How to Create a Google (Gmail) Email Account

- 1. Go to <u>www.google.com</u>.
- 2. Click on the "**Create an account**" button located on the bottom righthand side of your computer screen. See Figure 1.
- On the registration page, complete the form, as shown in Figure 2. Choose a login name/ID. Google will check the availability of your login in name with just a click on the check availability button. Note: If this email account is for your business, you may want to create an ID that includes your company name. (Example: JDoe_ABC123Company)
- 4. Enter a password that is unique. Use a mixture of uppercase/lowercase letters, symbols and numbers.
 (Example: Profess_ional^Bus135)
- 5. Select a security question from the drop down box and provide an answer for it. This is a security feature that Google uses in case you forget your account username or password.
- Once you complete the registration form, accept Google's terms of service and privacy/program policies by clicking on the "I accept. Create my account" button. See figure 3.



Figure 1

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Re-enter password:				
	Stay signed in			
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Figure 2



Figure 3