

Setting up a Gmail account

Follow these quick and easy steps on how to set up an email address using Gmail.

1 To begin creating an account, visit bit.ly/3MdL13x

2 Enter your first and last name.
At the bottom of the "Create a Google Account" box, you will find a menu for selecting your language. Please note, the default is set to English.

3 Enter the personal information requested.

4 Enter a username to sign in with. This can be any combination of letters and numbers that you will remember.

5 If you get a message that the username you chose was taken, you can generate a different one or click on the available username Google provides.

6 Next, type in a password for your account.
Your password should be a combination of numbers, letters and symbols that you will not forget. You will have to type in your password twice to confirm.

! Tips for creating a strong password: bit.ly/3sBQs5y

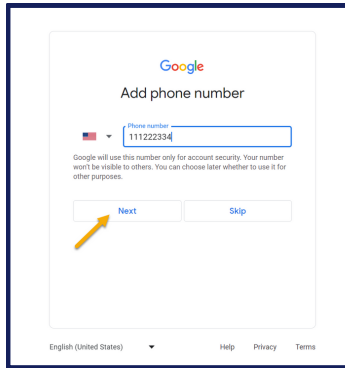
7 You will then have the opportunity to enter an additional email in case you lose access to this account.

You can skip this step if you do not wish to enter another email address.

8

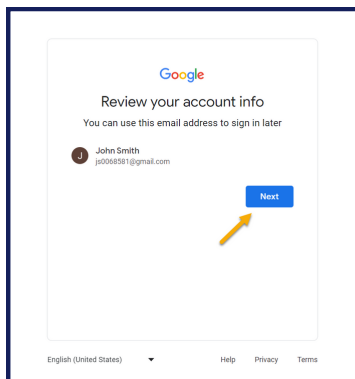
You will then have the opportunity to enter a phone number for additional security.

You can choose to skip this step as well.



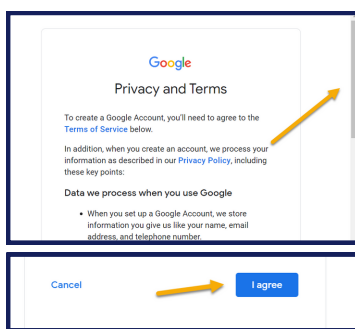
9

Review your account information to make sure you have the username you want and then click "Next."



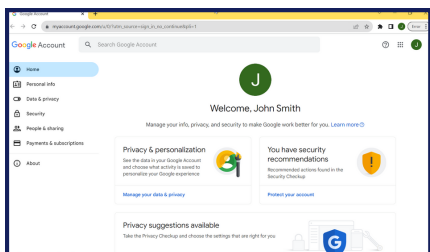
10

Read the details listed under "Privacy and Terms" by scrolling through the page and then click "I agree" at the bottom of the site.



11

You have now successfully created your account and will be brought to the homepage of your new email address.



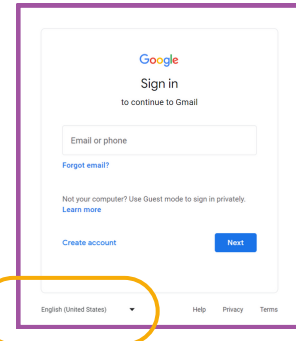
Checking your Gmail

Follow these quick and easy steps on how to check your email using a web browser on your phone or computer.

1

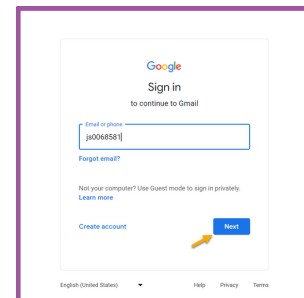
To check your email, first go to **gmail.com**. This should take you to a login screen.

At the bottom of the "Sign in" box, you will find a menu for selecting your language. Please note, the default is set to English.



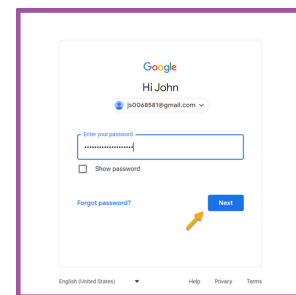
2

Enter the username you picked when signing up for your account and click "Next."



3

Enter the password you picked when setting up your account and click "Next."



4

You are now in your inbox and should see any emails that have been sent to you.

