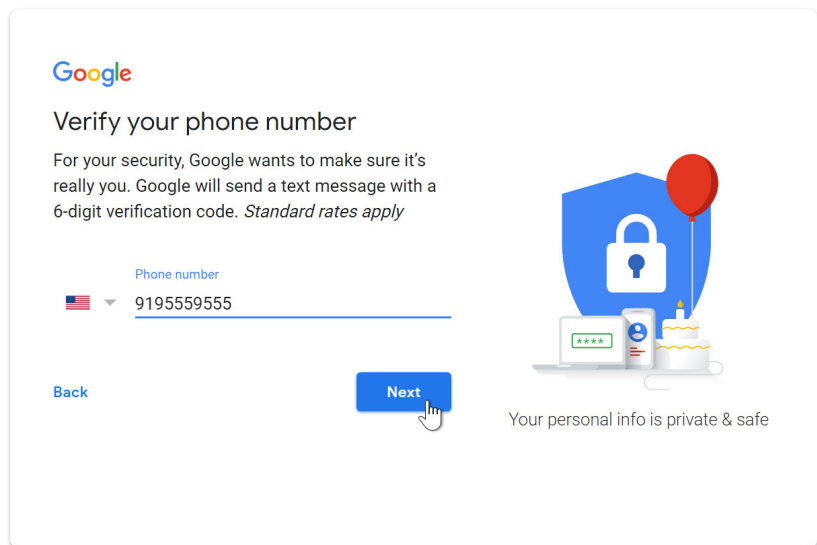
3. The **sign-up** form will appear. Follow the directions by entering the required information.

Just like with any online service, it's important to choose a **strong password**, in other words, one that is difficult for someone else to guess. For more information, review our lesson on [creating strong passwords](#).



The screenshot shows the Google Account creation page. At the top, the Google logo is followed by the heading "Create your Google Account". Below this, there are two input fields for "First name" (containing "Elena") and "Last name" (containing "Casarosa"). Underneath is a "Username" field with "ecasarosa3" and "@gmail.com" as a placeholder. A note states "You can use letters, numbers & periods Available:" followed by three suggestions: "casarosae6", "elenacasarosa895", and "casarosaelena106". There is a link "Use my current email address instead". Below that are "Password" and "Confirm password" fields, both containing six dots. A "Next" button is highlighted with a mouse cursor. At the bottom left is a "Sign in instead" link. On the right side, there is an illustration of a blue shield with a person icon, a laptop with a play button, a smartphone with a message icon, and a location pin. Below the illustration is the text "One account. All of Google working for you."

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




The screenshot shows the Google phone verification page. At the top, the Google logo is followed by the heading "Verify your phone number". Below this, there is a paragraph: "For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*". There is a "Phone number" field with a dropdown menu showing the United States flag and the number "9195559555". A "Back" link is on the left, and a "Next" button is highlighted with a mouse cursor on the right. On the right side, there is an illustration of a blue shield with a padlock, a laptop with a 6-digit code, a smartphone with a message icon, and a birthday cake with a red balloon. Below the illustration is the text "Your personal info is private & safe".


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

Google

Elena, welcome to Google

 ecasarosa3@gmail.com

Phone number (optional)

 9195559555

We'll use your number for account security. It won't be visible to others.

Recovery email address (optional)

We'll use it to keep your account secure

Month	Day	Year
March	02	1982

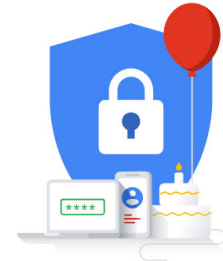
Your birthday

Gender

Female

Why we ask for [this information](#)

[Back](#) [Next](#)



Your personal info is private & safe

- Review [Google's Terms of Service](#) and [Privacy Policy](#), then click **I agree**.
- Your account will be created.

Google

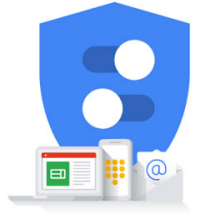
### Privacy and Terms

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**  
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).

[MORE OPTIONS](#) ▾

[Cancel](#) [I agree](#)



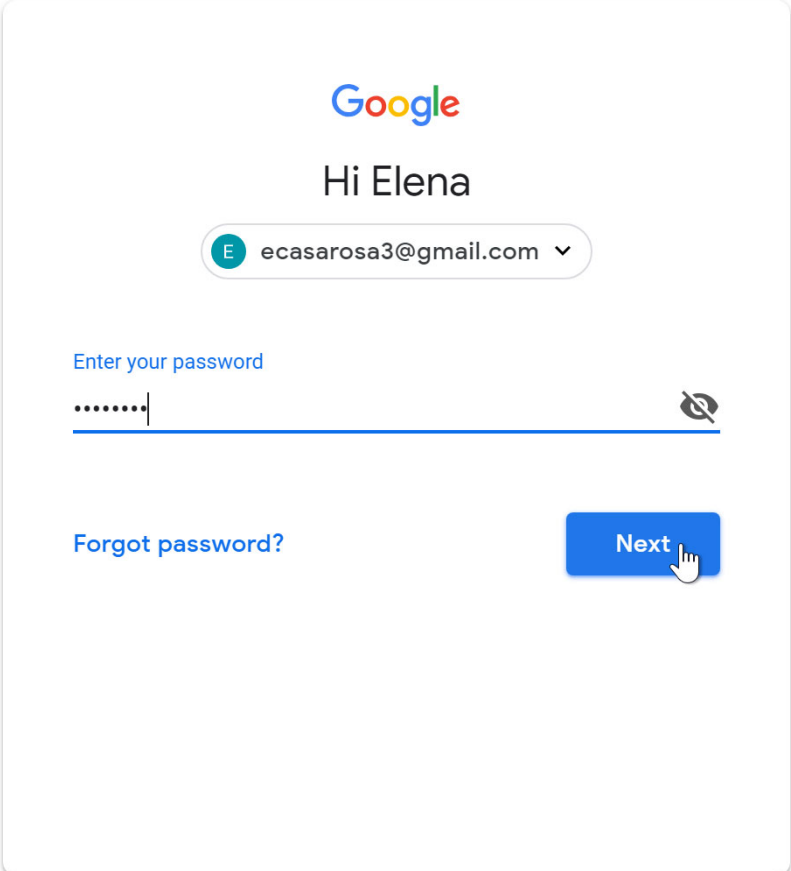
You're in control of the data we collect & how it's used

## Signing into 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:

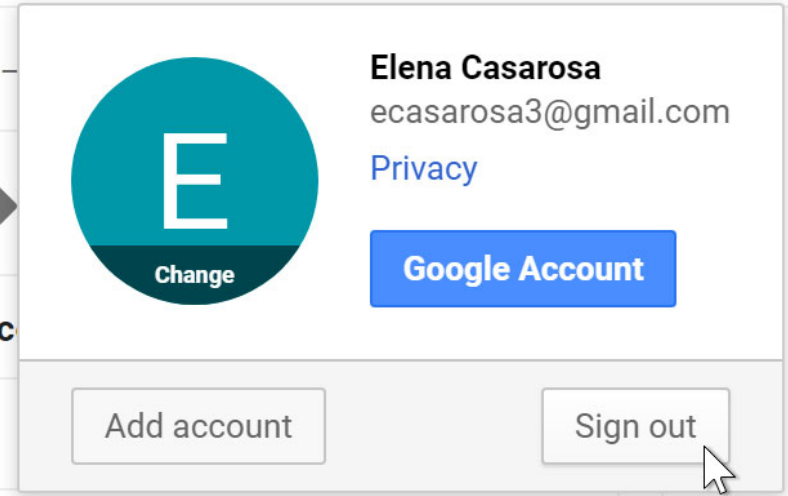
1. Go to [www.gmail.com](http://www.gmail.com).
2. Type your **user name** (your email address) and **password**, then click **Next**.



The screenshot shows the Gmail sign-in interface. At the top is the Google logo. Below it, the text "Hi Elena" is displayed. A dropdown menu shows the email address "ecasarosa3@gmail.com" with a downward arrow. Below the email field is a password field with the placeholder text "Enter your password" and a series of dots. To the right of the password field is an eye icon to toggle visibility. At the bottom left is a link for "Forgot password?". At the bottom right is a blue button labeled "Next" with a mouse cursor hovering over it.

### 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 screenshot shows the Gmail account menu. On the left is a teal circular profile picture with a white letter "E" and a "Change" link below it. To the right of the profile picture, the name "Elena Casarosa" is displayed, followed by the email address "ecasarosa3@gmail.com" and a "Privacy" link. Below this information is a blue button labeled "Google Account". At the bottom of the menu are two buttons: "Add account" on the left and "Sign out" on the right, with a mouse cursor hovering over the "Sign out" button.