How to Set Up Your New Gmail Account

Step 1. First things first, you need to head over to gmail.com.

Step 2. Click on the button that says "Create Account."



Step 3. After that, the sign-up form will appear. You'll need to fill in all the details it requests: first name, last name, a new username, and a new password.

Create you	r Google Acco	unt	
Continue to Gma	il		
- First name	Last name		
Terry	Jones		
Username			
terryjonesripmon	typython	@gmail.com	
You can use letters, nu	mbers & periods		
Password	Confirm		
		B	
Use 8 or more characters with a mix of letters, numbers & symbols			One account. All of Google working for you.

Step 4. Next, you'll be asked to enter a phone number to verify your account. This is because Google uses a two-step verification process to boost security. You can find out more about two-step verification <u>here</u>.

Verifying your phone num	ber
For your security, Google wants to mak it's really you. Google will send a text m a 6-digit verification code. <i>Standard rat</i>	nessage with
Back	Next Your personal info is private and safe

Step 5. You should now receive a text message with a verification code from Google. If this hasn't been delivered within a few minutes, you can use the automated call system instead.

Step 6. Once you've verified your account, you will see a form that asks for some personal information. This includes a recovery email, your birthday, and your gender. If you're not comfortable giving these or want to find out why Google is asking for this information, there is plenty of information on offer during the sign up.

Welcome to	o Google		
2 terryjonesripmontyp	wthon@amail.com		
tenyjonesnphionty	ython@gmail.com		
	number (optional) look at my phone n	umber google	
We'll use your number to others.	for account security. It	won't be visible to	
Recovery email ac	ldress (optional)		•
We'll use it to keep you	r account secure		
Day	Month 👻	Year	
Your date of birth			
Gender		~	Your personal info is private and safe
Why we ask for this	information		
why we ask for this	mormation		

Step 7. You now need to accept Google's Terms of Service and their Privacy Policy – it's highly recommended that you review both of these in detail before clicking "I Agree."

Step 8. You should now have your new Gmail account.

How to Open Your New Gmail Account

Step 1. Return to the main Google screen and click the Gmail link.



Step 2. Once you sign in you'll be brought through the Gmail introductory steps. After the last introductory screen, a popup appears announcing that your new Gmail account is ready to use.

Step 3. Enjoy your new email account and look at ways to level up your Gmail account to get the most from it.