How to set up a Gmail (Google email) account
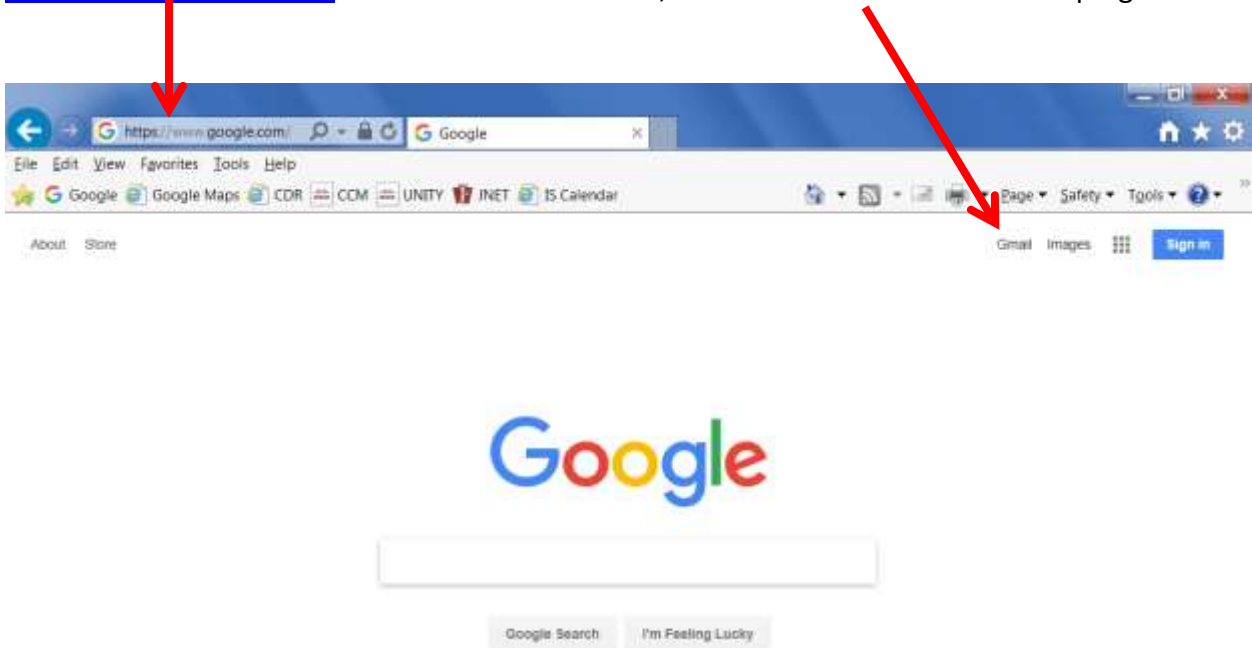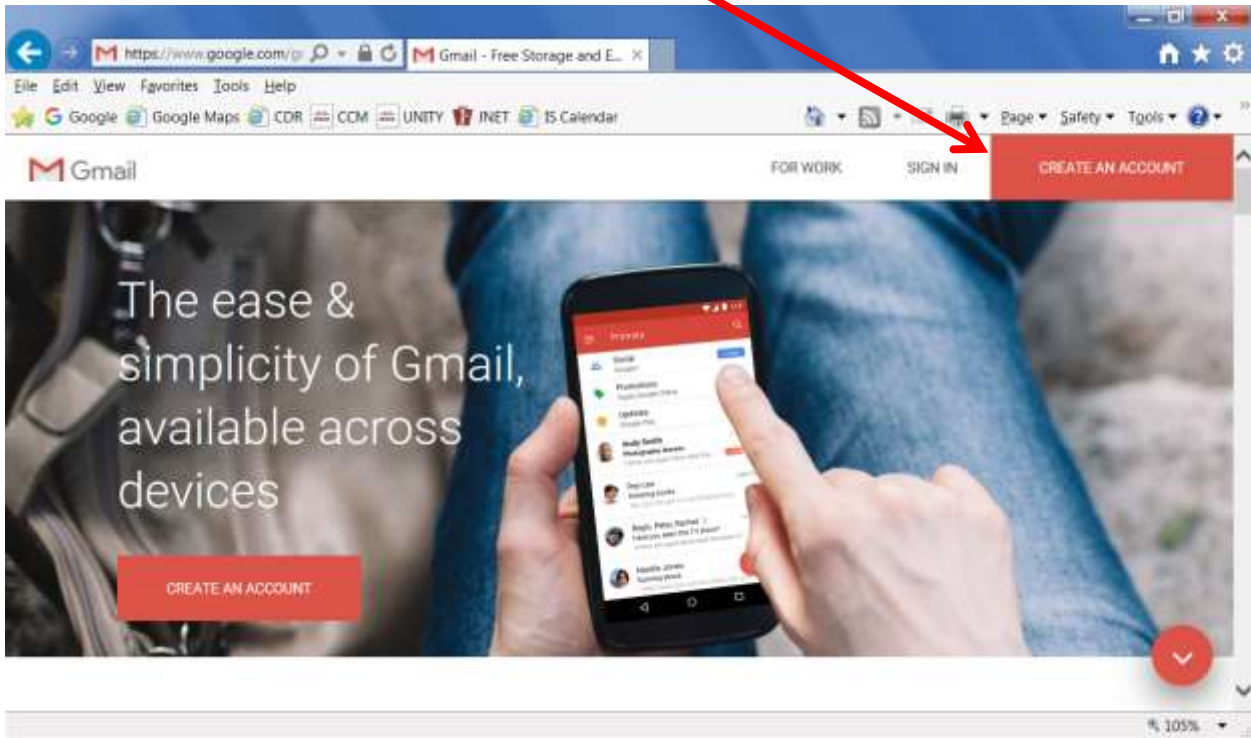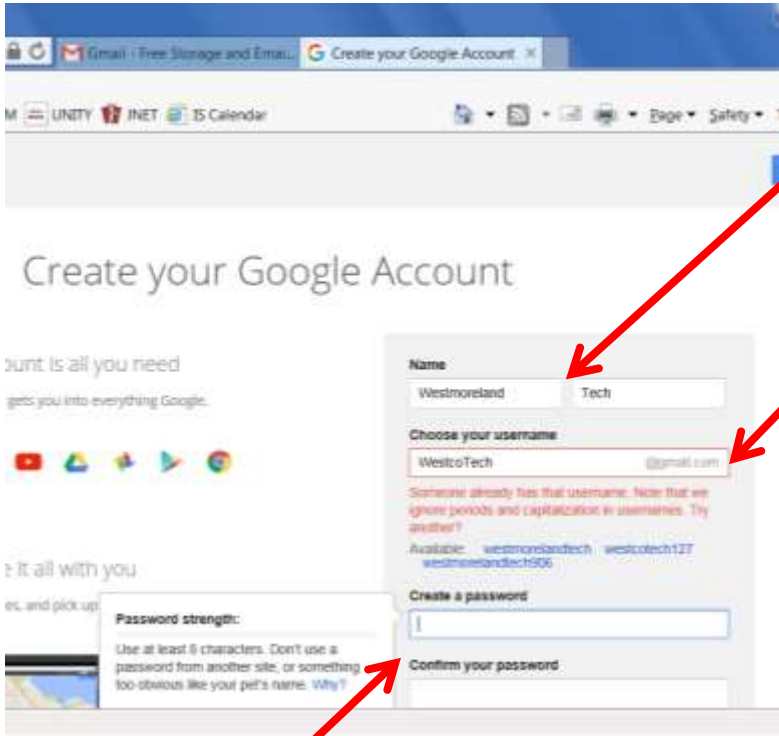
1. You will first need to open a browser (ex. Internet Explorer, Chrome, Safari…) and type https://www.google.com in the address bar. Next, click on the Gmail link in the top right corner.

2. Next click on the button to Create an Account.

3. Fill in the required information.

Enter your First and Last Name

The "Choose your username" is the unique email address you wish to use. Because it needs to be unique, Google will check the availability to make sure no one already has it. If the user name is already taken, you will get an error and suggestions of other usernames you can use. You may choose one of these suggestions (by clicking on it) or try a different user name. You may need to do this several times before you find a unique name to use. Once you find a user name it is a good idea to make a note of it so you can refer to it until you get used to using it.

You will need to create a password to protect your account. Your password should be at least 8 characters long and contain a combination of UPPER case letters, lower case letters, numbers and special characters (ex. !, @, #, &, *). You will need to type this password twice to verify you typed the same thing.
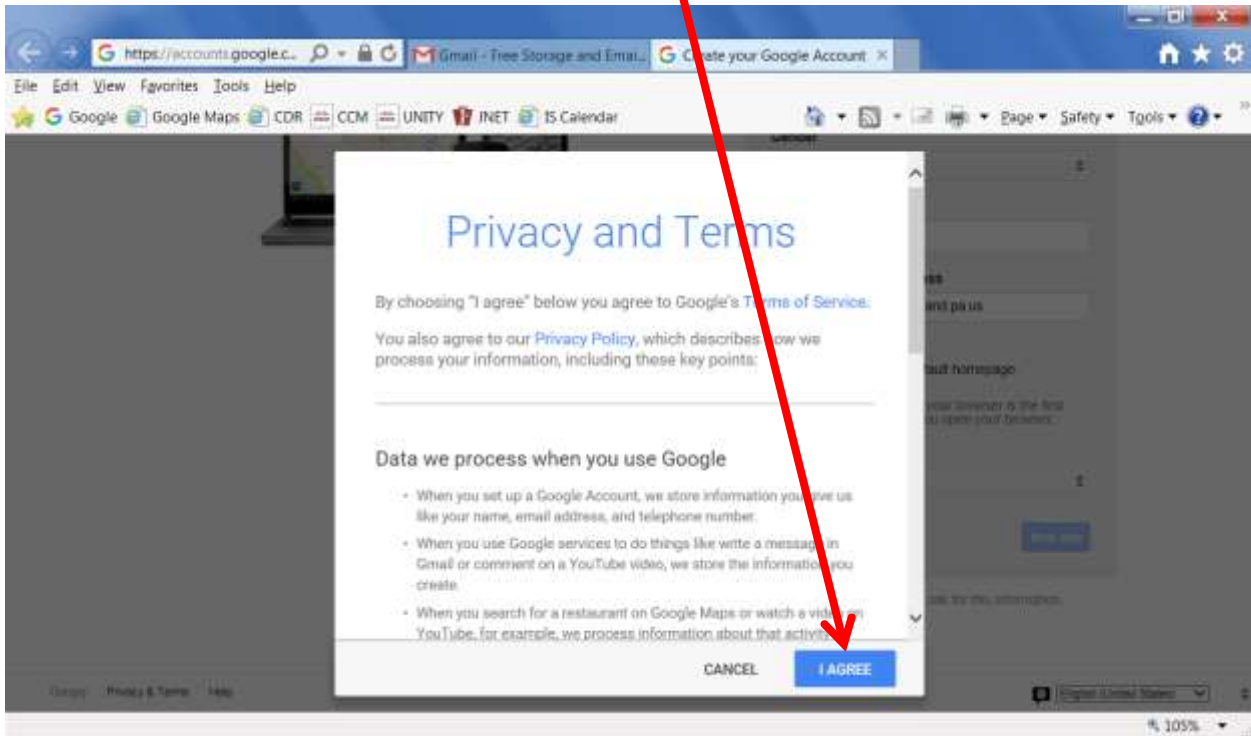
Enter your Birthday

Select your Gender

Mobile Phone and Your current email address are optional fields and you can leave these blank if you wish.

If you leave the Default homepage checked, Google will be set as your homepage. If you do not want Google to be your home page, uncheck this box.
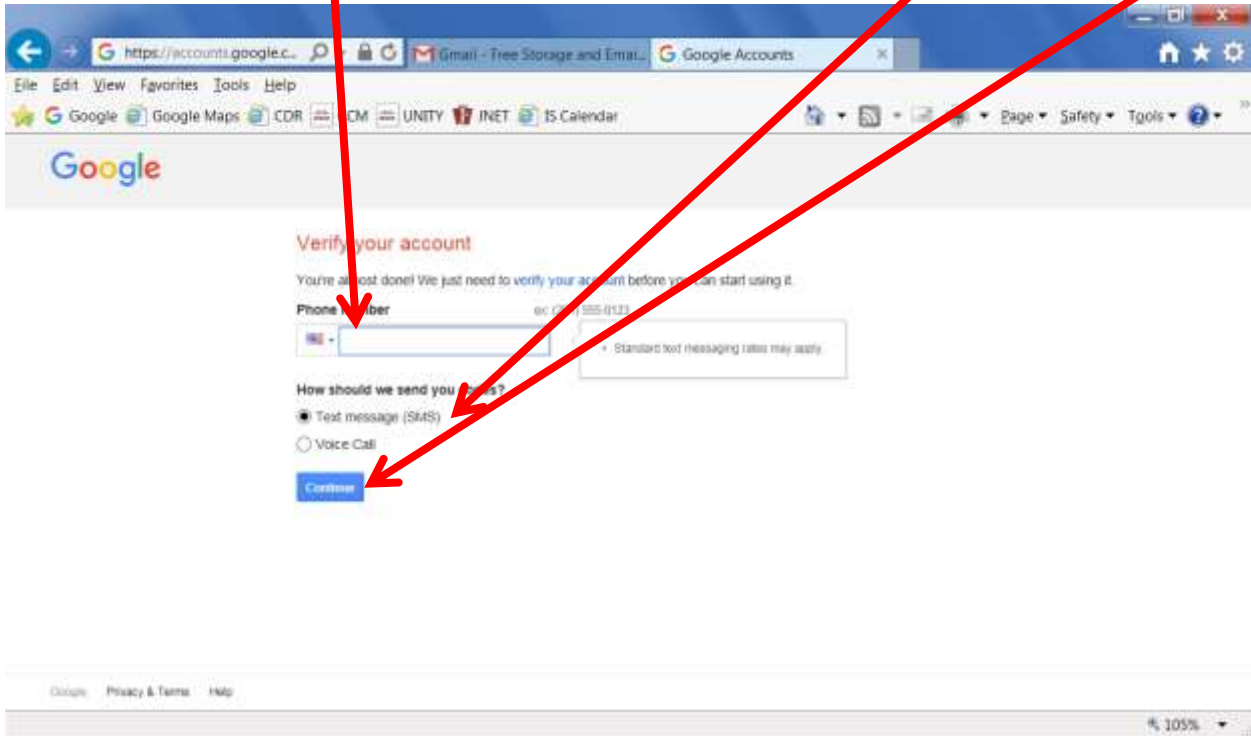
Click Next Step

Note: as you click in each of the fields in the above form, a bubble will appear giving more information about that field.

4. Read the Privacy and Terms then click the I AGREE button at the lower right of the screen.
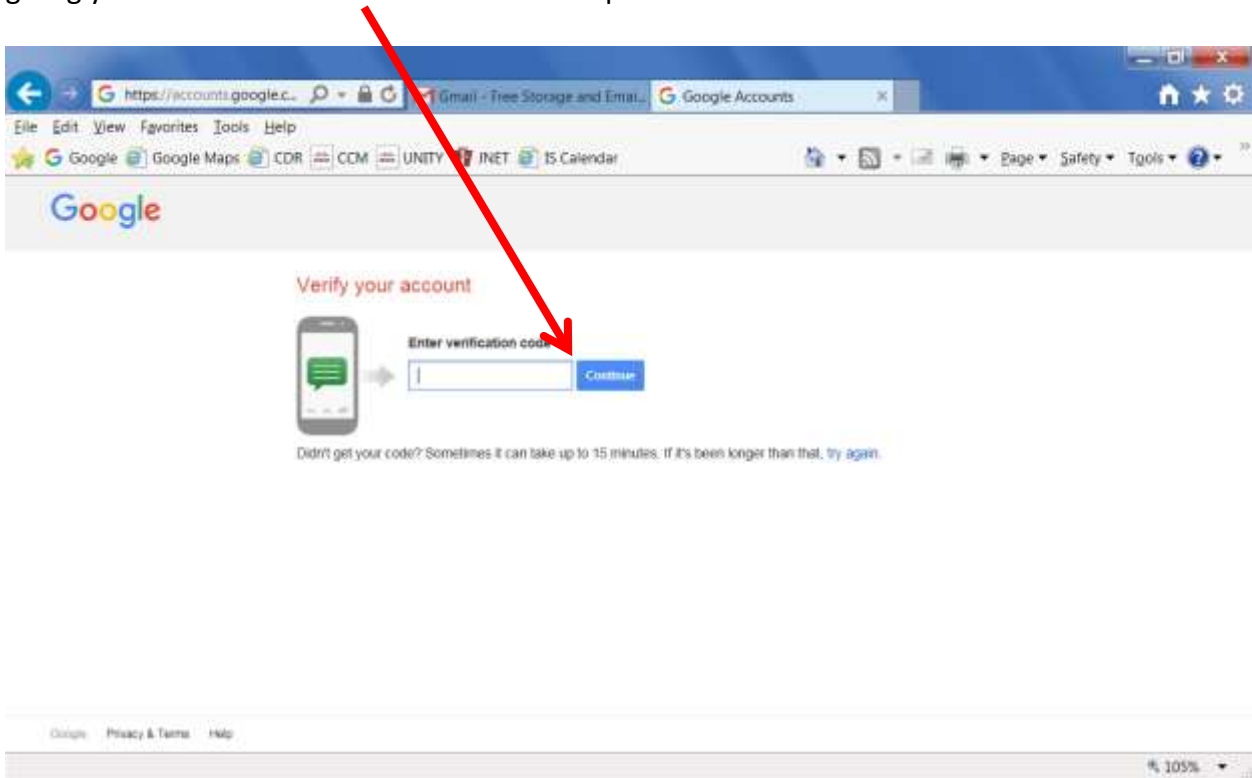
5. You will need to Verify your account either by Text message or Voice Call. Enter a phone number in the Phone number box then select either Text message or Voice Call and click Continue.
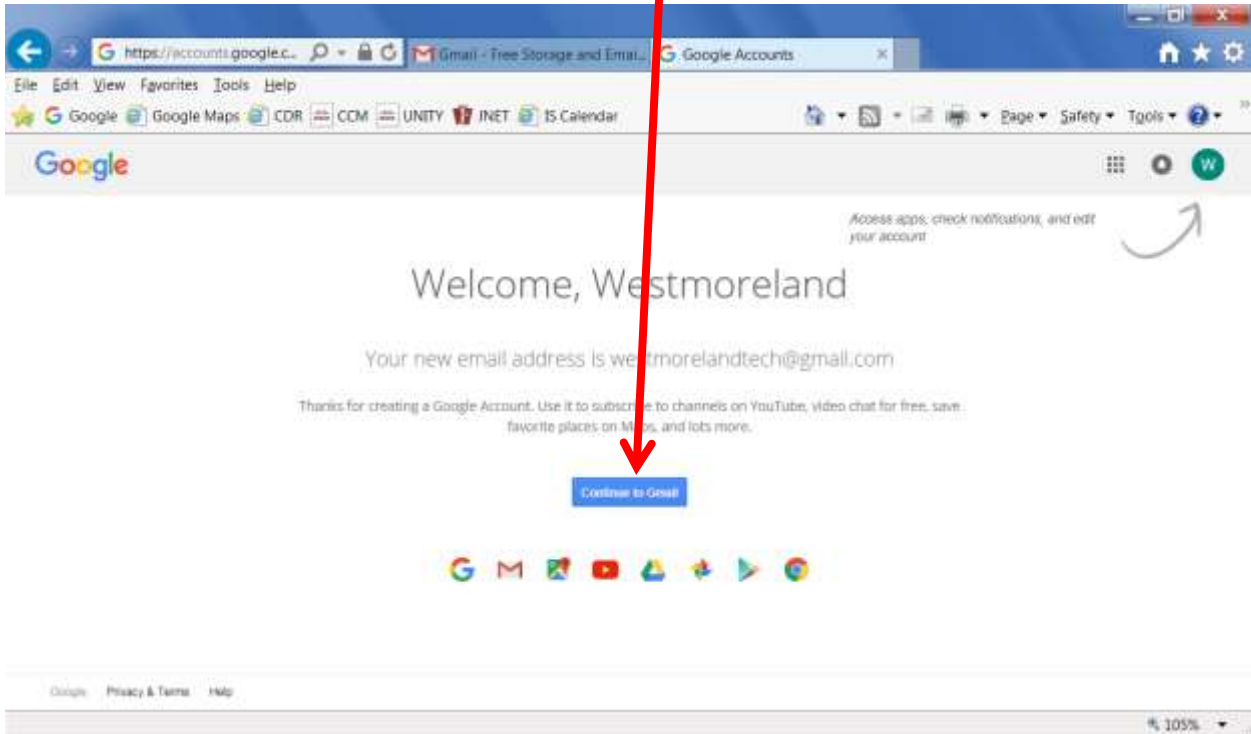

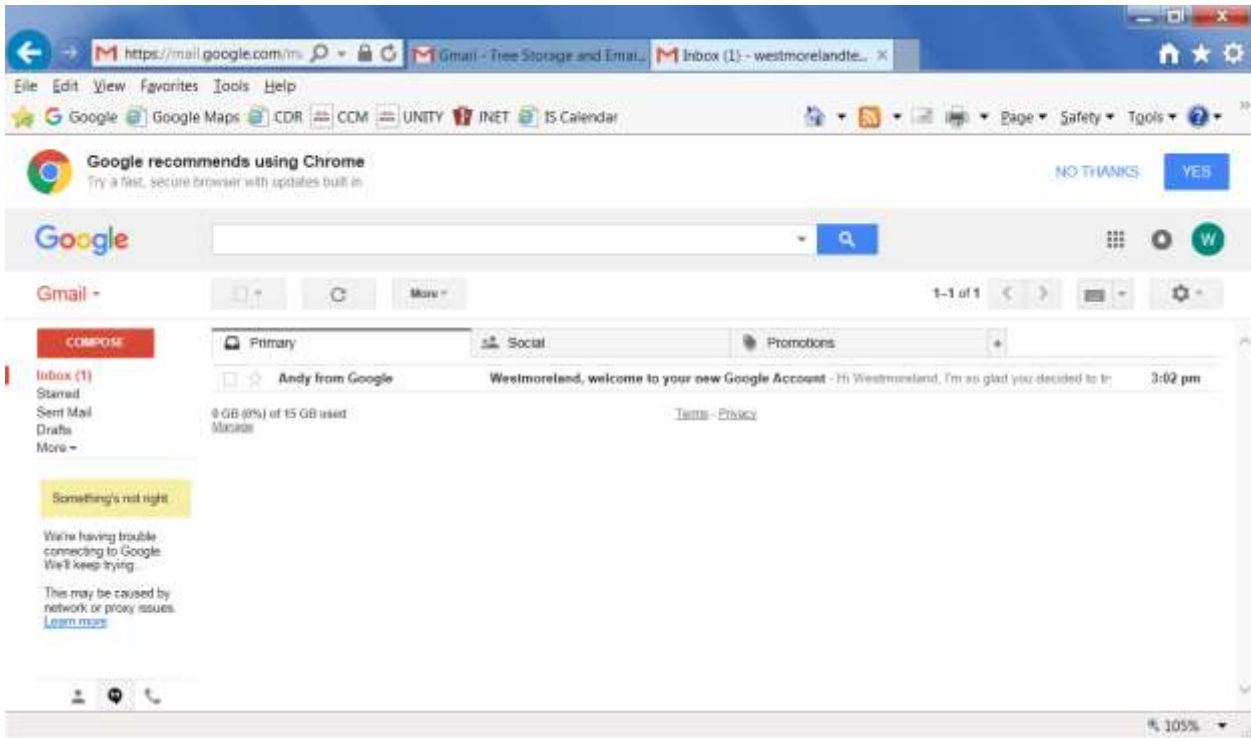Note: text messaging rates will apply.

6. You will receive either a text message or a phone call (depending on the option selected above) giving you a code. Enter the verification code provided then click continue.
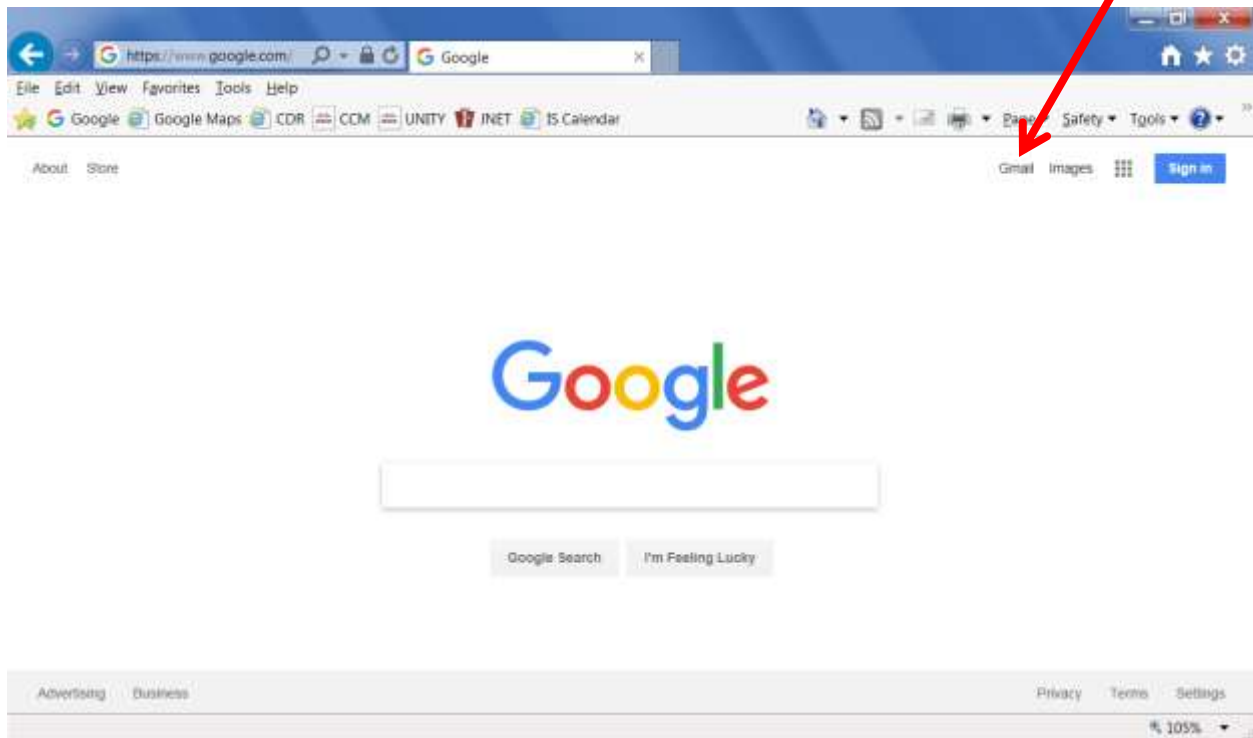
7. You will see the Welcome screen. You have successfully set up your Gmail Account. You can click the Continue to Gmail button to access your inbox.
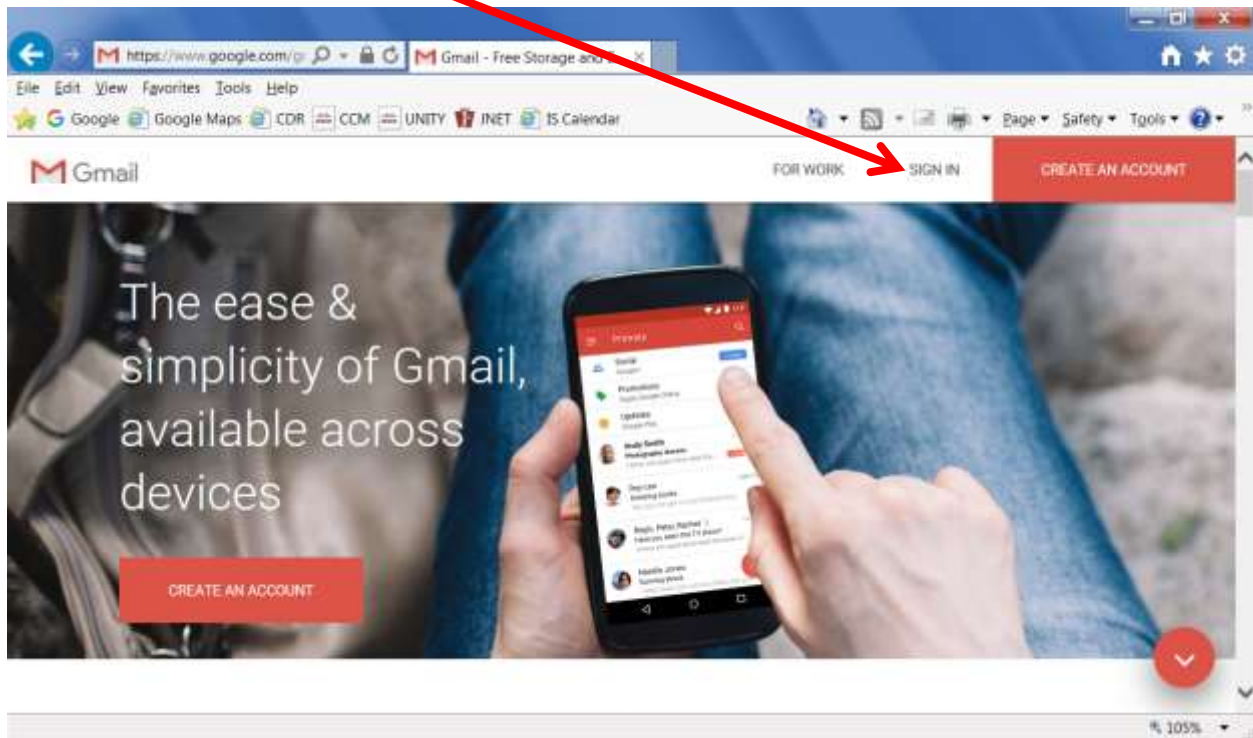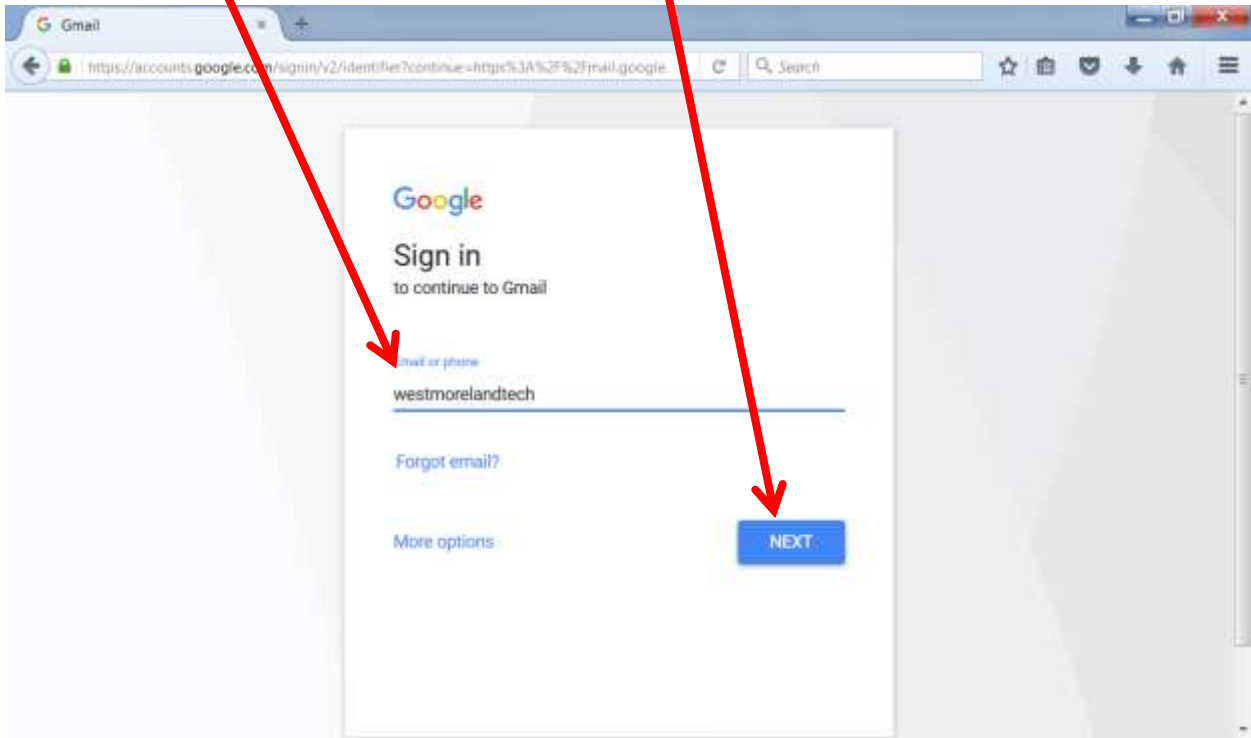
Gmail Inbox.

When you need to access your email, simply return to the Google page and Click on Gmail again.
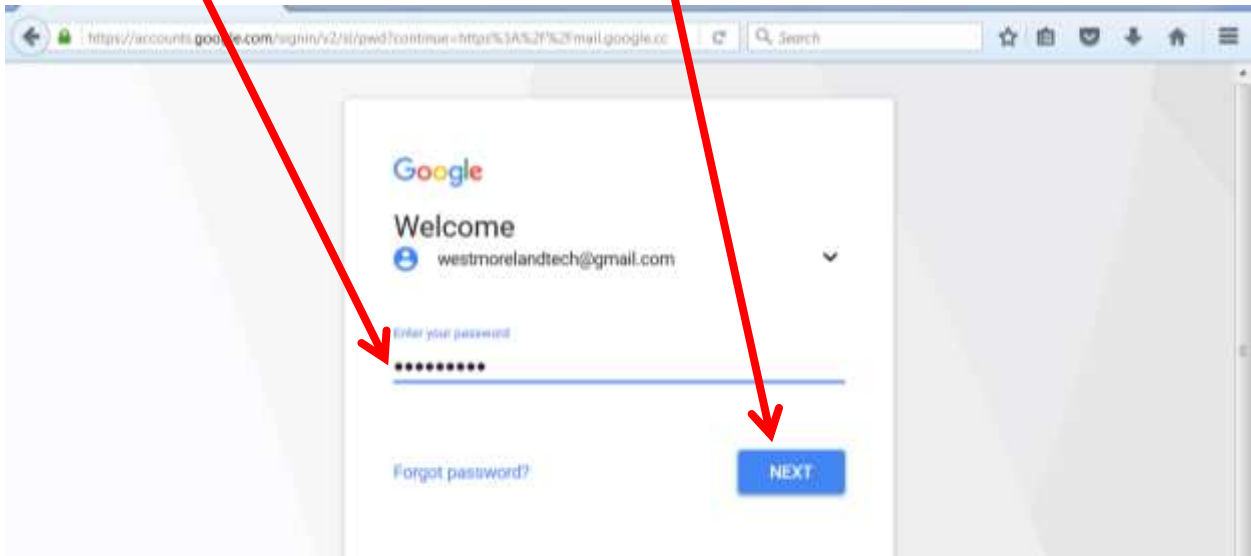
This time click on SIGN IN.

Enter the user name you created above and click next.

Enter the Password you created above and click next.

Your inbox will open.