CREATE A GMAIL ACCOUNT

1. Go to website

In the web address bar type "gmail.com"

2. Create an account

Click "Create an account"

3. Add your name

Enter your name then click "Next"

4. Provide information

Fill in the basic information and click "Next"

5. Select an email address

In the "Username" box type an email address that you would like to use, then click "Next"

6. Create a password

Write down a password you will use on a piece of paper. Type that password and then retype it in the next box to confirm. When you are done click "Next"

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numbers and Password

Confirm



Create an account

Create a Google Account

New Tab

Sign in

G gmail.com

First name

Last name (optional)

HOW YOU II SIG Create a Gmail address for sig Google Account	n IN Ining in to your
Username	@gmail.com
You can use letters, numbers & periods	



Create a strong password with a mix of letters, numbers and symbols

Create a strong password

For more information visit iog.wayne.edu/tech

CREATE A GMAIL ACCOUNT

7. Add recovery information

Be sure to set up a recovery email or phone number in case you lose your password

8. Review your information

Review your account information to make sure it's correct

Review your account info

Google

Add recovery email

The address where Google can contact you if there's unusual activity in your account or if you get locked out.

Recovery email address

You can use this email address to sign in later

I agree

9. Agree

After reading the terms and conditions click "I agree"

10. Enjoy Gmail!

You can now use your Gmail account



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For more information visit iog.wayne.edu/tech