

## **How to Set Up a Gmail Email Account**

Open your browser to your Google homepage and click on the link for Gmail (top left, on the black bar)

Click on the link “create an account” (top right)

Enter your first & last name and desired login (email) name. Click check availability to see if you can use the one you entered

Choose a good password of 8 characters or more. A good password is a combination of letters & numbers that do not appear in an English dictionary. Continue by reentering the password in the next available box.

Choose a security question by clicking on the drop down arrow to the right, and continue to complete the available fields including the ‘caphcha’ (distorted letters that are hard to see, this may take you several tries). You can leave the recovery email field blank.

Click on accept to agree to the licensing terms.

You should now have an email address and see the Congratulations screen.

Make note of your email address so you can give it to your friends and family

Click on ‘show me my account’ to see your inbox for the first time. There will be several automated messages from Google.

Gmail is free, there is never any charge.