

CREATING NEW GMAIL ACCOUNT

1. **Go to the Google Account sign-in page:** Open your web browser and navigate to the Google Account sign-in page <https://gmail.com>
2. **Create an account:** Click on the "Create account" button.
3. **Choose account type:** Select the option for "For my personal use," "For my child," or "For work or business," depending on the intended use.
4. **Enter your personal information:**
 - **Name:** Enter your first and last name.
 - **Birthday and Gender:** Choose your date of birth and select your gender from the dropdown menu.
 - **Username:** Create a username (email address) that you would like to use with your Gmail account. You can try different variations if your desired username is already taken.
 - **Password:** Create a strong password and confirm it.
5. **Verify your phone number:** You may be asked to provide a phone number to verify your account. You will receive a verification code via text message to enter and confirm.
6. **Optional recovery email:** You may be given the option to add a recovery email address. This is optional, but it can be helpful if you ever need to recover your account. You can click Skip.
7. **Review and agree:** Review the terms and conditions and click "I agree" to proceed.
8. **Set up your account:** You may be prompted to set up your account further, such as adding a profile picture or customizing your settings.
9. **Sign in:** Once your account is created, you can sign in to your new Gmail account.

Using the login information below you can log into your account from a browser or use it to set up your account in Email Applications

USERNAME: _____

PASSWORD: _____

ESSENTIAL PAPERWORK - DO NOT THROW AWAY