Create your Google Account
(Gmail-Email)
Instructions

In order to create your Gmail account you will need an internet connection and a web browser.

Step 1: Go to: www.gmail.com

Click on ‘Create an account’
NOTE:
You now need to start filling the form. Once you have entered your first and last names, it is time to choose a login name. This is important as your login name will decide the email address you will get, and in case of a Gmail account, would be your-chosen-loginname@gmail.com. So be sure to pick a login name, also called the username, with care.
Step 2: Enter all the required information in the "Create an Account" online form

After you click on the signup link, you will be redirected to the “Create an Account” form with several fields that require your information.

Start by filling in the following information:

Your first name, your last name, your desired login name (be sure to click on the check availability box to ensure you get the login name you want.)

Step 3: How to choose a login name or username for your email address

The following are advice and suggestions on how to choose a login or username.

1. First check to see if you can get a login name of your name, i.e., first name, last name (firstname.lastname@gmail.com)

Obtaining a Gmail email address of your name is indeed very fortunate because of the sheer number of subscribers to the service. Your login name needs to be unique and at the same time describe you so people are able to recall it without much difficulty and associate it with you.

➢ The availability of a login or user name can be verified by entering it first in the text field and hitting the check availability button.
Step 4: Choosing a password for your email

Securing your Gmail email account with a strong password is imperative.

A combination of uppercase and lowercase letters along with numerical characters is an example of a strong password.

You will need to enter the password twice and you can leave the "Remember me on this computer" box unchecked.
**Step 5: Protecting your Gmail account with a security question**

You now need to select a security question from the drop down list or enter one of your own and you need to provide the answer. This additional security helps in getting your email account password if you forget it.

![Security Question Example](image)

**Step 6: Word verification and confirmation**

After providing your secondary email address *(you can leave this blank if you don’t have one)* and your location, you will need to enter the characters that you see in the picture above *(Letters are not case sensitive)*

**Why is this required?**

So that Gmail knows the inputs are from a human being and not an automated program.

Now that everything is set, you can go through the Terms of Service and click on the "I accept. Create my account." button which will create your very own free Gmail account!

To access your Gmail account in future, you will need to go to the web site http://gmail.google.com using a web browser and enter your username (login name) and password once again.
Solutions to some problems in getting your Gmail email address

Here are solutions to two common problems faced by account creators:

1- Login names of my choice are not available

Gmail is a very popular service and it is likely that the login names you choose are no longer available. The only solution is to keep trying to work with different permutations and combinations.

2 -Gmail Account Creation Failed

Occasionally you might get a screen like the one below that displays an "Account Creation Failed" message. You may click on the link to get more information.