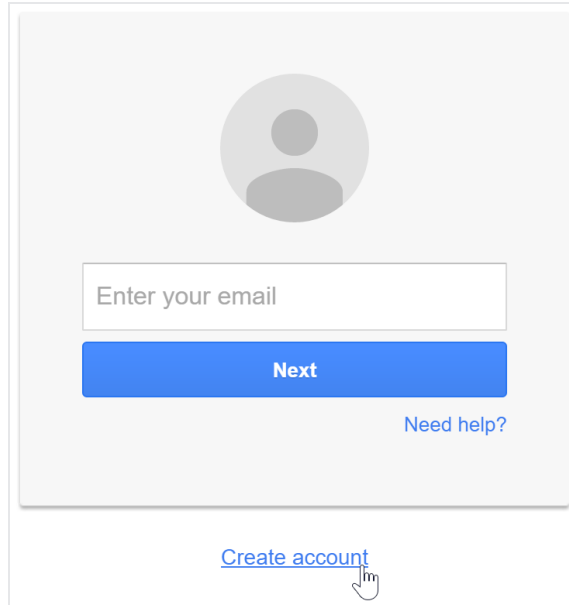


## Creating a Free Gmail Account

4/2018

### To create an account:

1. Go to [www.gmail.com](http://www.gmail.com).
2. Click Create account.



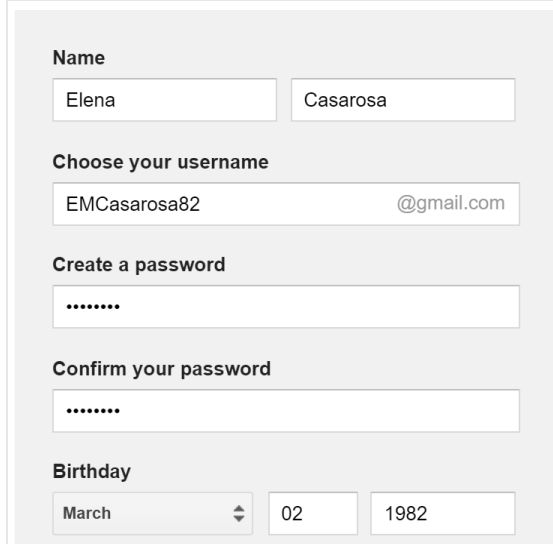
Enter your email

Next

[Need help?](#)

[Create account](#)

3. The signup form will appear. Follow the directions and enter the required information.



Name

Elena Casarosa

Choose your username

EMCasarosa82 @gmail.com

Create a password

.....

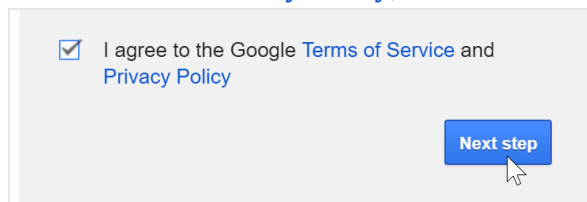
Confirm your password

.....

Birthday

March 02 1982

4. Review [Google's Terms of Service](#) and [Privacy Policy](#), click the check box, then click Next step.

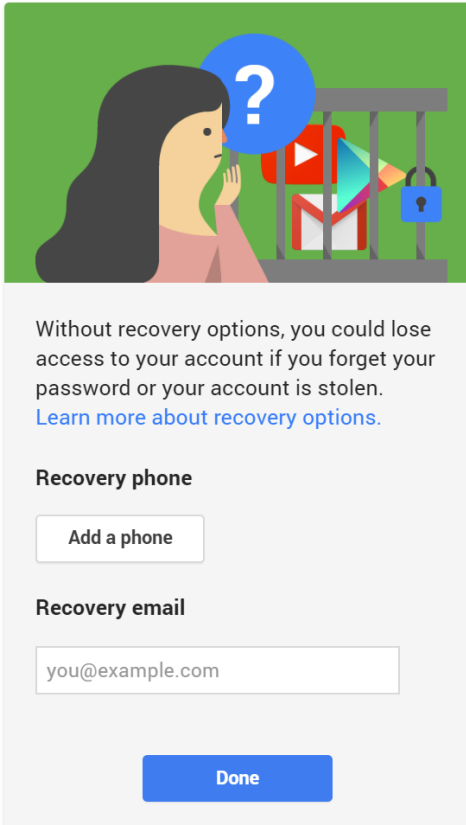


I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

Next step

## Parent Gateway Guide

5. Here, you'll have an opportunity to set up recovery options. Recovery options are helpful if you forget your password or if someone tries to access your account. If you don't want to set up recovery options at this time, click Done.



Without recovery options, you could lose access to your account if you forget your password or your account is stolen. [Learn more about recovery options.](#)

**Recovery phone**

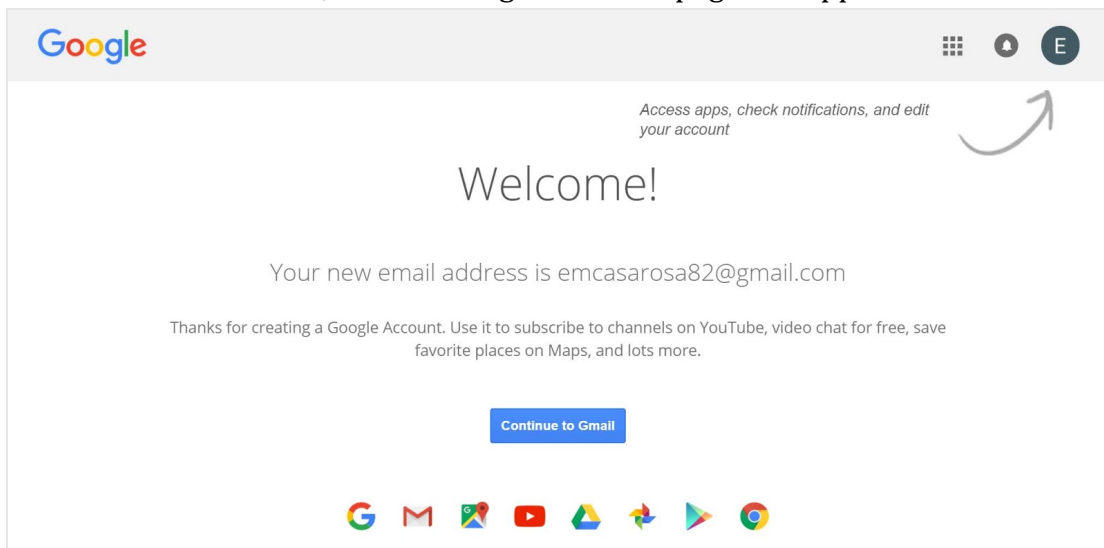
Add a phone

**Recovery email**

you@example.com

Done

6. Your account will be created, and the Google welcome page will appear.



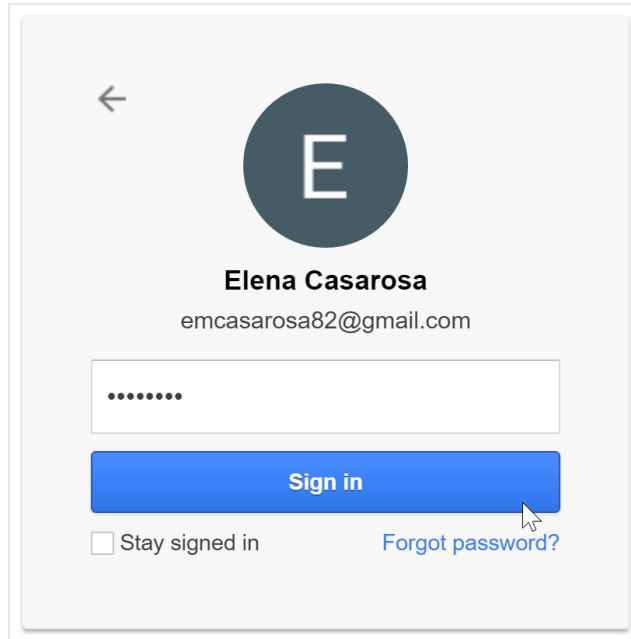
Just like with any online service, it's important to choose a strong password—in other words, one that is difficult for someone else to guess. For more information, check out our [Creating Strong Passwords](#) lesson.

## 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](http://www.gmail.com).
2. Type your user name (your email address) and password, then click Sign in.



### 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.

