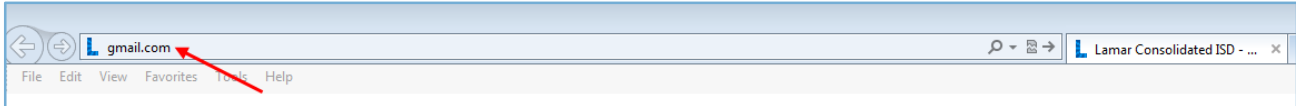
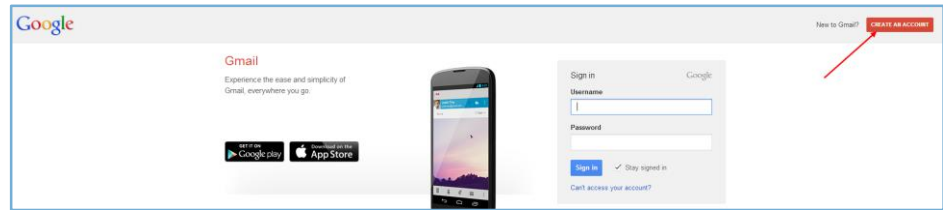


## Create an Account

1. Open a web browser (ex: Internet Explorer, Firefox, Safari).
2. In the address bar, type in gmail.com and press Enter.



3. Click the “Create an Account” button.



## Enter Information and Choose a Username

4. Enter your personal information and choose a username. *Note: if the username you request is already taken, you can try to enter another or choose from one of the available suggestions by clicking on it (see highlighted area below).*

A screenshot of the Gmail account creation form. The form includes fields for Name, Username, Password, Confirm your password, Birthday, Gender, Mobile phone, and Your current email address. A red arrow points to the 'Choose your username' field. Below this field, a message states 'Someone already has that username. Try another?' followed by a list of available usernames: 'Icidstest161', 'ttest9452', and 'test74849'. The 'Available' list is highlighted in yellow.

5. Create and confirm (retype) your password. **Make a note of the password that you choose!**
6. You must enter your birthday and gender, but you are not required to enter your mobile phone or current email. *Entering your mobile phone will allow you to retrieve your password via text message should you lose or forget.*

## Verification and Privacy

7. Next, type in the two pieces of text for verification.
8. Read and check that you agree to the Google Terms of Service and Privacy Policy.
9. Click the “Next Step” button.

A screenshot of the verification and privacy screen. It includes a 'Prove you're not a robot' section with a checkbox for 'Skip this verification'. Below this is a CAPTCHA image showing the text 'viewki 1840'. A text input field contains 'viewki 1840'. There is also a 'Location' dropdown menu set to 'United States'. A checkbox for 'I agree to the Google Terms of Service and Privacy Policy' is checked. A 'Next step' button is at the bottom right. Red arrows point to the CAPTCHA image and the 'Next step' button.

**Make sure that you make note of your email address and password in a secure place. You will need your email address (username) and password each time you log in to your account!**

## Welcome to Gmail!

10. Your next screen will verify that you have successfully created a Gmail account. Click the “Continue to Gmail” button to access your account.

