Instructions for setting up a Google mail account

1. Open your internet browser and type www.gmail.com in the address bar. Click the "Sign up for Gmail" button.
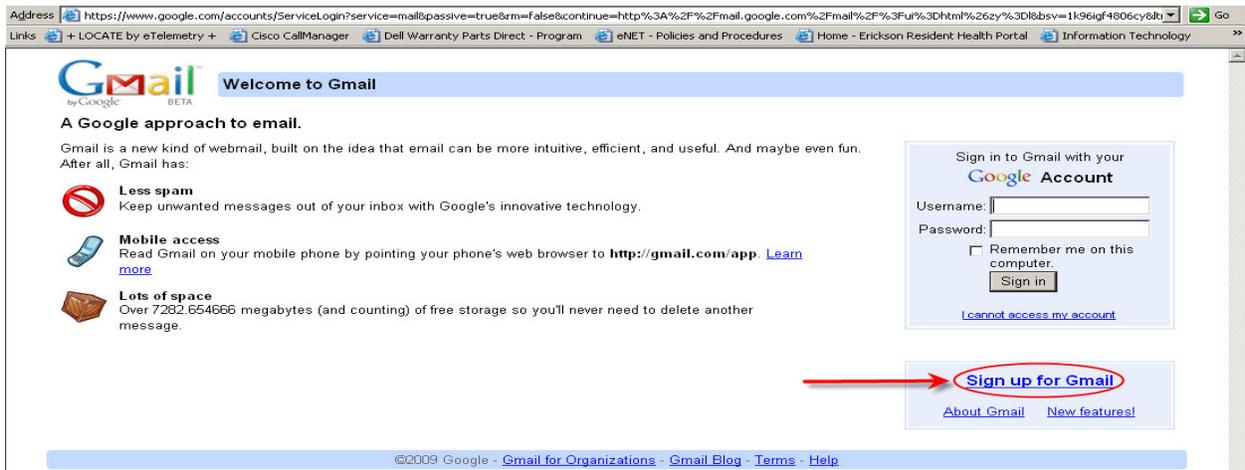

Fig. 1.1

2. Input First and Last Name as well as your Desired Login Name, this will serve as your email address so be aware of that when choosing. Click the "check availability!" button. This will let you know whether that email address is available. If it is you will see a message in blue underneath informing you it is available. If it is already taken you will see a red message informing you of that and listing some possible alternative addresses. You can select one of the suggested names or enter a different one and click the "check availability!" button again. Common or generic terms are probably not available, for example if your name is Tom Smith there is a very good possibility that tsmith is not available.

Fig. 2.1

3. The password must be at least 8 characters in length. Including special characters and numbers will help to increase the password strength. Re-enter your password in the next field.

Fig. 3.1

4. Leaving the check mark next to "Remember me" will keep your login information for the next time you open the Gmail page. This should not be done on public computers.
The "Enable Web History" is a feature that will attempt to tailor search results and other usage of Google based off your previous uses of the site.

Fig. 4.1

5. There are 4 preset security questions for use or a custom security question can be written as seen in Fig 5.2. The security question is used to verify the account owner in the event the password cannot be remembered. Ensure the question can be easily answered by the account owner only.

Fig. 5.1

Fig 5.2

6. The secondary email field is optional. If the password for Gmail is forgotten, the system can send an email to the secondary account instead of resetting the password.

Fig 6.2

7. Enter the characters from the picture. This step is to reduce the misuse of this particular email system. If you have trouble reading the text you can click the handicap icon to get an auditory version.

Fig 7.1

8. Review the Terms of Service and select the "I accept. Create my account" button.
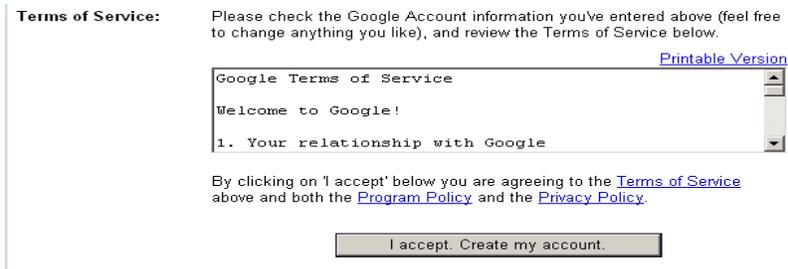
Fig 8.1

9. Congratulations! Your account was created. Click the "I'm ready – show me my account" option to proceed to your email.
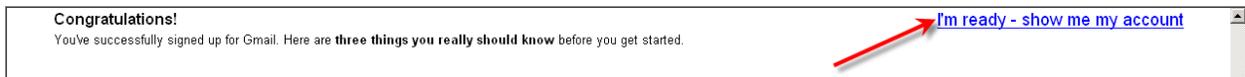

Fig 9.1

10.