Setting up a Gmail account

A Gmail account can be created in a few simple steps. You'll need to provide some basic information like your name, birth date, gender, and location. You will also need to choose a name for your new Gmail address. Below is a step-by-step guide on how to create a Gmail account.

1. Go to www.gmail.com
2. Click Create account.

3. The signup form will appear. Follow the directions and enter the required information.

**Password Hint: It is important to choose a strong password, or one that will be difficult for someone else to guess. After you choose a password, write it down in a safe place for your reference.**
4. Review [Google's Terms of Service](https://www.google.com/policies/terms/) and [Privacy Policy](https://www.google.com/policies/privacy/), click the check box, then click **Next step**.

5. Here, you'll have an opportunity to set up **recovery options**. Recovery options are helpful if you forget your password. This is **optional** so if you don’t want to set up recovery options, click **Done**.

   Without recovery options, you could lose access to your account if you forget your password or your account is stolen. [Learn more about recovery options.](https://www.google.com/policies/privacy/)
6. Success! The Google welcome page will appear, displaying your new email address. You can click “Continue to Gmail” to explore your inbox or log out of your account by clicking the icon on the upper right corner.

7. Now that you have created a Gmail account, next time you want to access your email, visit mail.google.com, enter your username and click “Next”.