Creating a Gmail Account

1. In the top navigation bar enter: [https://accounts.google.com/SignUp](https://accounts.google.com/SignUp)

   Or go to google.com and type “new gmail account” and click the link:

   ![Google search screenshot](image1)

2. Enter the information:

   ![Google account creation screenshot](image2)

   - It is suggested your email account includes your name.
   - The password should be at least 8 characters and include a capital letter. Remember this password!
   - Make sure this is NOT checked.
   - If you think you might forget your email and password write them down here: Keep this secure!

   - email
   - Password
3. Click on next steps:

4. Click go to Gmail:

5. You will be asked to login:

6. If you did not enter an email or phone number before it will ask you again this is optional. Click on “No Thanks” to proceed.

7. You are now in:

To sign in again. Go to gmail.com and use your email and password.