

# *How To Set Up A Gmail Account*

1. Go to [www.gmail.com](http://www.gmail.com)

2. Click Create account.



Sign in

with your Google Account

Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.

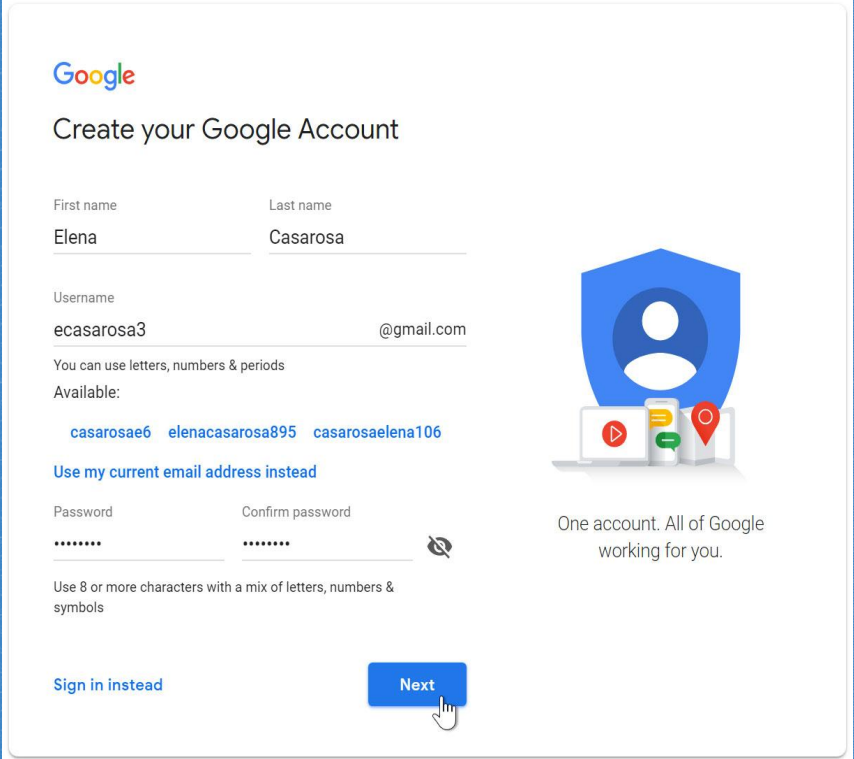
[Learn more](#)

Create account



Next

3. The sign-up form will appear. Follow the directions by entering the required information.



The screenshot shows the Google Account creation interface. At the top left is the Google logo. Below it is the heading "Create your Google Account". The form consists of several input fields: "First name" with the value "Elena", "Last name" with "Casarosa", "Username" with "ecasarosa3", and a domain dropdown set to "@gmail.com". Below these is a note: "You can use letters, numbers & periods". Underneath, it says "Available:" followed by three suggestions: "casarosae6", "elenacasarosa895", and "casarosaelena106". A link "Use my current email address instead" is provided. The "Password" and "Confirm password" fields are both filled with "\*\*\*\*\*". A small eye icon is visible to the right of the password fields. Below the password fields is a note: "Use 8 or more characters with a mix of letters, numbers & symbols". At the bottom left is a link "Sign in instead". At the bottom right is a blue "Next" button with a hand cursor over it.

Google

## Create your Google Account

First name  Last name


Username

You can use letters, numbers & periods

Available:


[casarosae6](#) [elenacasarosa895](#) [casarosaelena106](#)

[Use my current email address instead](#)

Password  Confirm password  

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

[Sign in instead](#)



One account. All of Google working for you.


4. Next, enter your phone number to verify your account. Google uses a two-step verification process for your security.

Google

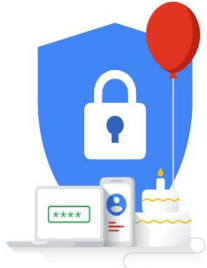
### Verify your phone number

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*

Phone number

 9195559555

[Back](#) [Next](#)




Your personal info is private & safe

5. You will receive a text message from Google with a verification code. Enter the code to complete the account verification.

Google

### Verify your phone number

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*

 9195559555

Enter verification code

G- 346205

[Back](#) [Call instead](#) [Verify](#)

Your personal info is private & safe

6. Next, you will see a form to enter some of your personal information, like your name and birthday.

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



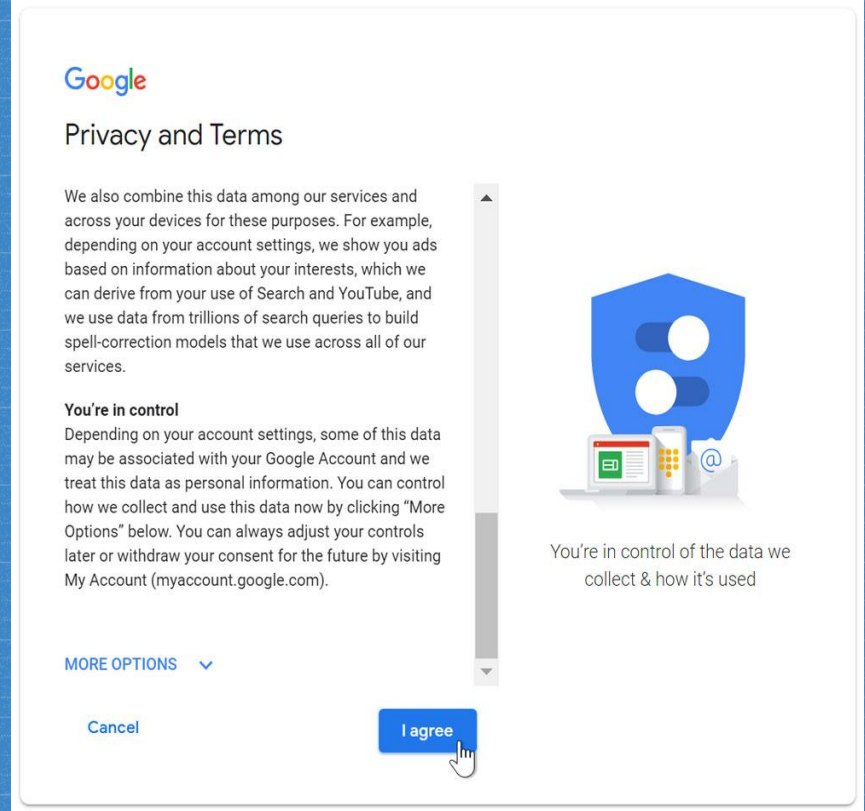
Your personal info is private & safe

Why we ask for [this information](#)

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# 7. Review Google's Terms of Service and Privacy Policy, then click I agree.



The screenshot shows a white dialog box with a blue border. At the top left is the Google logo. Below it is the title "Privacy and Terms". The main text explains that data is combined across services and devices, and that ads are shown based on account settings and interests. A vertical scrollbar is on the right side of the text area. Below the text is a section titled "You're in control" with a sub-header "You're in control" and a paragraph explaining that data is treated as personal information and can be controlled via "More Options". To the right of the text is an illustration of a blue shield with two white circles, a laptop, a smartphone, and an email icon. Below the illustration is the text "You're in control of the data we collect & how it's used". At the bottom left is a "Cancel" button, and at the bottom right is a blue "I agree" button with a mouse cursor pointing to it. Below the "I agree" button is a small blue dropdown menu labeled "MORE OPTIONS" with a downward arrow.

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 ▾

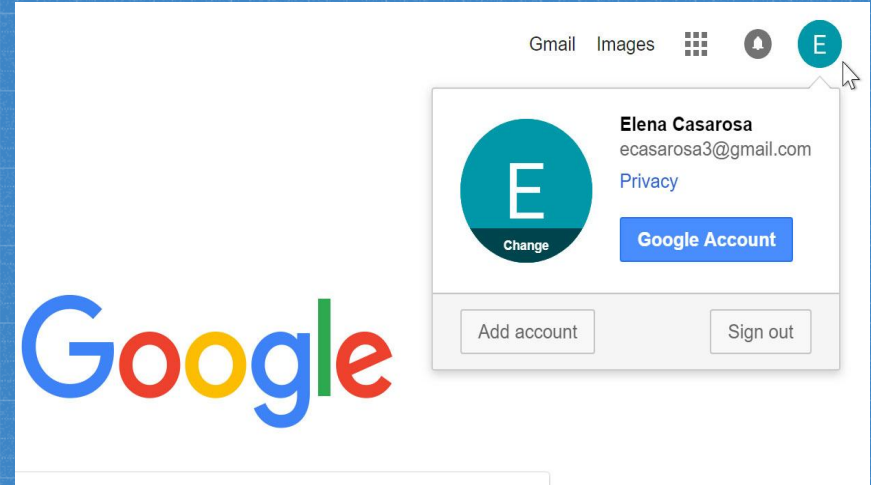
Cancel

I agree



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

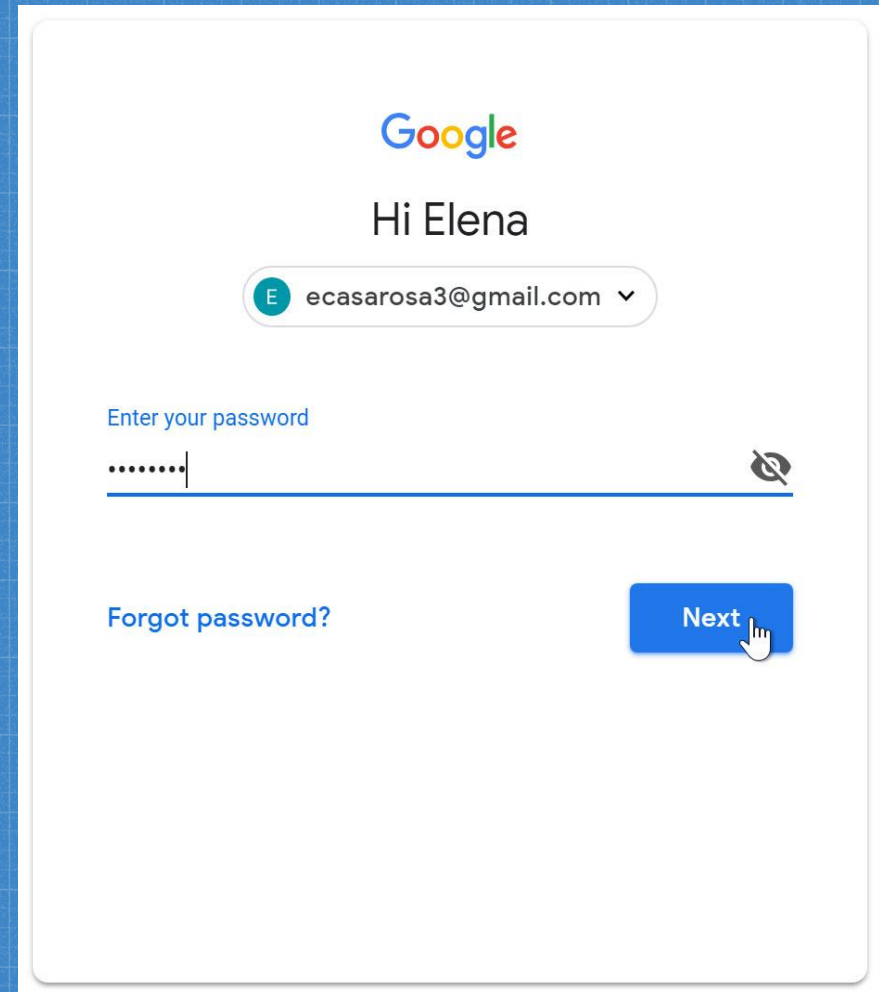
*8. Your account will be created.*



*To sign in:*

*1. Go to [www.gmail.com](http://www.gmail.com).*

*2. Type your username  
(your email address) and  
password, then click  
Next.*

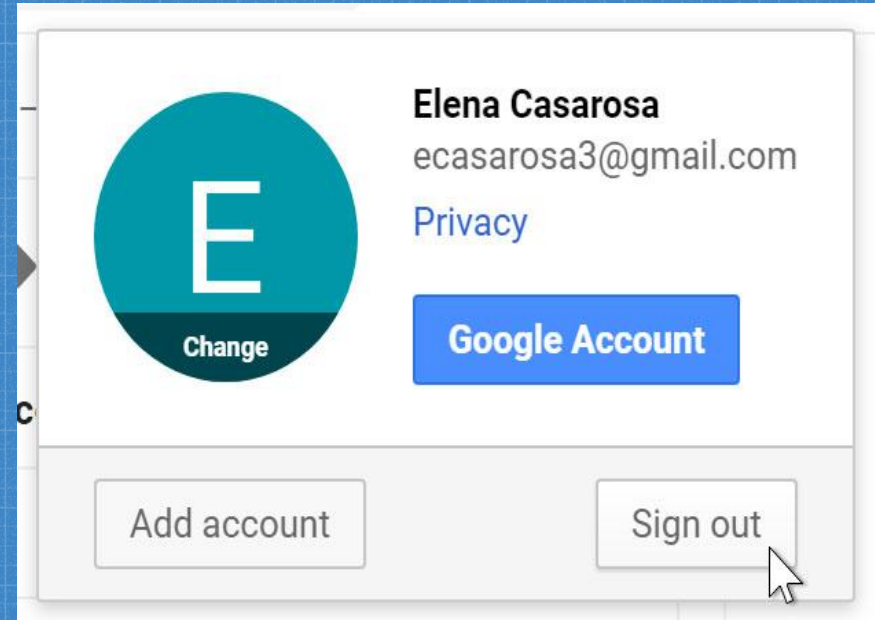


The image shows a screenshot of the Google sign-in interface. At the top center is the Google logo. Below it, the text "Hi Elena" is displayed. Underneath, there is a rounded rectangular box containing a small green circle with a white letter "E" on the left, followed by the email address "ecasarosa3@gmail.com" and a downward-pointing chevron icon on the right. Below this box is a text input field with the placeholder text "Enter your password". The field contains several dots representing a masked password. To the right of the input field is a small icon of a crossed-out eye, indicating that the password is hidden. Below the input field, there is a blue button with the word "Next" in white text. A mouse cursor is positioned over the "Next" button. To the left of the "Next" button, the text "Forgot password?" is visible.

*To sign out:*

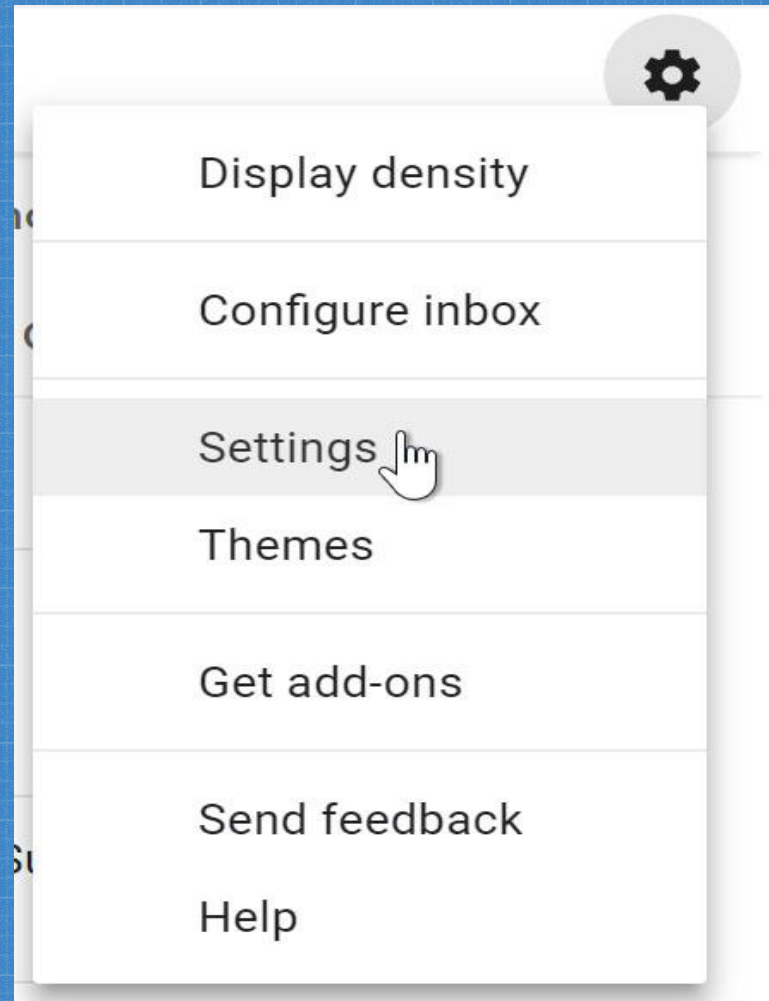
*1. In the top-right corner of the page, locate the circle that has your first initial.*

*2. Click the circle and select Sign out.*

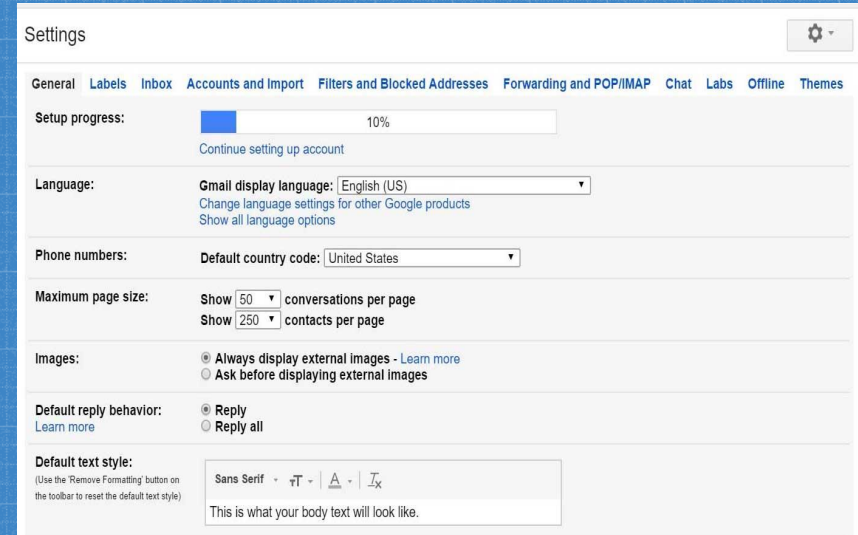


*To access your mail settings:*

*1. Click the gear icon in the top-right corner of the page, then select Settings.*



2. From here, you can click any of the categories at the top to edit the desired settings.



The screenshot displays the Gmail Settings interface. At the top, there is a 'Settings' title and a gear icon. Below this is a navigation bar with categories: General, Labels, Inbox, Accounts and Import, Filters and Blocked Addresses, Forwarding and POP/IMAP, Chat, Labs, Offline, and Themes. The 'General' category is selected. The settings are organized into sections:

- Setup progress:** A progress bar shows 10% completion, with a 'Continue setting up account' link below it.
- Language:** 'Gmail display language' is set to 'English (US)'. There are links for 'Change language settings for other Google products' and 'Show all language options'.
- Phone numbers:** 'Default country code' is set to 'United States'.
- Maximum page size:** Two dropdown menus are shown: 'Show 50 conversations per page' and 'Show 250 contacts per page'.
- Images:** Two radio button options: 'Always display external images - Learn more' (selected) and 'Ask before displaying external images'.
- Default reply behavior:** Two radio button options: 'Reply' (selected) and 'Reply all'.
- Default text style:** A text area shows 'Sans Serif' with a font family dropdown, and icons for bold, italic, and underline. Below the text area, it says 'This is what your body text will look like.'