

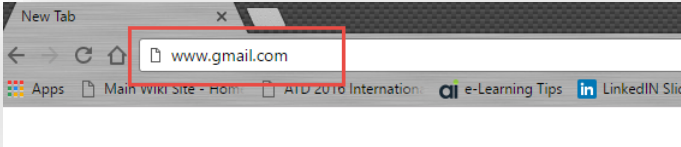

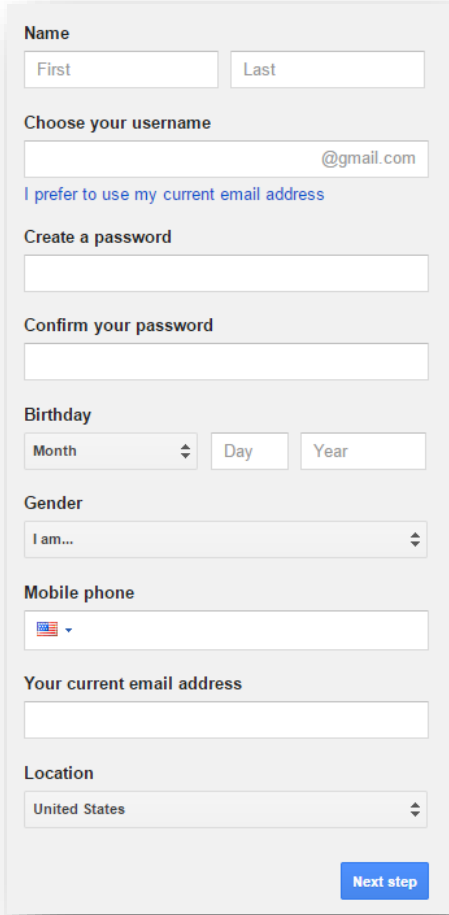


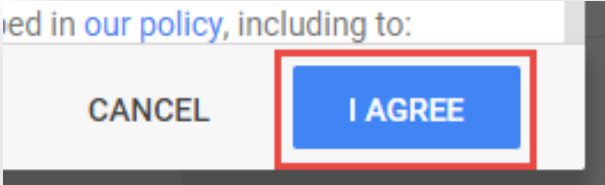
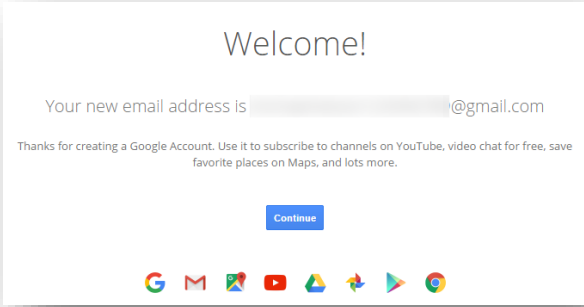
# How to Create an Email Account

# Creating a Google Email Account

You can create an email account in just a few steps. Once you create your email account, it's extremely important to keep your email address and password safely guarded. Do NOT share them with anyone.

To create a Gmail Email account, follow these steps:

Step	Action
1	<p>Open up an internet browser, type <a href="http://www.gmail.com">www.gmail.com</a> in the address bar, and push <b>Enter</b>.</p>  <p>A screenshot of a web browser's address bar. The text 'www.gmail.com' is entered and highlighted with a red rectangular box. The browser interface shows navigation buttons (back, forward, refresh, home) and a search icon to the left of the address bar. Below the address bar, there are several tabs and a search bar.</p>
2	<p>Click on <b>Create an Account</b> in the top right of the screen.</p>   <p>The top right corner of the Gmail homepage, showing three buttons: 'FOR WORK', 'SIGN IN', and 'CREATE AN ACCOUNT'. The 'CREATE AN ACCOUNT' button is highlighted with a red rectangular box.</p> <p>The account creation form, which includes the following fields:</p> <ul style="list-style-type: none"><li><b>Name:</b> First and Last name input fields.</li><li><b>Choose your username:</b> Input field with a dropdown menu showing '@gmail.com' and a link 'I prefer to use my current email address'.</li><li><b>Create a password:</b> Input field.</li><li><b>Confirm your password:</b> Input field.</li><li><b>Birthday:</b> Month, Day, and Year input fields.</li><li><b>Gender:</b> Dropdown menu with 'I am...' selected.</li><li><b>Mobile phone:</b> Input field with a country code dropdown menu showing 'US'.</li><li><b>Your current email address:</b> Input field.</li><li><b>Location:</b> Dropdown menu with 'United States' selected.</li></ul> <p>A blue 'Next step' button is located at the bottom right of the form.</p>

Step	Action
3	Complete the following information: <ul style="list-style-type: none"> <li>• First and last name</li> <li>• Choose your username</li> <li>• Create a password</li> <li>• Birthday</li> <li>• Gender</li> <li>• Mobile Phone Number</li> </ul>
4	Click <b>Next Step</b> .
5	Review and agree to the Privacy and Terms by clicking <b>I Agree</b> .   <p>The screenshot shows a dialog box with the text 'I agree to the terms and conditions outlined in our policy, including to:'. Below the text are two buttons: 'CANCEL' and 'I AGREE'. The 'I AGREE' button is highlighted with a red rectangular border.</p>
6	A confirmation page will appear. Click <b>Continue</b> to go to your Gmail Inbox.   <p>The screenshot shows a 'Welcome!' page. It displays 'Your new email address is [redacted]@gmail.com'. Below this, it says 'Thanks for creating a Google Account. Use it to subscribe to channels on YouTube, video chat for free, save favorite places on Maps, and lots more.' At the bottom, there is a blue 'Continue' button and a row of icons for Google, Gmail, Maps, YouTube, Drive, Photos, and Chrome.</p>

**REMEMBER: Always keep your email and password secure and in a place that is easy for you to find when needed.**

**Never give out your password to anyone!**