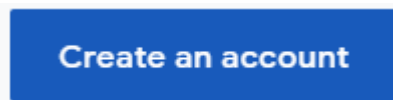



# Creating a Gmail Account

**Step 1** – Go to [www.gmail.com](https://www.gmail.com)

**Step 2** – Click on “Create an account”




**Step 3** – Enter in your first & last name, a unique name in the username section (this will be your email address so remember to keep it professional looking) and then create a password. Remember your password must be at least 8 characters long, use a selection of upper and lower case text and some numbers. Once completed, select Next.



### Create your Google Account


to continue to Gmail

You can use letters, numbers & periods




Use 8 or more characters with a mix of letters, numbers & symbols

[Sign in instead](#)



One account. All of Google working for you.

**Step 4** – As an option, enter in a phone number and a recovery email. This is used as extra security on your account. Enter your date of birth and your gender. Then select Next.



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

We'll use it to keep your account secure

Your birthday

[Why we ask for this information](#)

[Back](#)

# Creating a Gmail Account

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**Step 5** – Read the Privacy and Terms & Conditions. Then select I Agree.

## Privacy and Terms

### Combining data

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](https://myaccount.google.com)).

MORE OPTIONS ▾

Cancel

I agree

**Step 6** – Congratulations, you have now successfully set up your own email address. You can now go to [www.gmail.com](https://www.gmail.com) and sign in with your user name and password.