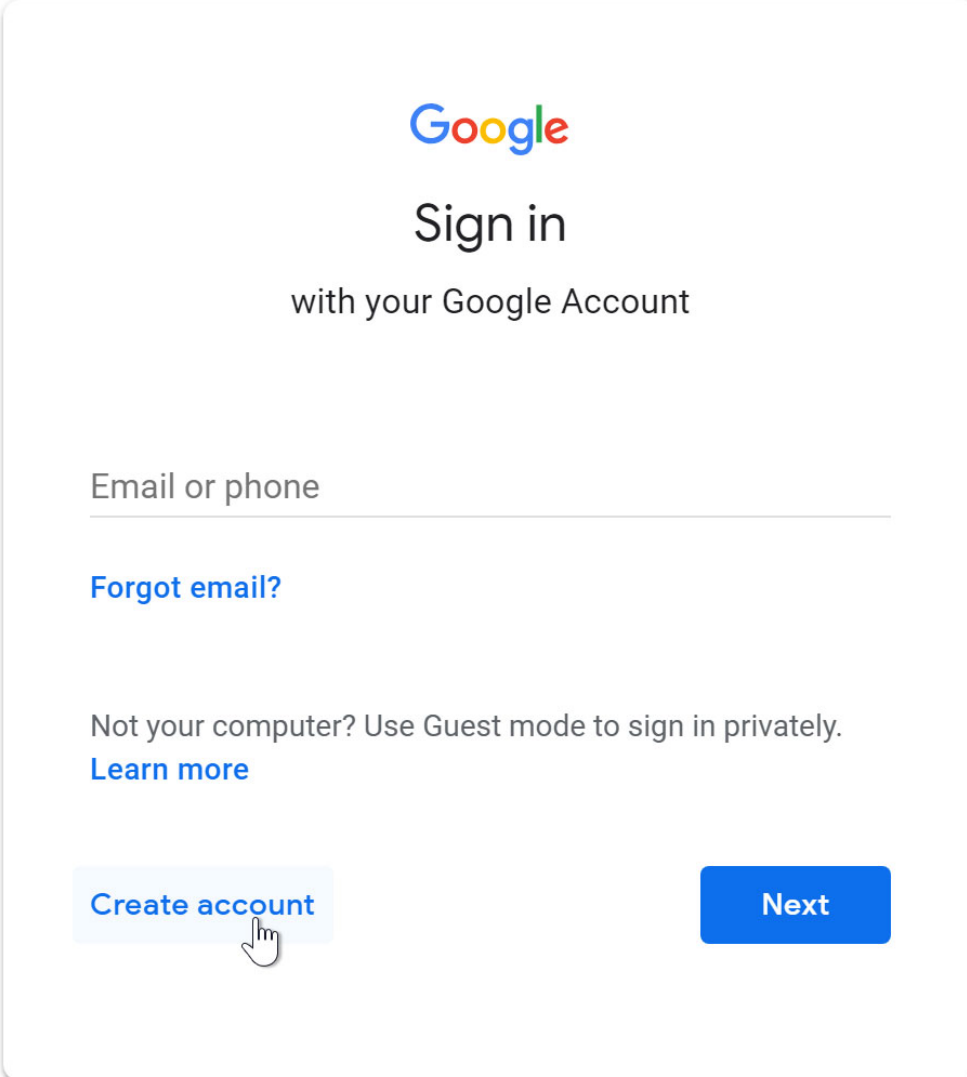


Setting up a Gmail account

To create a **Gmail** address, you'll first need to create a **Google account**. Gmail will redirect you to the Google account sign-up page. You'll need to provide some basic information like your **name**, **birth date**, **gender**, and **location**. You will also need to choose a **name** for your new Gmail address. Once you create an account, you'll be able to start adding **contacts** and adjusting your **mail settings**.


To create an account:

1. Go to www.gmail.com.
2. Click **Create account**.



The image shows a screenshot of the Google sign-in page. At the top center is the Google logo. Below it, the text reads "Sign in with your Google Account". There is a text input field labeled "Email or phone". Below the input field is a link that says "Forgot email?". Further down, there is a message: "Not your computer? Use Guest mode to sign in privately." followed by a link "Learn more". At the bottom left, there is a light blue button labeled "Create account" with a hand cursor icon pointing to it. At the bottom right, there is a dark blue button labeled "Next".

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



Create your Google Account


First name Last name

Username

You can use letters, numbers & periods
Available:

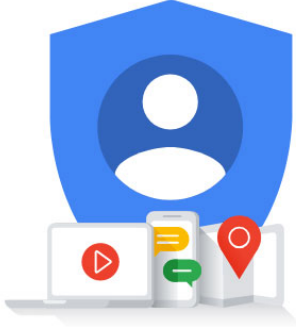
[casarosae6](#) [elenacasarosa895](#) [casarosaelena106](#)

[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.



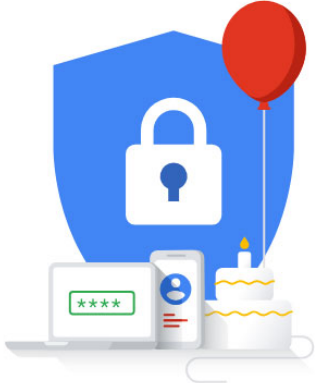
Verify your phone number

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.



Verify your phone number

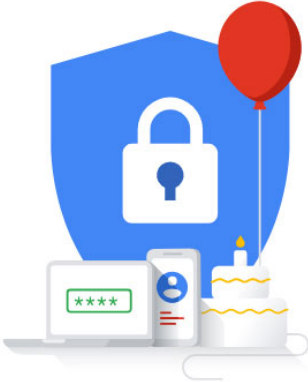
For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*

 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.



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

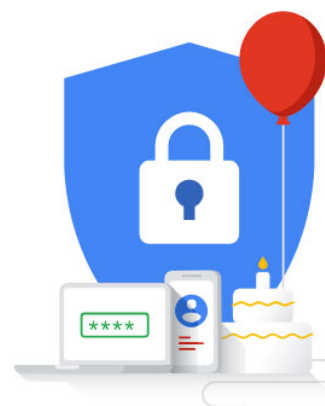
Female



Why we ask for [this information](#)


[Back](#)

[Next](#)



Your personal info is private & safe

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



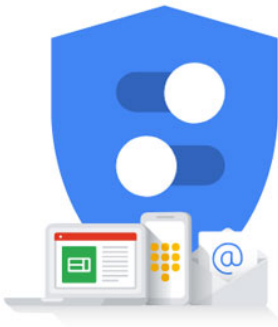
Privacy and Terms

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).

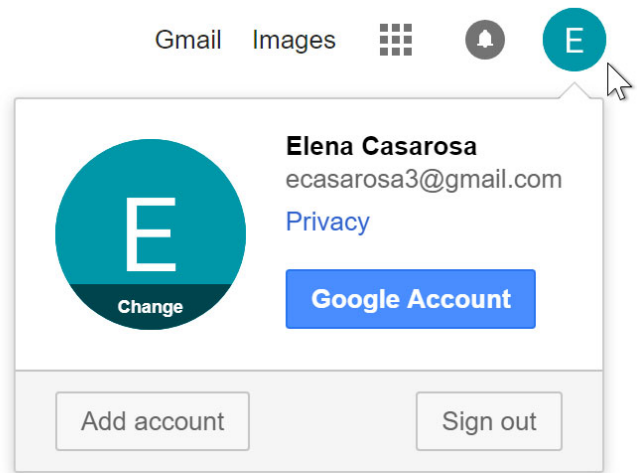
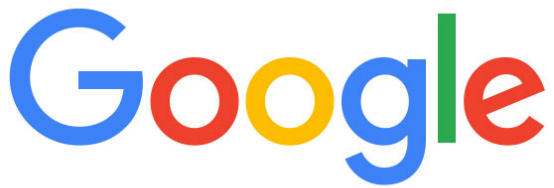
MORE OPTIONS ▾

[Cancel](#) [I agree](#)



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

8. Your account will be created.



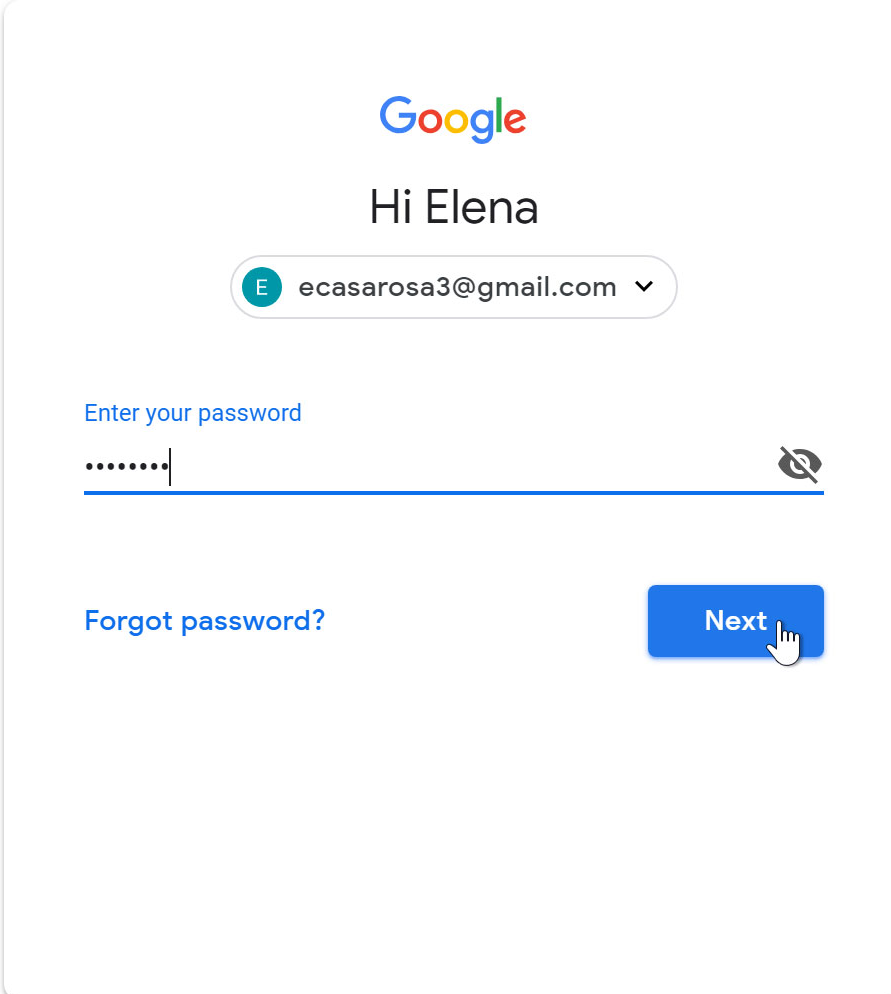
It's important to choose a **strong password**—one that is difficult for someone else to guess.

Signing in to your account

When you first create your account, you will be automatically signed in. Most of the time, however, you'll need to **sign in** to your account and **sign out** when you're done with it. Signing out is especially important if you're using a shared computer (for example, at a **library** or **office**) because it prevents others from viewing your emails.

To sign in:

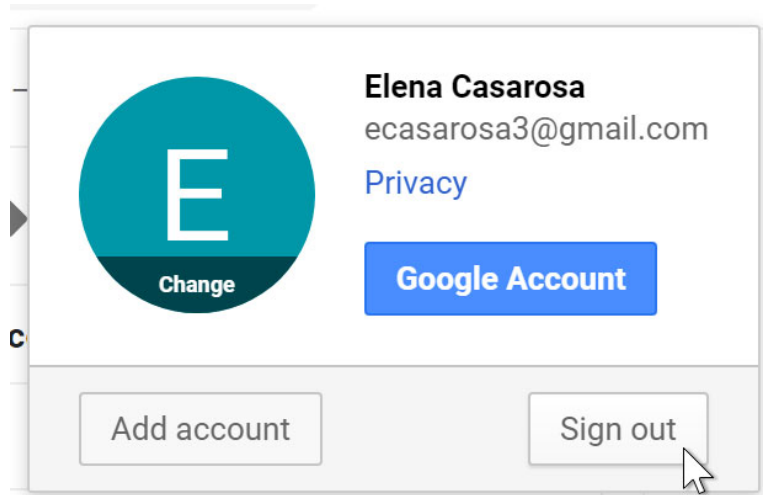
1. Go to www.gmail.com.
2. Type your **user name** (your email address) and **password**, then click **Next**.



The screenshot shows the Gmail sign-in interface. At the top is the Google logo. Below it, the text "Hi Elena" is displayed. A dropdown menu shows the email address "ecasarosa3@gmail.com" with a small downward arrow. Below the email field is a password field with the placeholder text "Enter your password" and a series of dots representing the password. To the right of the password field is an eye icon with a slash through it, indicating the password is hidden. Below the password field is a blue "Next" button with a hand cursor over it. To the left of the "Next" button is a link that says "Forgot password?".

To sign out:

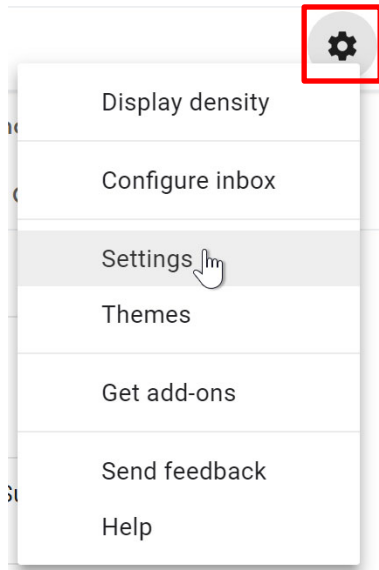
In the top-right corner of the page, locate the circle that has your first initial (if you've already selected an avatar image, it will show the image instead). To sign out, click the circle and select **Sign out**.



Changing language

To change language:

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



2. You will see the current language, click the dropdown list to change it

Settings

[General](#) [Labels](#) [Inbox](#) [Accounts and Import](#) [Filters and Blocked Addresses](#) [Forwarding and POP/IMAP](#) [Add-ons](#) [Chat](#) [Account](#)

Language:

Gmail display language

[Show all language options](#)



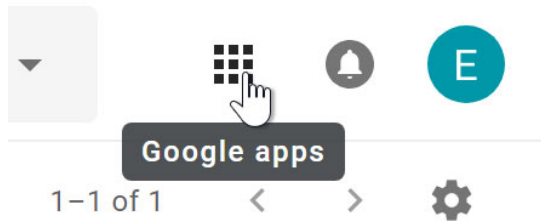
[Change language](#)

Adding contacts

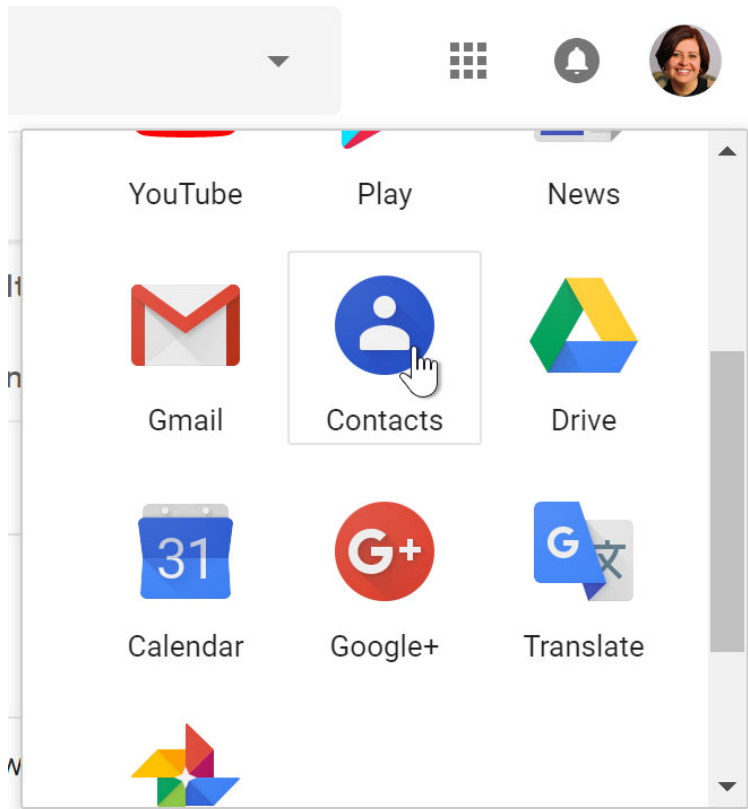
lets you keep an address book of **contacts** so you don't have to memorise everyone's email addresses. You can also add other contact information, like **phone numbers**, **birthdays**, and **physical addresses**.

To add a contact:

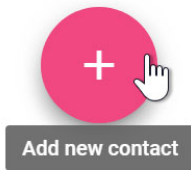
1. Click the **Google apps** button.



2. Click the **Contacts** button in the drop-down menu.




3. Your contacts screen will appear. Click the **Add new contact** button in the lower-right corner.








4. Enter the contact information, then click **Save**.



Create contact


 First name
Olenna

Last name
Mason

 Company  Job title

 lakestone.omason@gmail.com  Label 

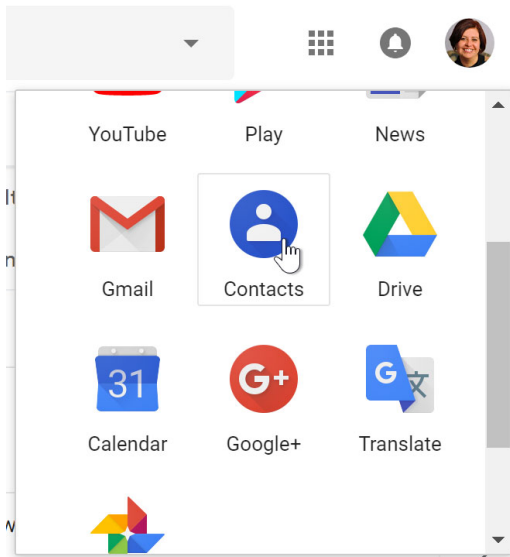
  Phone

 Notes

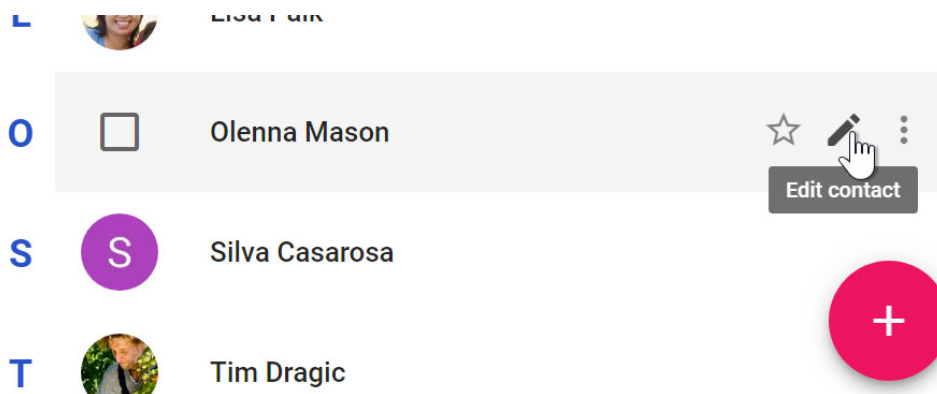
MORE **CANCEL** **SAVE**

To edit a contact

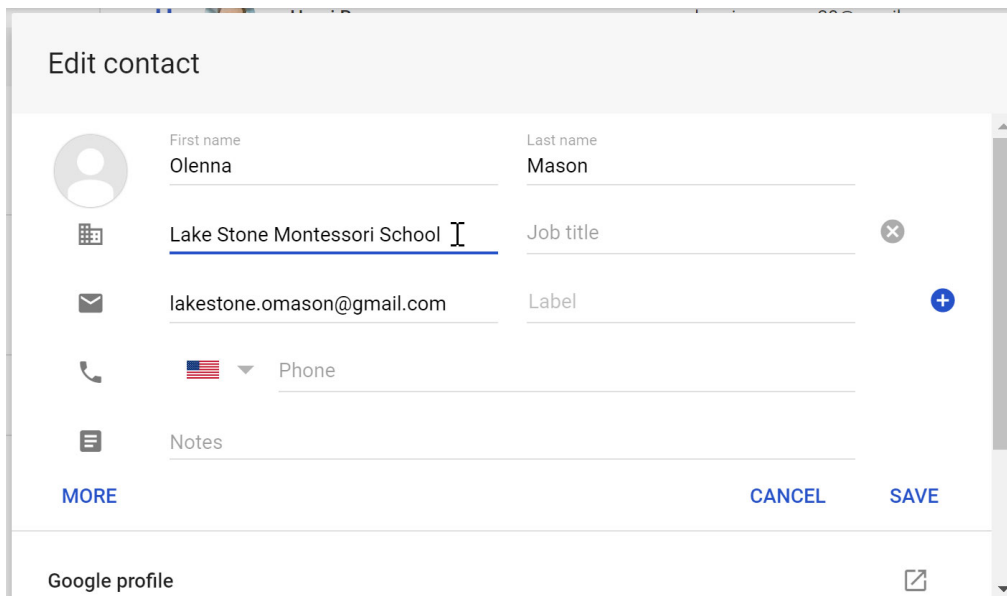
1. In the **Google apps drop-down menu**, select **Contacts**.



2. Locate the contact you want to edit, then click **Edit Contact**.



3. You can now make any **changes** you want to the contact.

A screenshot of the 'Edit contact' form. The form is titled 'Edit contact' and contains several fields for editing contact information. The fields are: First name (Olenna), Last name (Mason), Job title (Lake Stone Montessori School), and Email (lakestone.omason@gmail.com). There is also a field for Phone with a dropdown menu for the country code (USA) and a field for Notes. At the bottom of the form, there are three buttons: 'MORE', 'CANCEL', and 'SAVE'. Below the form, there is a 'Google profile' link with an external link icon.