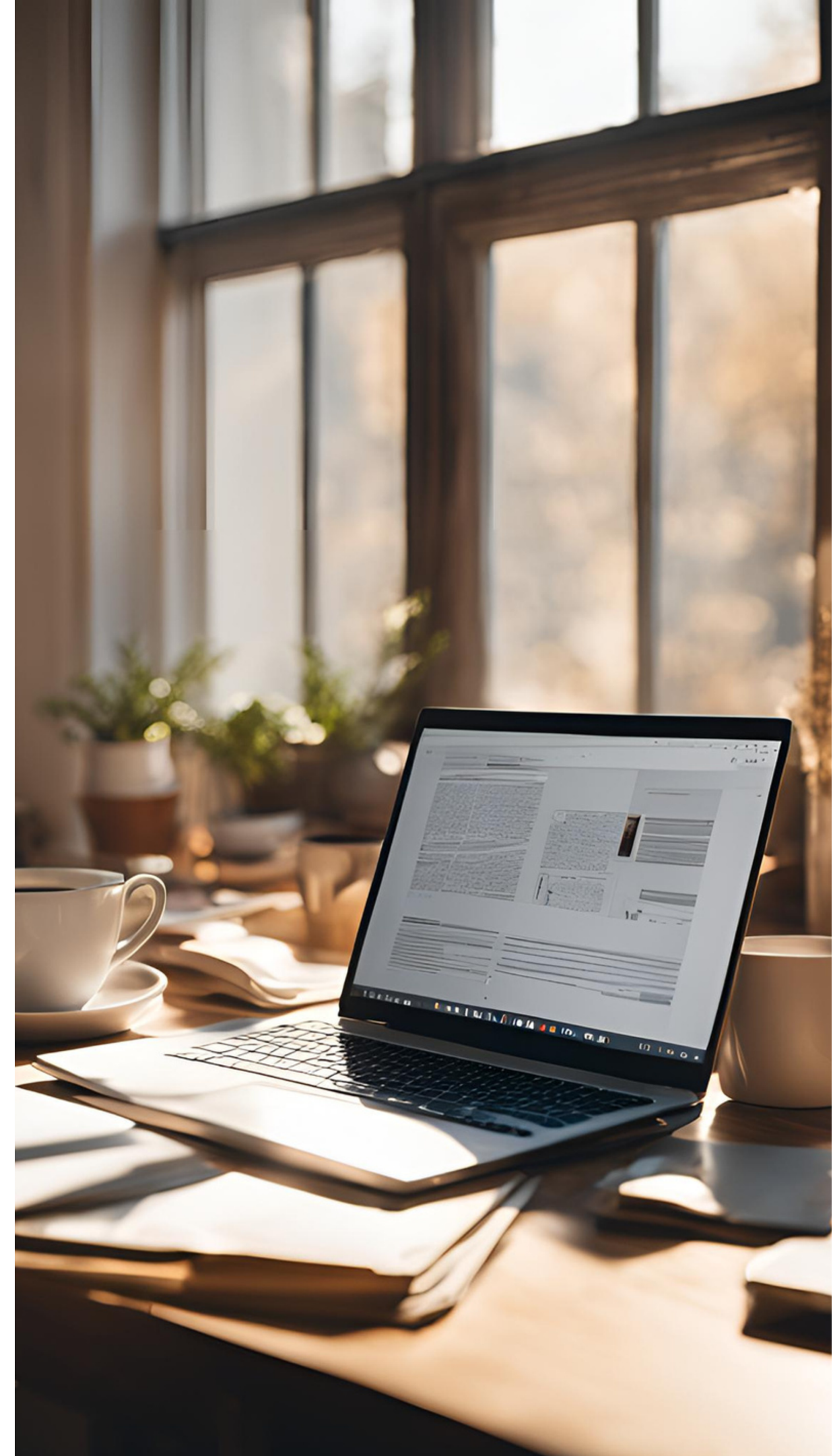


How to create email on Gmail.



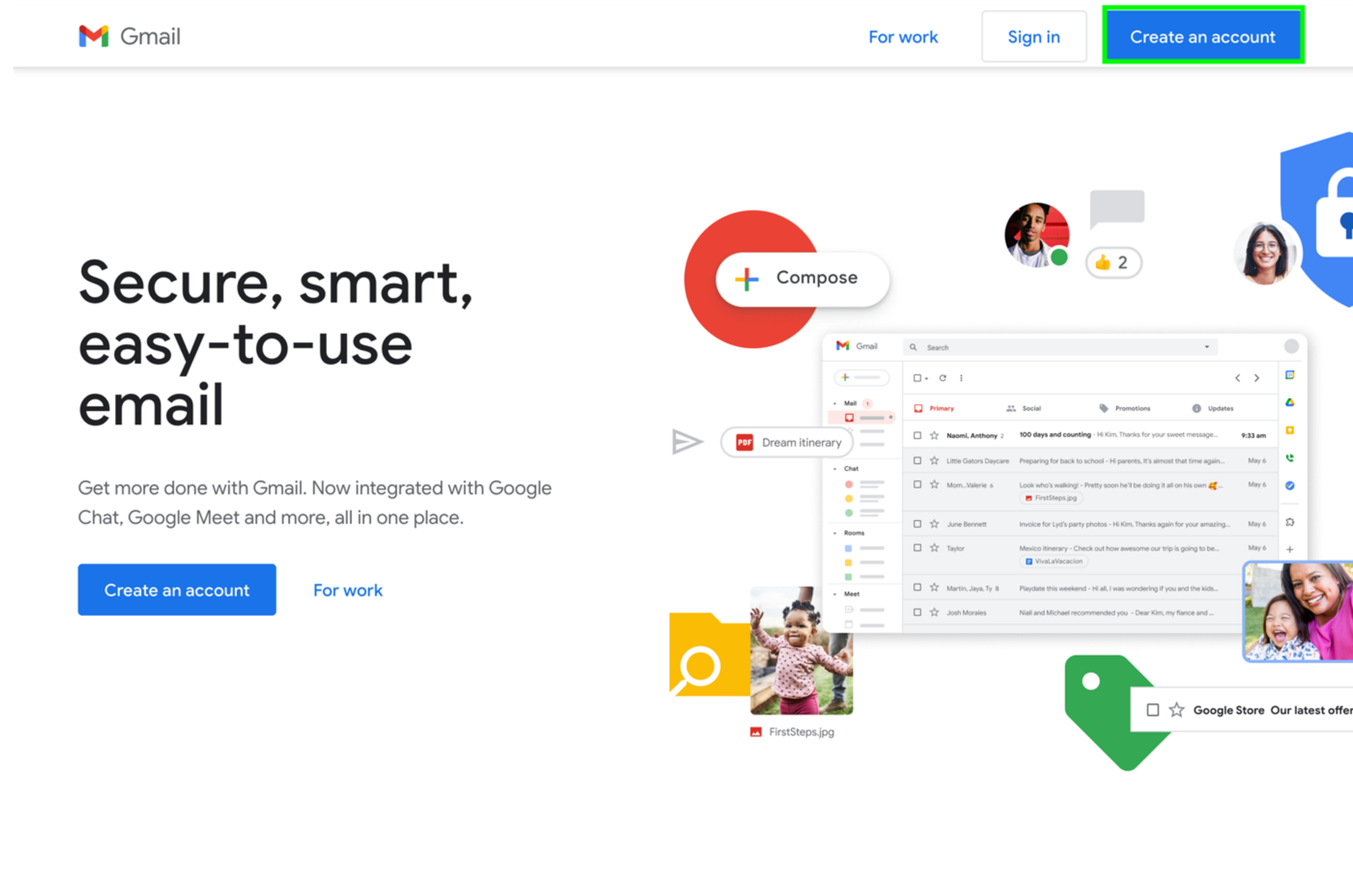


What's Email and Gmail?

Email - is a way to send and receive messages over the Internet. You can send letters, photos, files, and other data to other people who have their own email address.

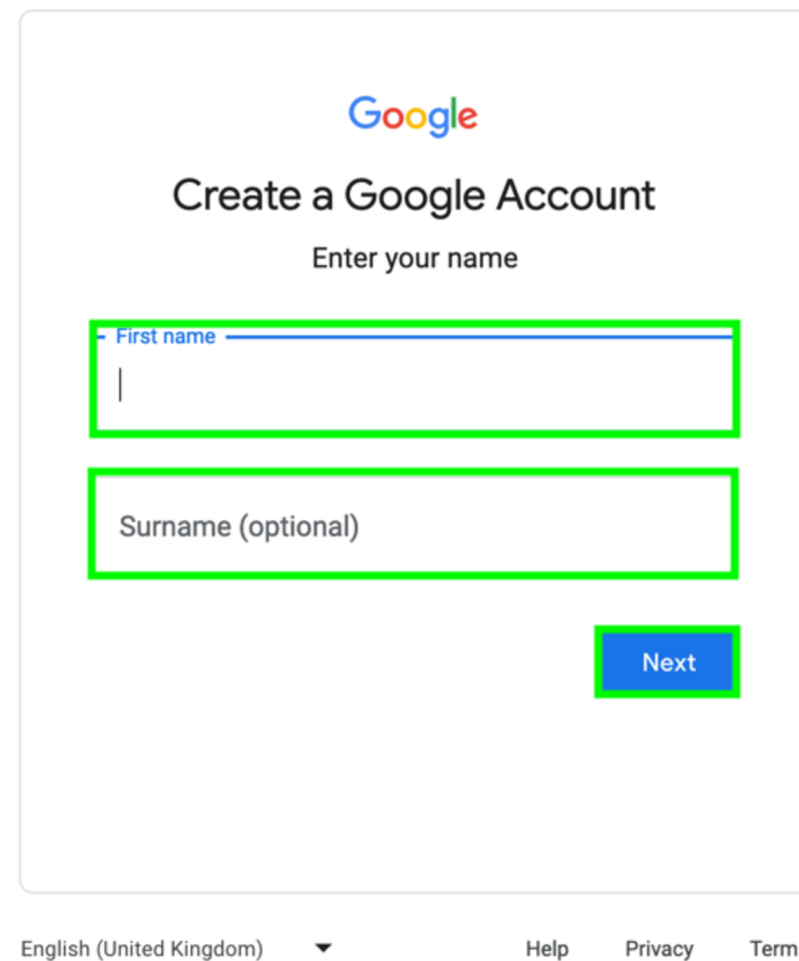
Gmail - is an email service provided by Google. It allows you to create your own email address, such as yourname@gmail.com, and use it to send and receive emails.

1. Go to the Gmail website



First of all, visit the Gmail website which you'll find at <https://www.google.com/gmail>. Then click Create an account which you'll find in the top-right corner.

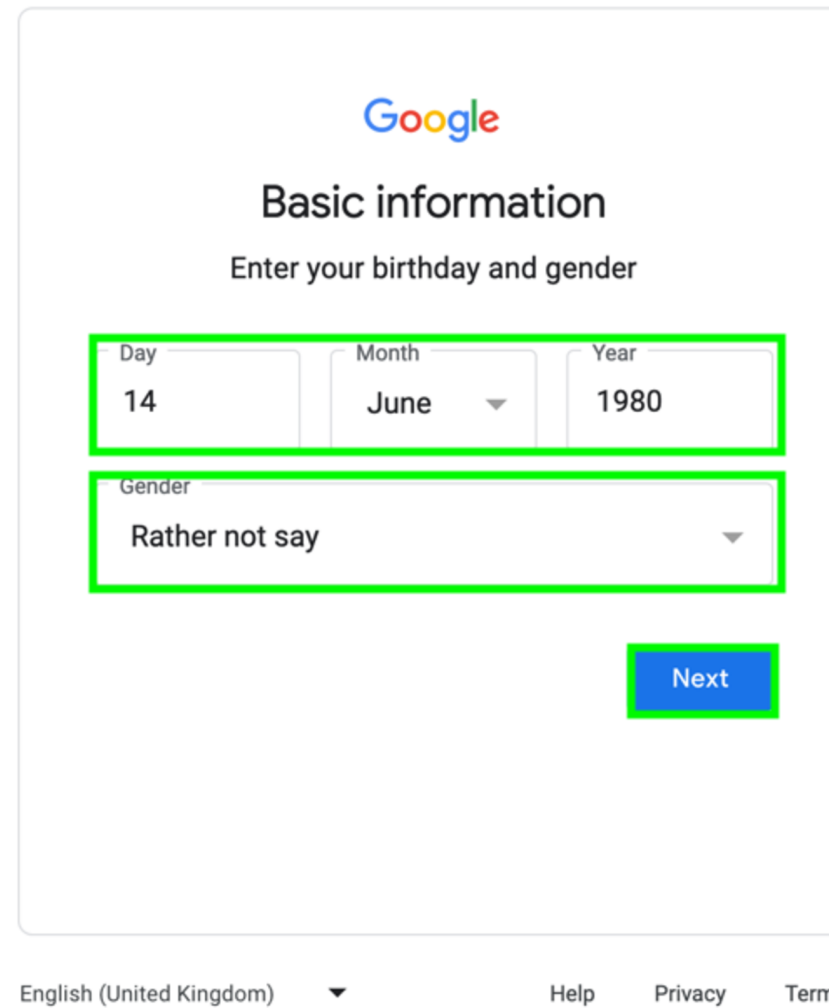
2. Create a Google Account



The screenshot shows the Google Account creation interface. At the top is the Google logo, followed by the heading 'Create a Google Account' and the instruction 'Enter your name'. There are two input fields: the first is labeled 'First name' and contains a vertical cursor; the second is labeled 'Surname (optional)'. A blue 'Next' button is positioned to the right of the surname field. At the bottom, there is a language selector set to 'English (United Kingdom)' with a dropdown arrow, and links for 'Help', 'Privacy', and 'Terms'.

You will now need to sign up for a new Google Account. Enter your name in the two boxes (you don't have to input your surname if you don't want to) and click Next.

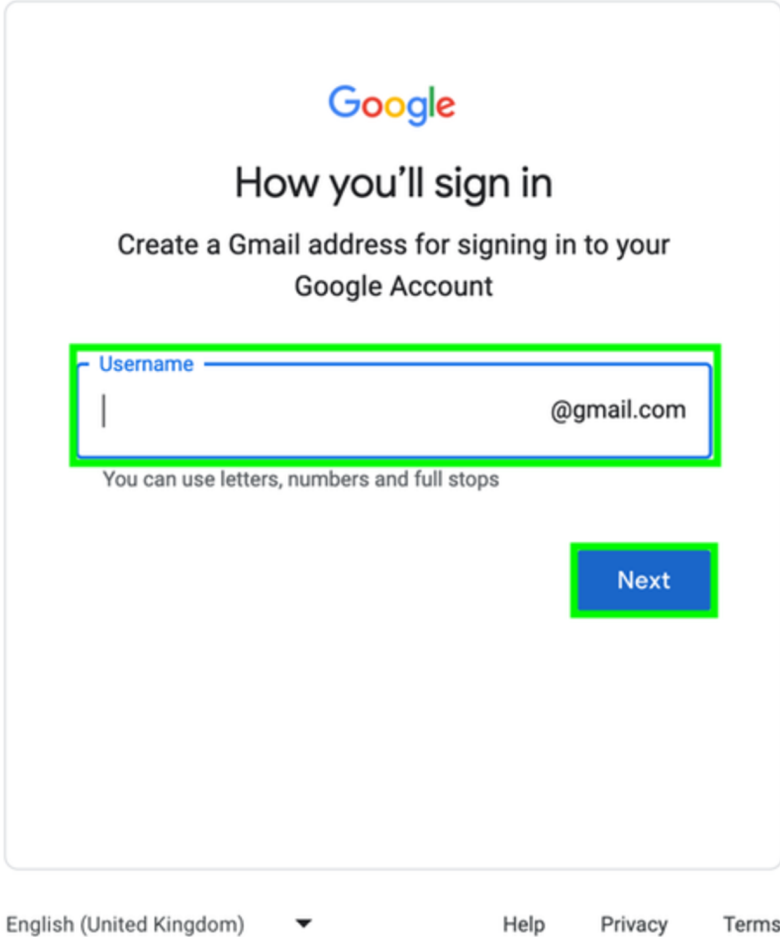
3. Input basic information



The screenshot shows a Google account creation form titled "Basic information" with the instruction "Enter your birthday and gender". The form contains three input fields for the date of birth: "Day" (containing "14"), "Month" (a dropdown menu showing "June"), and "Year" (containing "1980"). These three fields are grouped together and highlighted with a green rectangular box. Below them is a "Gender" dropdown menu with the option "Rather not say" selected, also highlighted with a green rectangular box. A blue "Next" button is positioned to the right of the gender field. At the bottom of the form, there is a language selector set to "English (United Kingdom)" and links for "Help", "Privacy", and "Terms".

Next enter your date of birth (you can select the month using the dropdown menu) and enter your gender (you can select Rather Not Say or select custom if you wish). Click Next.

4. Choose an email address



Google

How you'll sign in

Create a Gmail address for signing in to your Google Account

Username @gmail.com

You can use letters, numbers and full stops

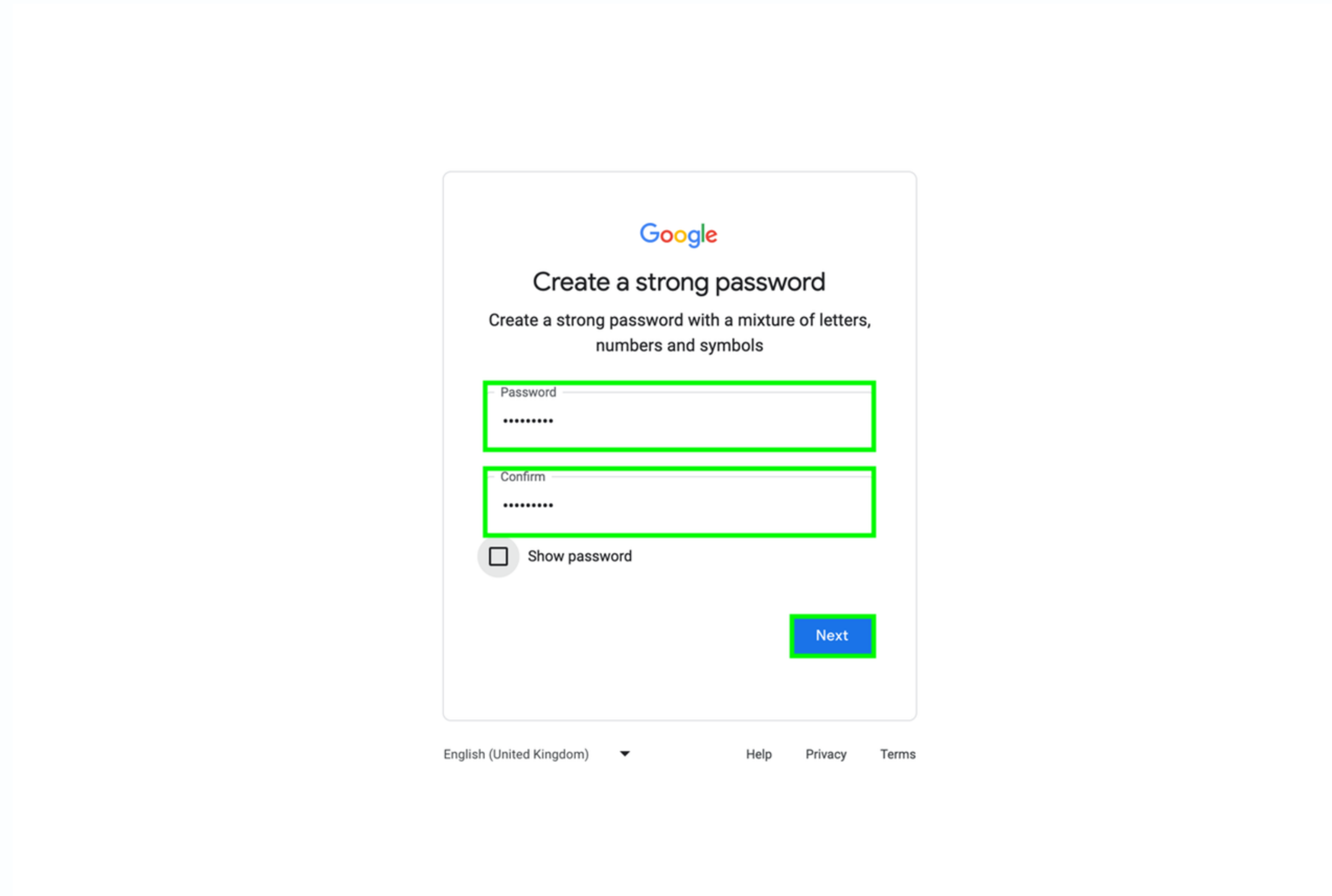
Next

English (United Kingdom) ▼ Help Privacy Terms

Now for the fun part — choosing an Gmail address which will always end in @gmail.com. Simply enter a username (periods will be ignored) and click Next.

But be warned: you may not be able to get the email address that you want. Gmail has been around since 2004 and lots of usernames have been taken since then. Unless your name is really unusual, it's very unlikely that you'll get the dream firstnamelastname@gmail.com address.

5. Enter a password

A screenshot of the Google account creation interface. At the top is the Google logo. Below it, the heading "Create a strong password" is followed by the instruction "Create a strong password with a mixture of letters, numbers and symbols". There are two input fields: "Password" and "Confirm", both containing masked text (dots). A checkbox labeled "Show password" is located below the "Confirm" field. A blue "Next" button is positioned to the right of the "Confirm" field. At the bottom of the page, there is a language selector showing "English (United Kingdom)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Create a strong password

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

Password

Confirm

☐ Show password

Next

English (United Kingdom) ▼ Help Privacy Terms


To ensure your Gmail account is secure, you will need to enter a password — you will have to type it twice to ensure that it's typo free.

For your safety, it's important to know how to create strong passwords.

6. Add a recovery email/phone number


Google

Add phone number

 Phone number

Google will use this number only for account security. Your number won't be visible to others. You can choose later whether to use it for other purposes.

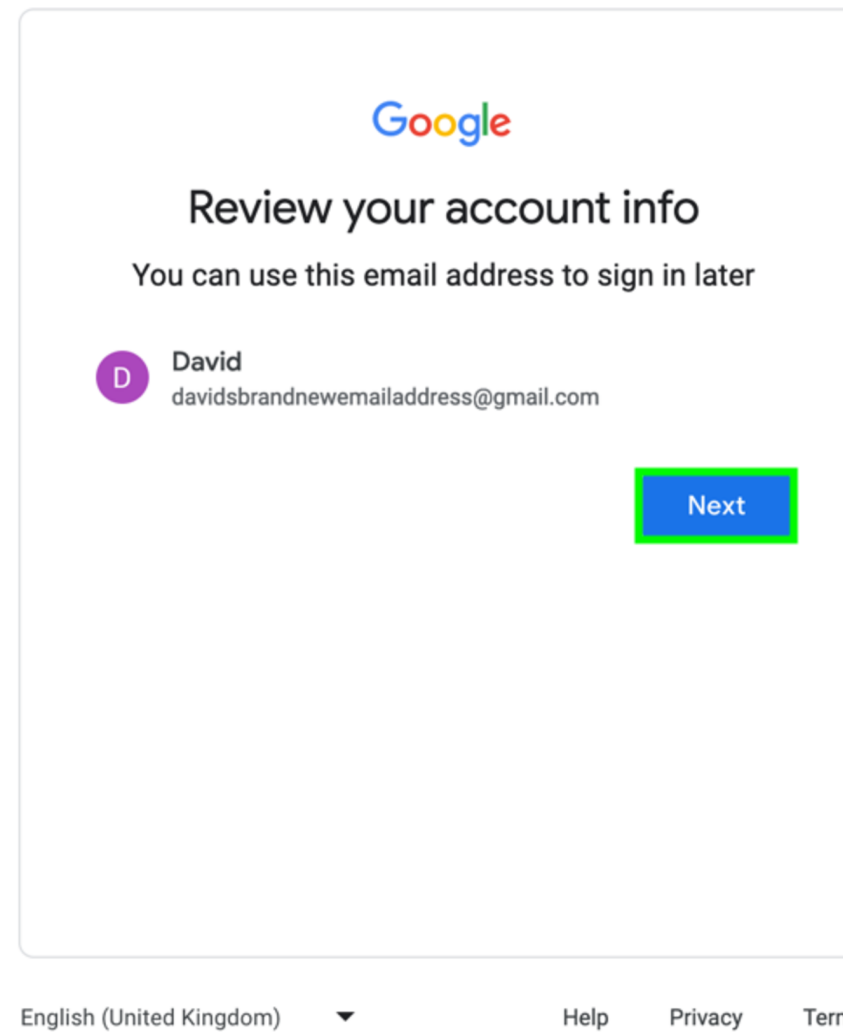
[Next](#) [Skip](#)

English (United Kingdom)  [Help](#) [Privacy](#) [Terms](#)

Next, for added security, enter a recovery email address. You can skip this step if you wish but it's not advisable. It's very useful should you find yourself locked out of your account.

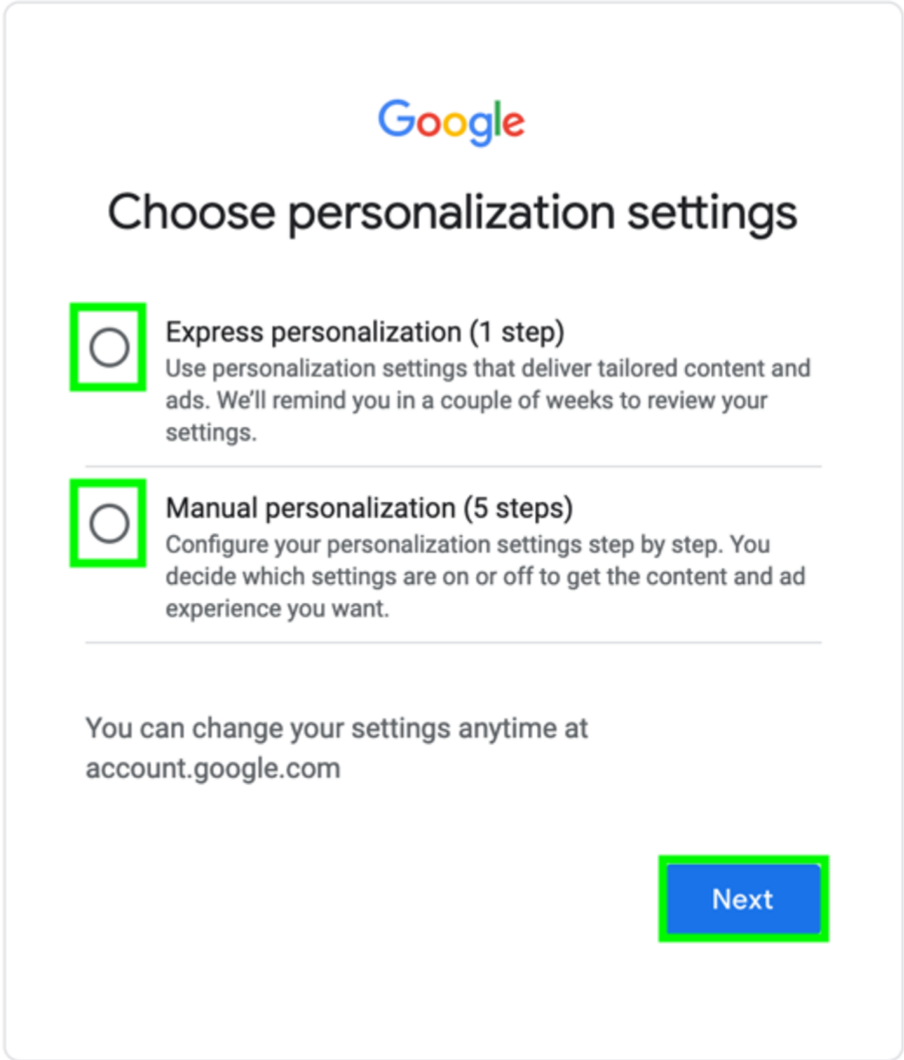
Likewise, you can enter your phone number for added security or you can skip this step — you may feel it's less necessary than adding a recovery email and you can always add it later.

7. Finish setting up



Take a look at your new Gmail address. Looks great, doesn't it? At this stage, just click Next.

8. Choose your personalization settings



The screenshot shows a Google dialog box titled "Choose personalization settings". It features the Google logo at the top. Below the title, there are two radio button options, each with a green square highlight around its radio button. The first option is "Express personalization (1 step)" with a description: "Use personalization settings that deliver tailored content and ads. We'll remind you in a couple of weeks to review your settings." The second option is "Manual personalization (5 steps)" with a description: "Configure your personalization settings step by step. You decide which settings are on or off to get the content and ad experience you want." Below these options, there is a line of text: "You can change your settings anytime at [account.google.com](\"http://account.google.com\")". At the bottom right of the dialog box is a blue "Next" button with a green square highlight. At the very bottom of the page, there is a footer with "English (United States)" followed by a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Choose personalization settings

☐ **Express personalization (1 step)**
Use personalization settings that deliver tailored content and ads. We'll remind you in a couple of weeks to review your settings.

☐ **Manual personalization (5 steps)**
Configure your personalization settings step by step. You decide which settings are on or off to get the content and ad experience you want.

You can change your settings anytime at account.google.com

Next

English (United States) ▼ Help Privacy Terms

You now have two choices. You can click express personalization in which case Google will get you up and running very quickly while deciding what data it should collect or you can click Manual personalization which takes longer but lets you decide which settings are turned on and off.

9. Make some decisions

About cookies and IDs

We rely on [cookies](#) and device IDs to remember your settings and other preferences across your signed-in devices. We also use cookies, IDs, and data to


- deliver and maintain services, like tracking outages and protecting against spam, fraud, and abuse
- measure audience engagement and site statistics to understand how our services are used

If you agree, we'll also use cookies, IDs, and data to

- improve the quality of our services and develop new ones
- deliver and measure the effectiveness of ads
- show personalized content, depending on your settings
- show personalized or generic ads, depending on your settings, on Google and across the web

For non-personalized content and ads, what you see may be influenced by things like the content you're currently viewing and your location (ad serving is based on general location). Personalized content and ads can be based on those things and your activity like Google searches and videos you watch on YouTube. Personalized content and ads include things like more relevant results and recommendations, a customized YouTube homepage, and ads that are tailored to your interests.

You can change your browser settings to reject some or all cookies.

 **Privacy reminder**
We'll send you a reminder to review these settings in a couple of weeks

[Back](#) [Confirm](#)

If you selected Express Personalization, read about the settings and cookies that will be used then scroll down and click Confirm (or click Back if you then decide to choose Manual Personalization).

If you have chosen manual personalization, then work through the pages, deciding for example, whether you want your web and app activity to be kept until you delete it, retained for 18 months or never retained. Just click the buttons to make your choices and click Next.

10. Agree to to the privacy terms

we:

- Providing, maintaining, and improving our services to meet the needs of our users
- Developing new products and features that are useful for our users
- Understanding how people use our services to ensure and improve the performance of our services
- Customising our services to provide you with a better user experience (and, if relevant, adapting the experience to be age-appropriate)
- Marketing to inform users about our services
- Providing advertising, which allows us to offer many of our services at no cost (and when ads are personalized, we ask for your consent)
- Detecting, preventing, or otherwise addressing fraud, abuse, security, or technical issues with our services
- Protecting against harm to the rights, property or safety of Google, our users, or the public as required or permitted by law, including disclosing information to government authorities
- Performing research that improves our services for our users and benefits the public
- Fulfilling obligations to our partners like developers and rights holders
- Enforcing legal claims, including investigation of potential violations of applicable Terms of Service

You can visit your Google Account ([account.google.com](#)) to take a Privacy Checkup or to adjust your privacy controls.

[Cancel](#)

I agree

English (United States) ▼

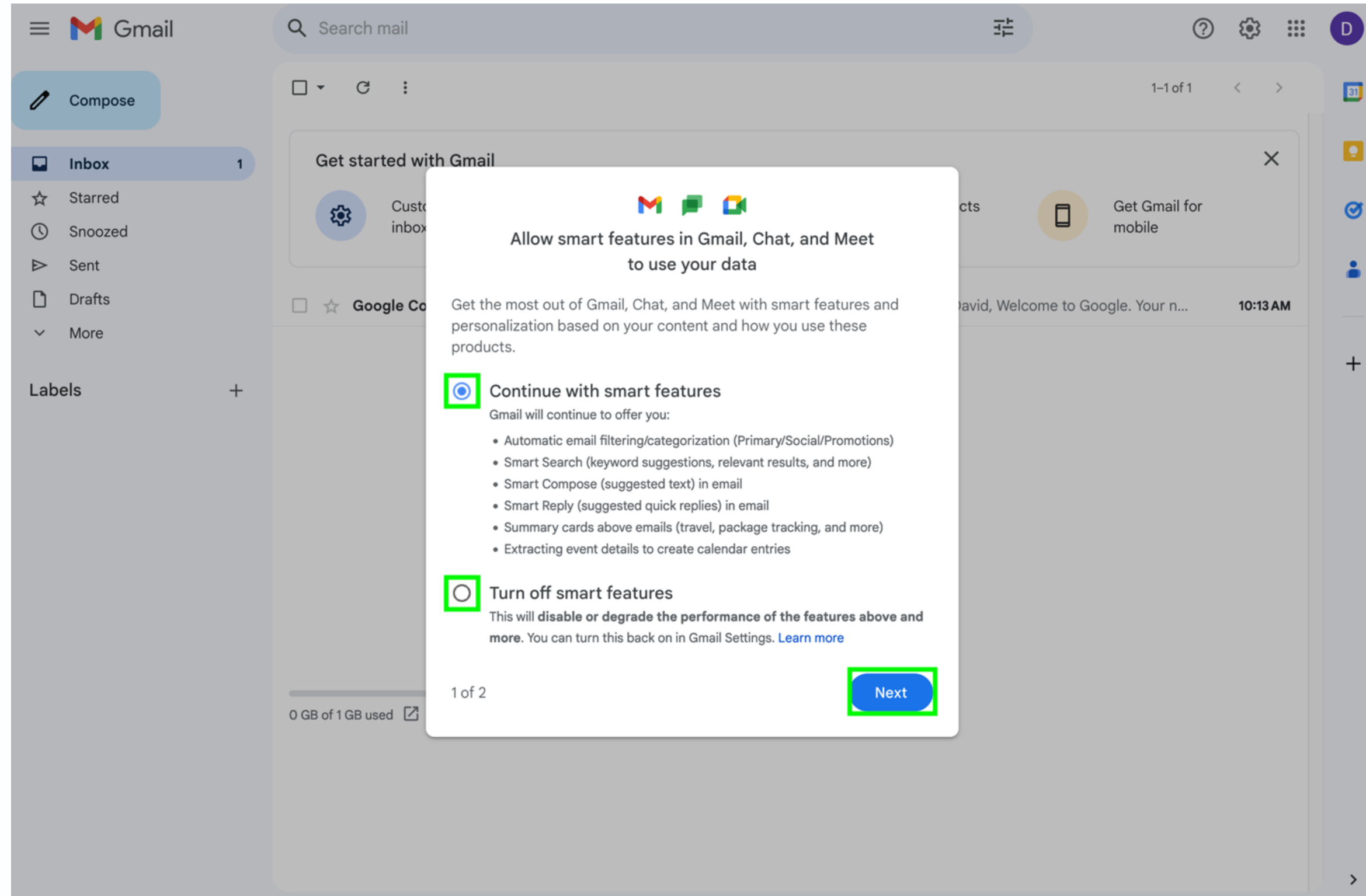
[Help](#)

[Privacy](#)

[Terms](#)

Now agree to Google's terms and conditions — just click I Agree. This confirms that you agree to abide by Google's rules and agree to have your information processed according to the privacy policy.

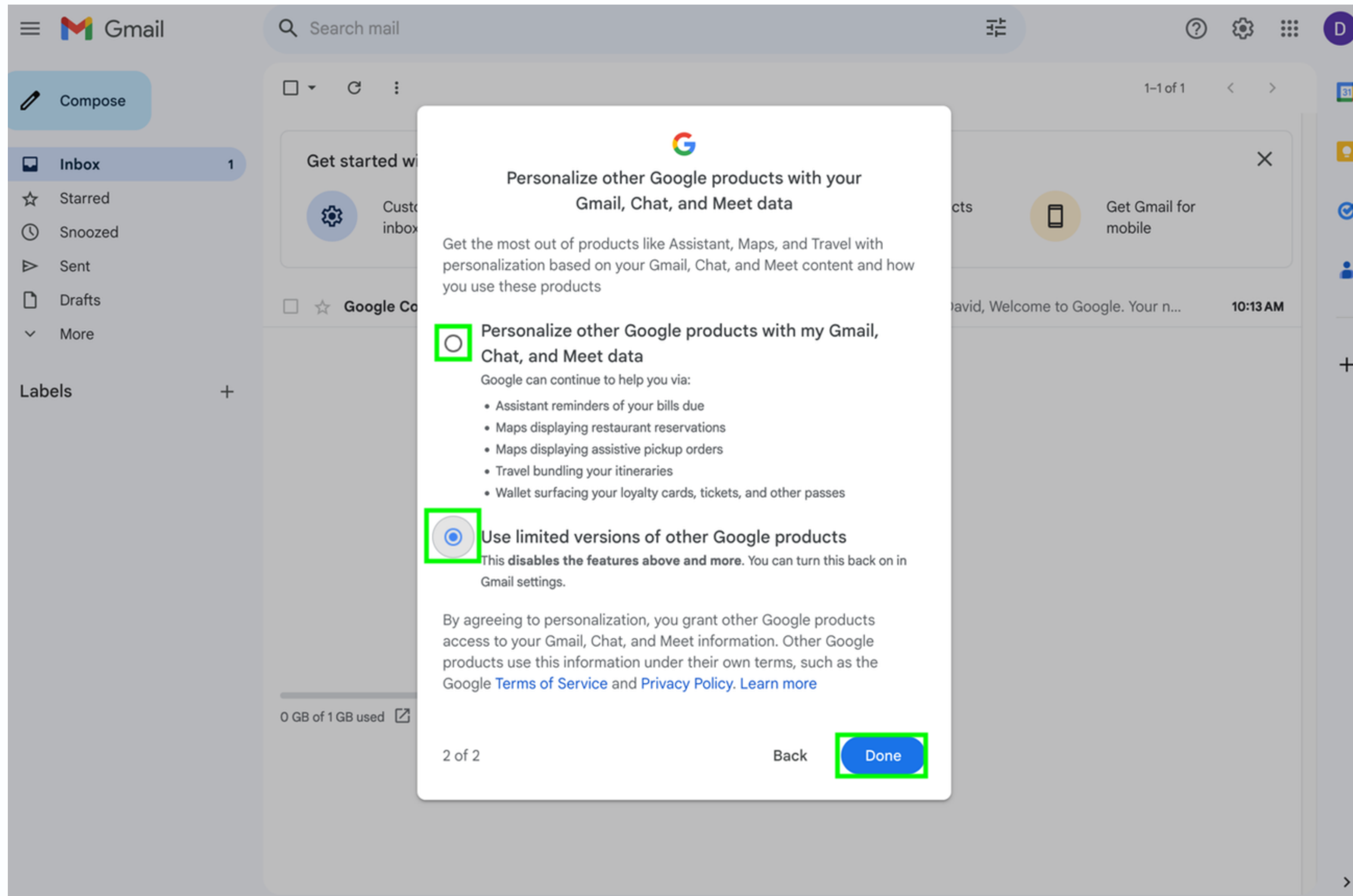
11. Choose smart features... or not



You will now be taken to your Gmail account.

Before you can start to send and read emails, decide if you want to click continue with smart features or click turn off smart features. Your choice will depend on whether you want Gmail to automatically filter your emails, make suggestions and extract event details from your messages for calendar entries. Click Next when you have made your decision.

12. Decide how to share data



Now decide if you want your Gmail data to be used to personalise other Google services. Click Personalize other Google products with my Gmail, Chat and Meet data if you do otherwise click use limited versions of other Google products. Select Done.