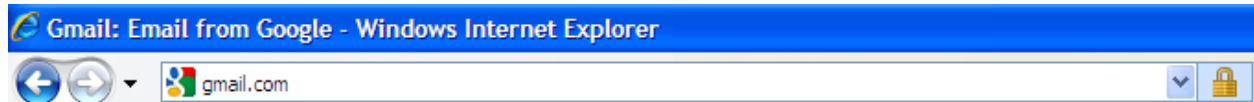


# Creating an E-mail Address – Gmail

**\*A phone number is required to register for a Gmail account.\***  
**Google uses either a phone call or a text message to verify accounts**

To begin creating a Gmail account type **Gmail.com** in the browser's address bar.



Find the link that says 'Sign Up' and click on it. This will bring you to a form.

In the field marked 1, type your first name..

**1) First name:**

In the field marked 2, type your last name.

**2) Last name:**

In the field marked 3, click inside the white box and type a username or an ID. A username is something that will identify you online. An example of a good ID would be your first name and middle initial with your last name and Date of Birth: john.r.smith1975 if it's taken, try another combination.

**3) Desired Login Name:**  @gmail.com

Examples: JSmith, John.Smith

In the field marked 4, click inside the white box and type a password that you will remember. Refer to the handout on password creation to assist you. You will be asked to type it in twice for verification. Remember to write down your username and password and keep them in a safe place. It is suggested that you set a security question.

**4) Choose a password:**  [Password strength:](#) \_\_\_\_\_  
Minimum of 8 characters in length.

The selections for question #5 are optional. 'Stay signed in' keeps you signed in on the computer for two weeks. This is not recommended for people using public computers or who share a computer with others who use Gmail. The 'Enable Web History' option saves your search history on Google servers when you are logged in. This feature helps Google make your search results more accurate.

**5)  Stay signed in**

Enable Web History [Learn More](#)

This option is not recommended if you are creating your account on a public computer or one that is not your own. Your default homepage will be changed on the computer you are currently using only.

**6) Default Homepage**

Set Google as my default homepage.  
Your default homepage in your browser is the first page that appears when you open your browser.

In the field marked 7, you will need to select a secret question that you will be asked in the event of losing your password/not remembering it. This question is to identify you, and the answer should only be known by you. Select a question from the drop down menu by clicking the down arrow and then type in the answer in the white box marked 8.

**7) Security Question:**

**8) Answer:**

If you forget both your password and the answer to your recovery question an alternate email address may be used to send your password out to you. If you have an alternate email address enter it in the field marked 9.

**9) Recovery email:**

In the field marked 10, select the country you live in from the drop down menu.

**10) Location:**

In the field marked 11, Type your birthday in the MONTH/DAY/YEAR format. An example is shown.

**11) Birthday:**   
MM/DD/YYYY (e.g. "6/8/2010")

**12) Word Verification:**



&  
Letters are not case-sensitive

Look at the word and see if you can make out the 8 characters, then type them in the box marked 11. If you cannot make it out, ask a librarian for assistance.

The next step is to click "I accept". - Then your account is made and ready to be used!

**Terms of Service:**   
Welcome to Google!  
1. Your relationship with Google

By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).