

Configurar una cuenta de Gmail

Introducción

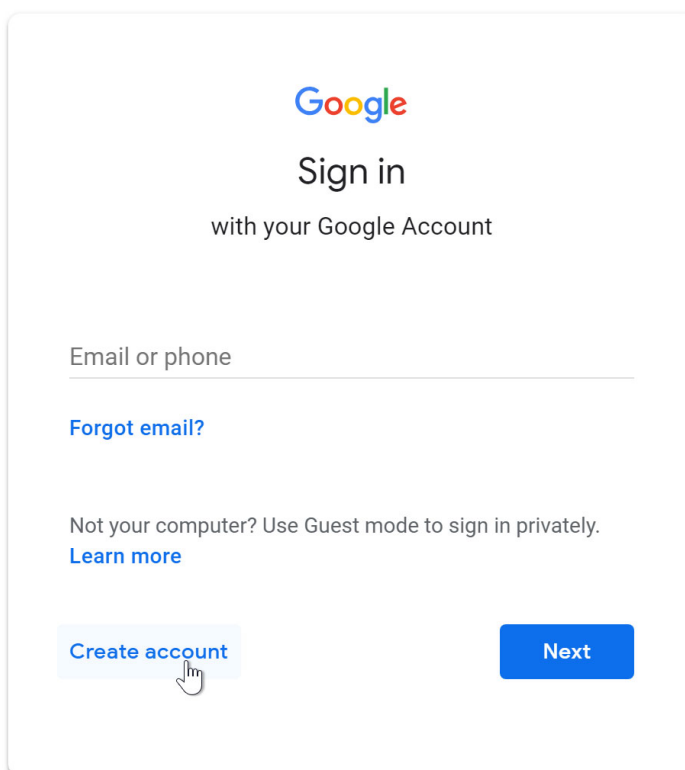
Configurar una cuenta de Gmail es fácil. Comenzará creando una cuenta de Google y, durante el proceso de registro rápido, elegirá el nombre de su cuenta de Gmail. En esta [lección](#), se le mostrará cómo **configurar su cuenta de Google para Gmail**. [Más lecciones sobre Gmail](#).

Configurar una cuenta de Gmail

Para crear una dirección de **Gmail**, primero deberá crear una **cuenta de Google**. Gmail lo re direccionará a la página de registro de la cuenta de Google. Deberá proporcionar información básica como su **nombre, fecha de nacimiento, sexo y ubicación**. También deberá elegir un **nombre** para su nueva dirección de Gmail. Una vez que cree una cuenta, podrá comenzar a agregar **contactos** y ajustar su **configuración de correo**.

Para crear una cuenta:

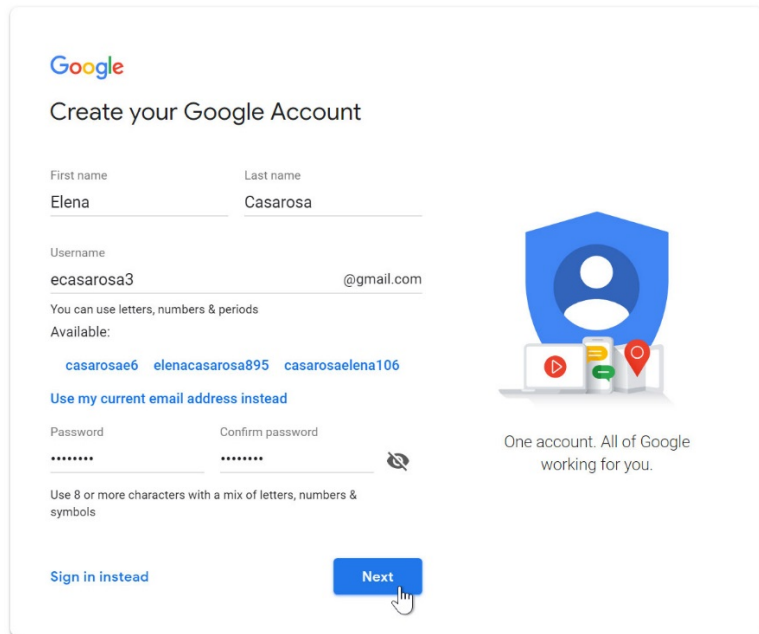
1. Ir a www.gmail.com.
2. Haga clic en **Crear cuenta**.
3. Aparecerá el formulario de **registro**. Siga las instrucciones ingresando la información requerida.



The image shows a screenshot of the Google Sign in page. At the top, the Google logo is displayed in its multi-colored font. Below the logo, the text "Sign in" is centered in a large, black font, followed by "with your Google Account" in a smaller, black font. There is a text input field labeled "Email or phone" with a horizontal line underneath it. Below the input field, there is a blue 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 blue link that says "Learn more". At the bottom of the page, there are two buttons: a light blue button on the left that says "Create account" with a mouse cursor icon pointing at it, and a dark blue button on the right that says "Next".

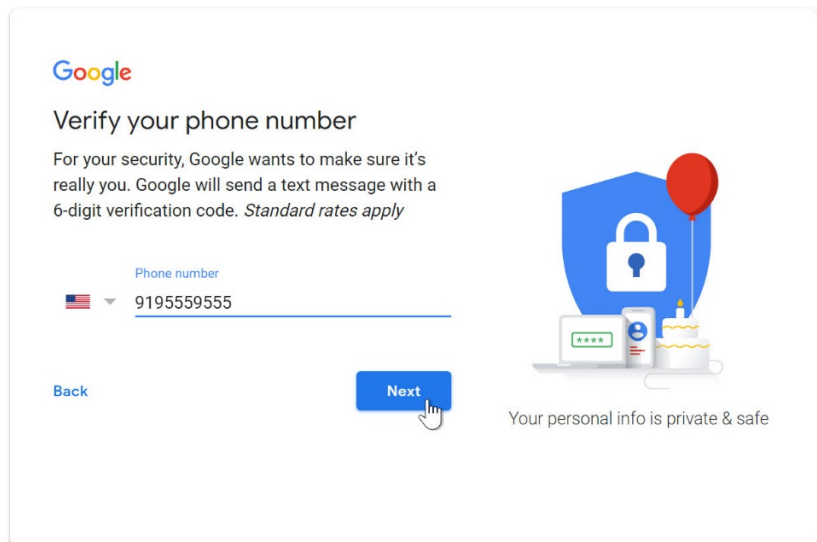
3. Aparecerá el formulario de **registro**. Siga las instrucciones ingresando la información requerida.

Al igual que con cualquier servicio en línea, es importante elegir una **contraseña segura**, en otras palabras, una que es difícil de adivinar para alguien más. Para obtener más información, revise nuestra lección sobre [creando contraseñas seguras](#).



The screenshot shows the Google Account creation interface. At the top left is the Google logo, followed by the heading "Create your Google Account". The form includes fields for "First name" (Elena) and "Last name" (Casarosa). The "Username" field contains "ecasarosa3" and "@gmail.com". Below this, it says "You can use letters, numbers & periods" and "Available:" with three suggestions: "casarosae6", "elenacasarosa895", and "casarosaelena106". There is a link "Use my current email address instead". The "Password" and "Confirm password" fields are both filled with "*****" and have an eye icon to toggle visibility. A note says "Use 8 or more characters with a mix of letters, numbers & symbols". At the bottom left is a "Sign in instead" link, and at the bottom right is a blue "Next" button with a mouse cursor over it. On the right side of the page, there is a blue shield icon with a person silhouette, and below it, icons for YouTube, Gmail, and Maps. Text below the icons reads "One account. All of Google working for you."

4. Luego, ingrese su **número de teléfono** para verificar su cuenta. Google utiliza un proceso de verificación de dos pasos para su seguridad.




The screenshot shows the Google phone number verification page. At the top left is the Google logo, followed by the heading "Verify your phone number". Below the heading, it says "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*". The "Phone number" field has a dropdown menu showing the United States flag and the number "9195559555". At the bottom left is a "Back" link, and at the bottom right is a blue "Next" button with a mouse cursor over it. On the right side of the page, there is a blue shield icon with a padlock and a keyhole, and a red balloon. Below the shield are icons for a laptop, a smartphone, and a birthday cake. Text below the icons reads "Your personal info is private & safe".


5. A continuación, verá un formulario para ingresar parte de su información personal, como su nombre y fecha de nacimiento.

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

6. Revisión [Términos de servicio de Google](#) y [Política de privacidad](#), luego haga clic en **Acepto**.

7. Tu cuenta será creada.

Google

Privacy and Terms

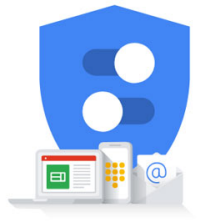
We also combine this data among our services and across your devices for these purposes. For example, depending on your account settings, we show you ads based on information about your interests, which we can derive from your use of Search and YouTube, and we use data from trillions of search queries 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](#)



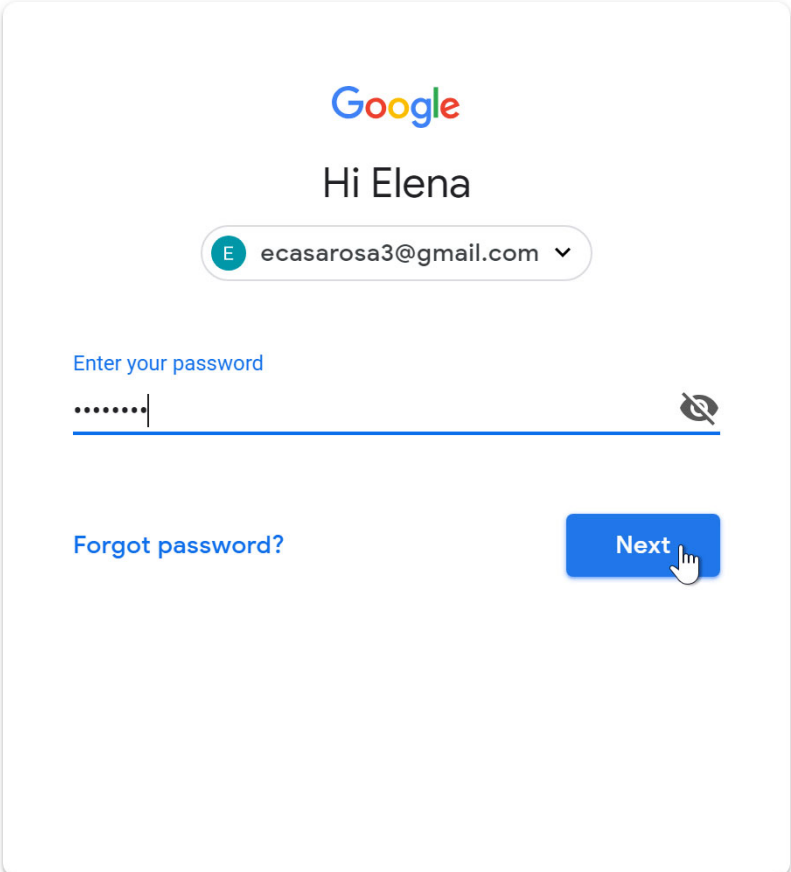
You're in control of the data we collect & how it's used

Iniciando sesión en tu cuenta

Cuando cree su cuenta por primera vez, iniciará sesión automáticamente. Sin embargo, la mayoría de las veces deberá **iniciar sesión** en su cuenta y **cerrar sesión** cuando haya terminado. Cerrar sesión es especialmente importante si está utilizando una computadora compartida (por ejemplo, en una **biblioteca** u **oficina**) porque evita que otras personas vean sus correos electrónicos.

Para iniciar sesión:

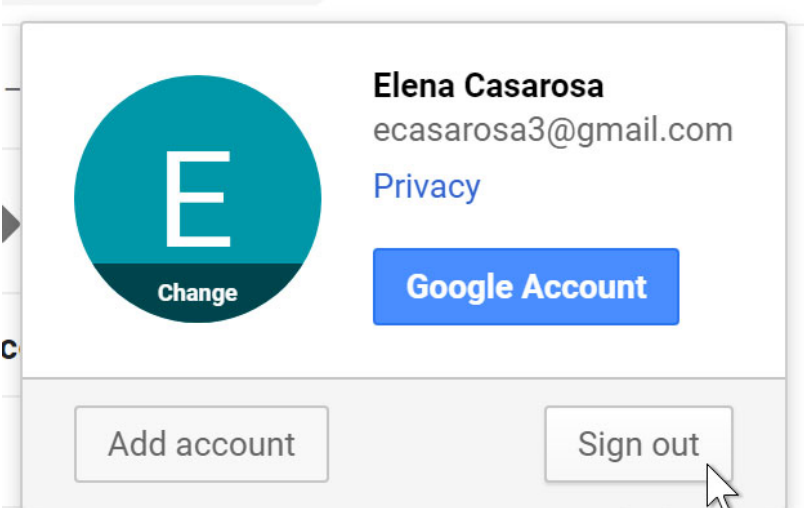
1. Ir a www.gmail.com.
2. Escriba su **nombre de usuario** (su dirección de correo electrónico) y **contraseña**, luego haga clic en **Siguiente**.



The screenshot shows the Gmail login 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 small "E" icon on the left and a downward arrow on the right. Below the email field is a password field with the placeholder text "Enter your password" and a series of dots for the password. 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 pointing to it.

Para cerrar sesión:

En la esquina superior derecha de la página, busque el círculo que tiene su primera inicial (si ya ha seleccionado una imagen de avatar, se mostrará la imagen). Para cerrar sesión, haga clic en el círculo y seleccione **Cerrar sesión**.



The screenshot shows the account menu in the top right corner of the Gmail interface. It features a circular profile picture with a teal background and a white letter "E". Below the picture is a "Change" link. To the right of the 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" and "Sign out", with a mouse cursor pointing to the "Sign out" button.

