

How to Create a Gmail Account



Go to the [Gmail homepage](https://www.gmail.com).



Click "Create an Account."



Fill in the information that you are asked for. You will need to choose your username, which will be your email address. You may have to have a few backup usernames at hand, because every username must be unique.

Create a new Google Account

1 ————— 2 ————— 3



Your Google Account is more than just Search.

Talk, chat, share, schedule, store, organize, collaborate, discover, and create. Use Google products from Gmail to Google+ to YouTube, view your search history, all with one username and password, all backed up at the same and easy to find at (you guessed it) Google.com.

Name

First Last

You can't leave this empty.

Choose your username

@gmail.com


Create a password

Confirm your password

Birthday

Month Day Year

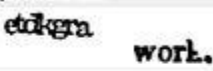
Scroll down, and fill in the remaining information.



Share selectively. Set sharing to family (maybe even your boss) on Google+. Start a video hangout with friends, text a group all at once, or just follow posts from people who fascinate you. Your call.

Your current email address

Prove you're not a robot



Type the two pieces of text:

Location

United States

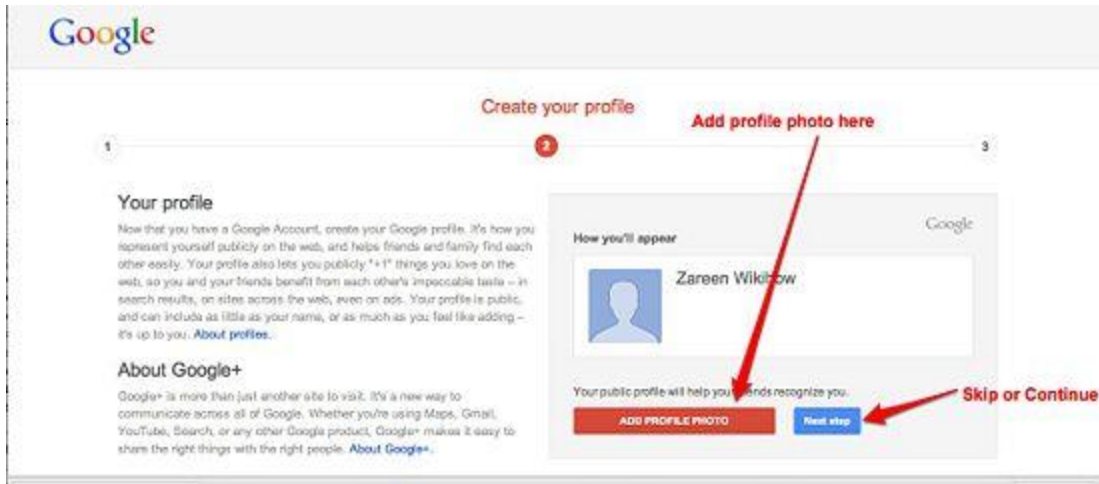
I agree to the [Google Terms of Service and Privacy Policy](#)

Google may use my account information to personalize +1's on content and ads on non-Google websites. [About personalization.](#)

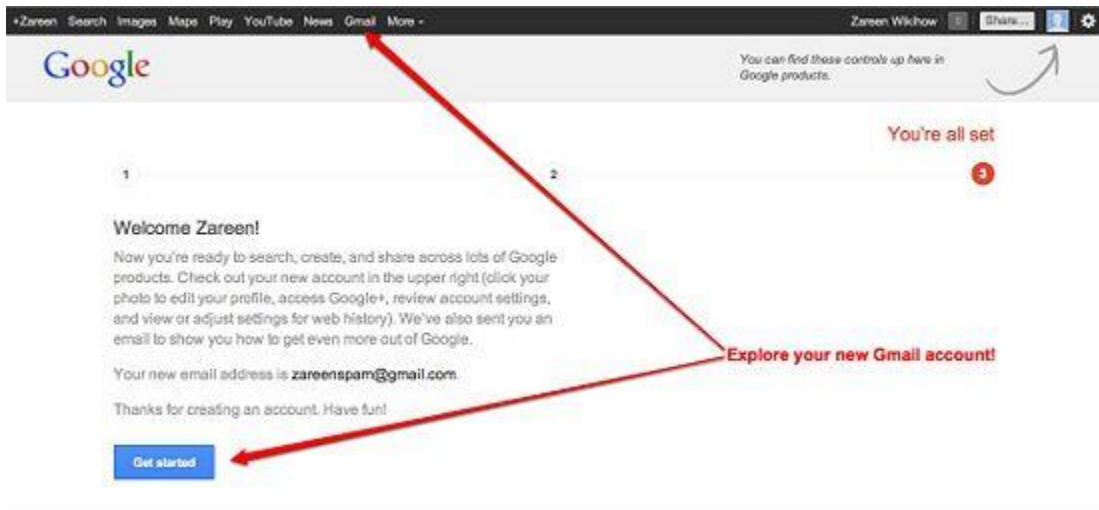
[Learn more](#) about why we ask for this information.

Enter Captchas **Agree to the Terms of Service**

- You will need to provide your current email address, so that Google can send you an email if it looks like someone has hacked your account, or if you forget your password. #*Fill in the captchas, and agree to the terms of service.
- Click *Next Step*.




You're ready to go! Click *Get Started* to explore your new Gmail account.





To get into Gmail:

- 1) Double Click on internet explorer shortcut looks like 
- 2) In the search bar at the top of screen type in gmail.com
- 3) Gmail Home Page will appear and this is where you will enter username and password

To Sign In into Gmail:

- 1) **Username:** Enter Username
- 2) **Password:** Enter Password
- 3) Click the Blue Sign In Box

To Send an Email

- 1) Click compose (orange button) and a box will appear
- 2) Enter email address in the TO:
- 3) Enter Subject Line (Example - resume submission for camp cook position)
- 4) Enter details below: Example Please see attached resume for the camp cook position you had advertised in the Terrace Standard dated March 21, 2012. I would very much like an interview with you at your earliest convenience. You can contact me at (250) XXX-XXX.
- 5) Check email message for spelling errors etc.
- 6) Click blue button below to send email message.

To Sign Out

- 1) Go to the arrow up top by the person and click sign out.

Your Email Address Is

To give out your email address it will be:
