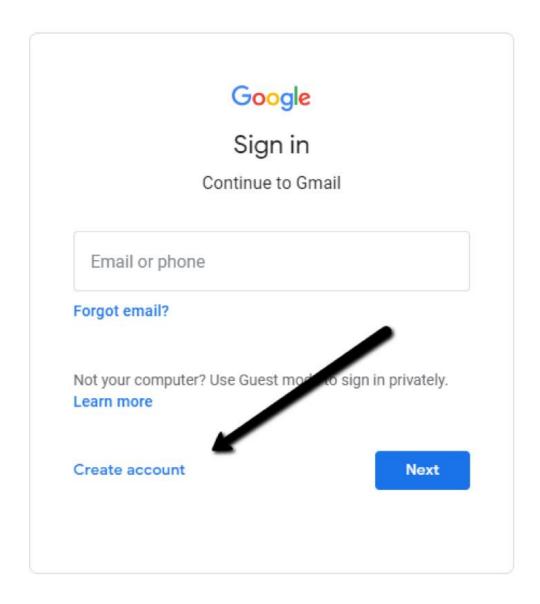
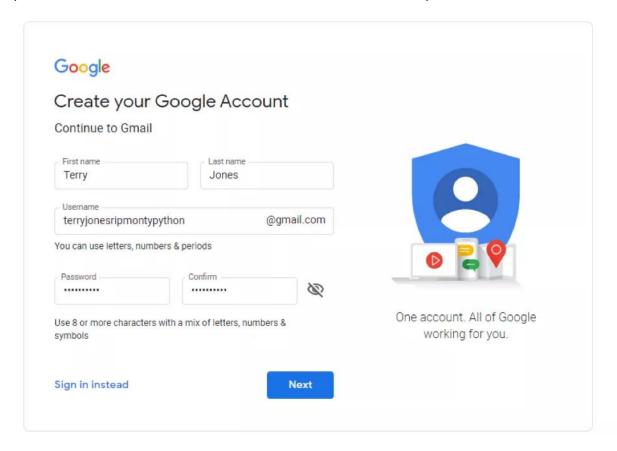
## How to Set Up Your New Gmail Account

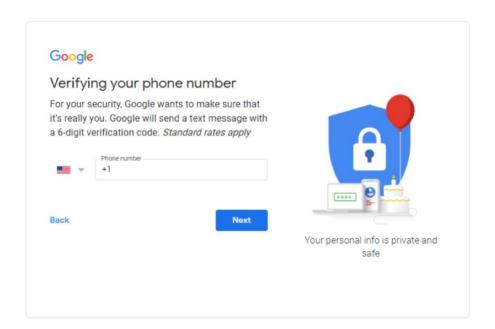
- **Step 1.** First things first, you need to head over to gmail.com.
- Step 2. Click on the button that says "Create Account."



**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.

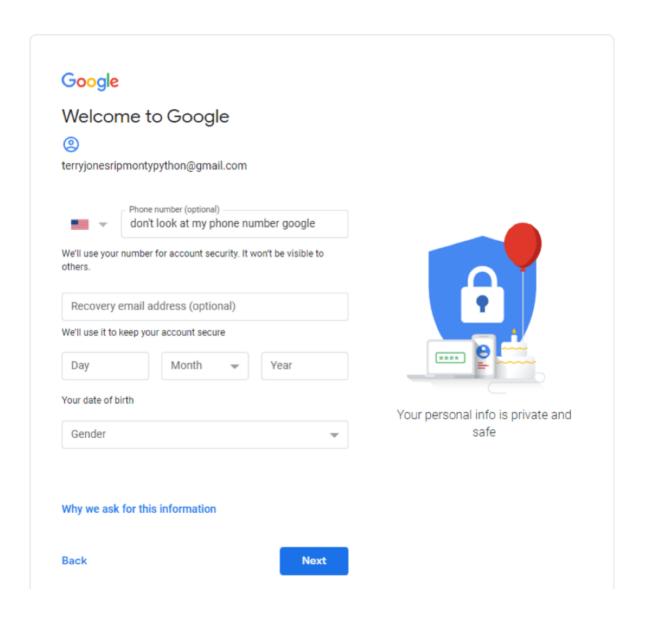


**Step 4.** Next, you'll be asked to enter a phone number to verify your account. This is because Google uses a two-step verification process to boost security. You can find out more about two-step verification <u>here</u>.



**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.



**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

 $\textbf{Step 1.} \ \textbf{Return to the main Google screen and click the Gmail link.}$ 



- **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.