## How to Sign up for a Free Gmail Account

In your web browser, go to <u>http://mail.google.com</u> and click the "Create an Account" button in the upper-right corner.



Next

Fill out the requested information on the form. There will be a warning under the email field if the email address you have chosen is already taken. You can try a different name for your email address or add numbers to the end of the name if it is already taken.



to continue to Gmail

 First name
 Last name

 Username
 @gmail.com

 You can use letters, numbers & periods

 Password
 Confirm

 Use 8 or more characters with a mix of letters, numbers & symbols

 Show password



One account. All of Google working for you.



Once you have decided on an email address and completed the other fields, click "Next" to continue.

Test, we	elcome to G	oogle	
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Google will use	Phone number (op	otional) count security. Your	<b>A</b>
number won't b use it for other	e visible to others. You purposes.	can choose later whether to	****
Recovery er	mail address (option	al)	
We'll use it to	keep your account secu	ıre	Your personal info is private & safe
Month	- Day	Year	
Your birthday			
Gender		~	
Why we ask	for this information		
Back		Next	

You may fill out your phone number and a recovery email address (if you have one) that can be used to recover your account. However, these fields are not required. You must complete the Birthday and Gender fields, then click "Next" to continue.

## **Privacy and Terms**

To create a Google Account, you'll need to agree to the Terms of Service below.

In addition, when you create an account, we process your information as described in our **Privacy Policy**, including these key points:

## Data we process when you use Google

- When you set up a Google Account, we store information you give us like your name, email address, and telephone number.
- When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.
- When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity – including information like the video you watched, device IDs, IP addresses, cookie data, and location.
- We also process the kinds of information described above when you use apps or sites that use Google services like ads, Analytics, and the YouTube video player.



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

Read through the Privacy and Terms, scrolling to the bottom of the page. Click on "I agree" to finish creating your account.

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You will automatically be logged into your new account. Take some time to become familiar with the controls in your new email client. New message will appear in the Inbox on the left, and the Compose button above the Inbox can be used to write messages to other email users.

You can return to your email account at any time by going to <u>http://mail.google.com</u> and logging in with your email address as the username and the password you chose when creating the account.