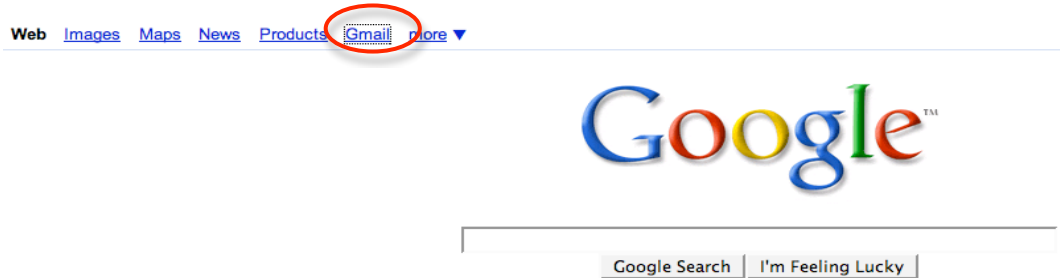
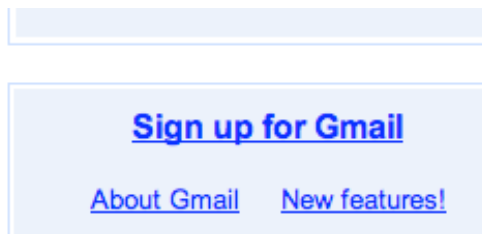


Setting up a Gmail Account

1. Go to: www.google.com
2. Click on the word **Gmail** at the top



3. Click on "**Sign up for Gmail**" on the lower right side



4. You will be prompted with a series of questions. Please answer the questions paying particular attention to the **Login Name** and **Password**. You will need these to collaborate on a document

Create an Account

Your Google Account gives you access to Gmail and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

Get started with Gmail

First name:

Last name:

Desired Login Name:

@gmail.com

Examples: JSmith, John.Smith

check availability!

Choose a password:

Minimum of 8 characters in length.

[Password strength:](#)

Re-enter password:

☒ Remember me on this computer.

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

☒ Enable Web History.

Security Question:

Choose a question ...
If you forget your password we will ask for the answer to your security question. [Learn More](#)

Answer:

Secondary email:


This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. [Learn More](#)


Location:

United States

Word Verification:

Type the characters you see in the picture below.





Letters are not case-sensitive

Terms of Service:

Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.

[Printable Version](#)

Google Terms of Service

Welcome to Google!

1. Your relationship with Google

By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).

I accept. Create my account.

5. When you have successfully created your account you will see the following message.

Congratulations!

You've successfully signed up for Gmail. Here are **three things you really should know** before you get started.

[I'm ready - show me my account](#)