How to Create a Google (Gmail)
Email Account

1. Go to www.google.com.
2. Click on the "**Create an account**"
   button located on the bottom right-
   hand side of your computer screen.
   See Figure 1.
3. 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.
6. Once you complete the registration
   form, accept Google's terms of
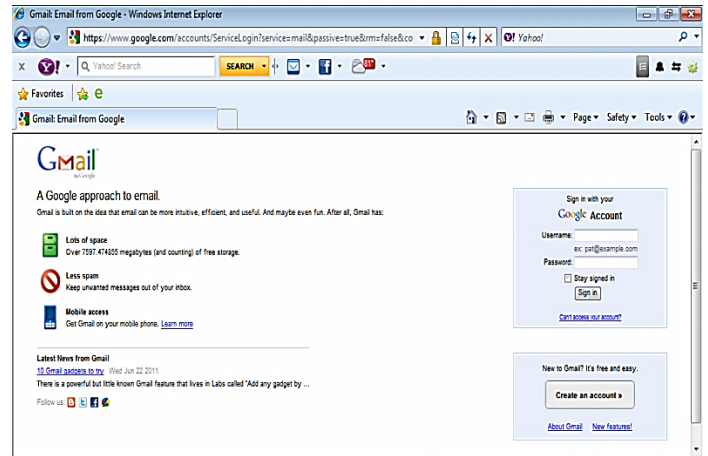   service and privacy/program policies
   by clicking on the "I accept. Create
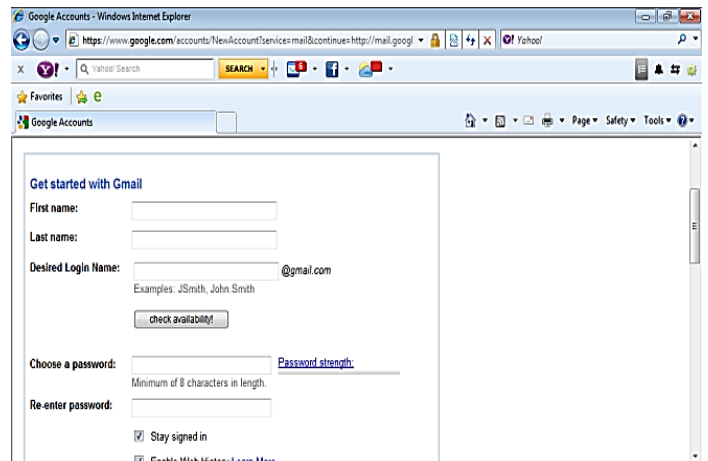   my account" button. See figure 3.
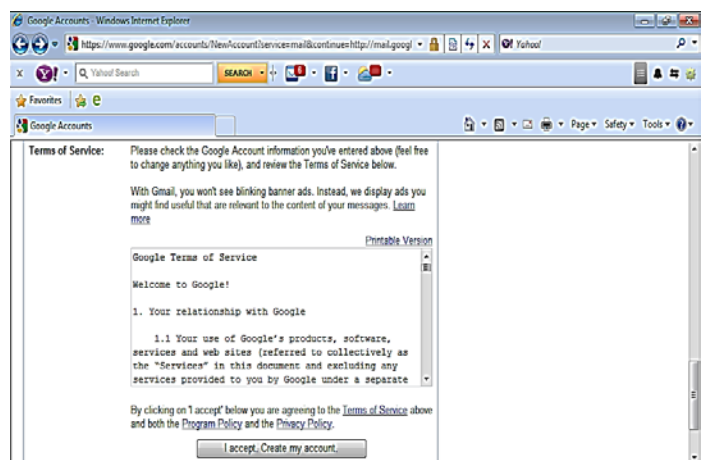

Figure 1

Figure 2

Figure 3