

TechMemo



Topic: Creating a free Gmail Account

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To set up a new Gmail email account:

- Visit <https://accounts.google.com/NewAccount?service=mail> for Gmail.
- Enter your first name and last names under *Name*.
- Type your desired user name under *Choose your username*.
 - Your Gmail email address will be that user name followed by "@gmail.com"; If your Gmail user name is "example", for instance, your Gmail address will be "example@gmail.com".
- If Gmail lets you know that your desired user name is not available, enter a different desired name under *Choose your username* or click one of the proposals under *Available*.
- Type the desired password for your Gmail account under *Create a password* and *Confirm your password*.
 - Make sure you pick a password difficult to guess.
 - For enhanced security, you can later enable two-point authentication for your Gmail account.
- Select and enter your birthday under *Birthday*.
- Choose your gender under *Gender*.
- Optionally, enter your mobile phone number under *Mobile phone* for account verification and authorization.
 - You do not need to specify a phone number to sign up for Gmail.
- Optionally, enter an existing email address under *Your current email address* if you want to be able to recover a lost password with it.
 - You do not have to specify this secondary email address to create a Gmail account.
- Now type the characters in the captcha picture under *Prove you're not a robot*.

- Select your country or location under *Location*.
- Read Google's terms for serving Gmail.
- Make sure *I agree to Google Terms of Service and Privacy Policy* is checked.
- Optionally, check *Google may use my account information to personalize +1's on content and ads on on-Google websites*. You do not have to check this to use Gmail.
- Click *Next step*.
- Click *Next step* again.

Now click *Continue to Gmail*.

To access your new Gmail account in the future, either select it from the staff drop-down menu on the Howland Local Schools website or type <http://www.gmail.com> into the URL box on your browser.