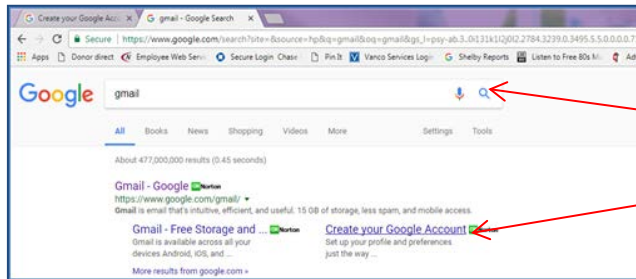


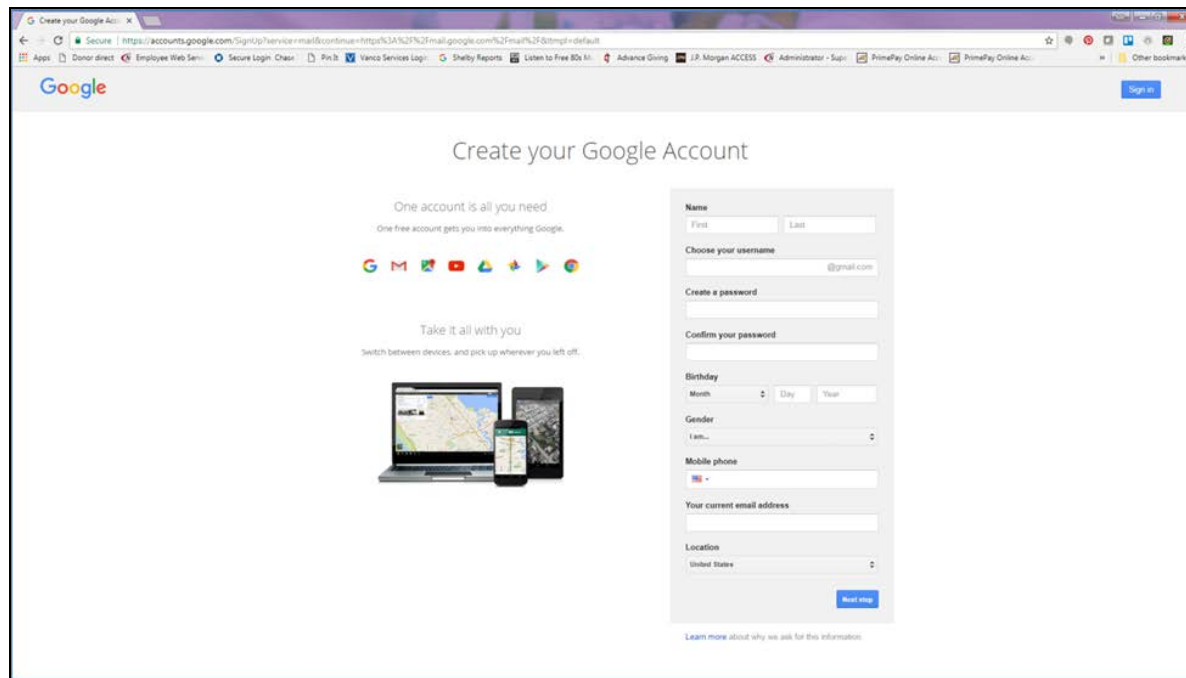
# Creating an email with Gmail

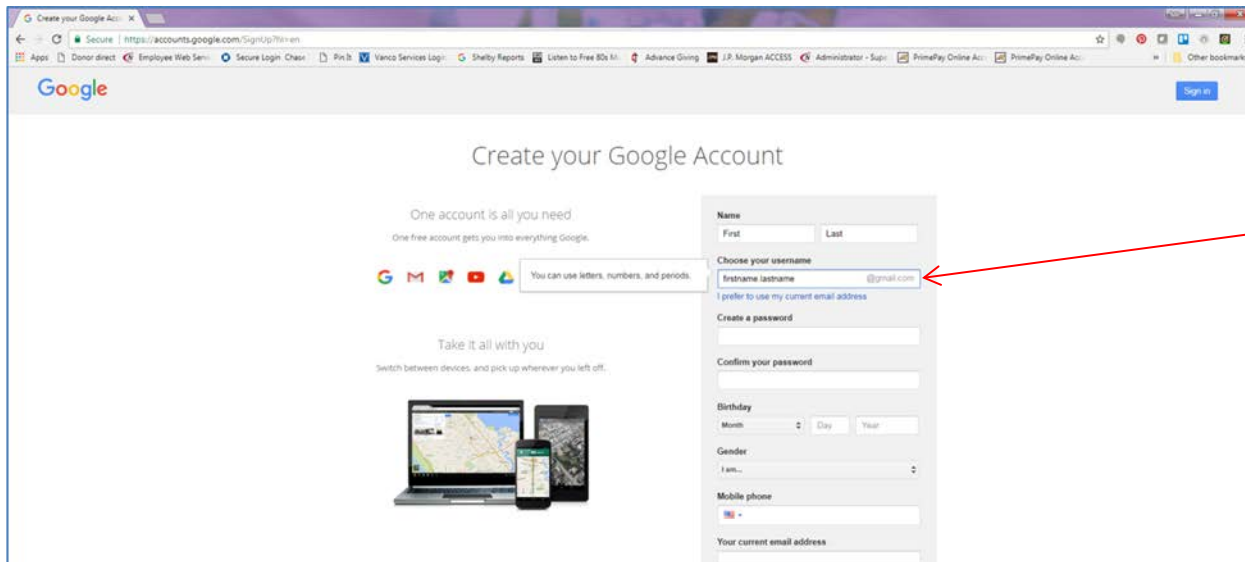


Step 1. Open the internet and in your search bar type in Gmail.

Select Create your Google Account.

You will then see a page asking for your name, a username, password, etc.

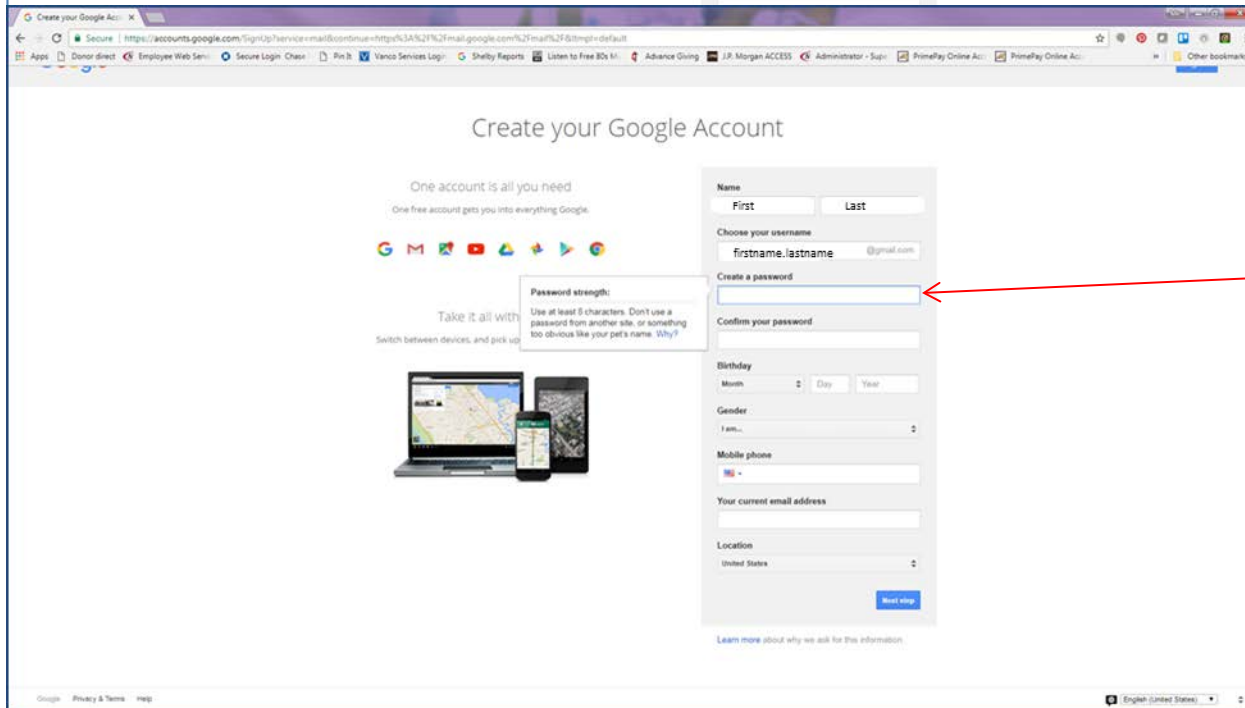




In this example we are using First and Last as the first and last names.

When choosing your username you can use numbers, periods, and letters. Sometimes this is the hardest part since there are so many usernames already taken. The system will let you know if your username has been taken once you have typed it in.

We have chosen firstname.lastname as our example.



When creating your password you will need to use numbers and letters and your password should be at least 8 characters.

Once you enter the information for birth date and gender you can continue to the next step.

You **do not** have to fill in your phone number or current email address.

Create your Google Account

Secure | <https://accounts.google.com/signUp/service/mail/continue=https%3A%2F%2Fmail.google.com%2Fmail%2F&utmpl=default>

## Privacy and Terms

By choosing "I agree" below you agree to Google's [Terms of Service](#).

You also agree to our [Privacy Policy](#), which describes how we process your information, including these key points:

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### Data we process when you use Google

- When you set up a Google Account, we store information you give us like your name, email address, and telephone number.
- When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.
- When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity – including information like the video you watched, device IDs, IP addresses, cookie data, and location.
- We also process the kinds of information described above when you use apps or sites that use Google services like ads, Analytics, and the YouTube video player.

Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data at [My Account](#). ([myaccount.google.com](#))

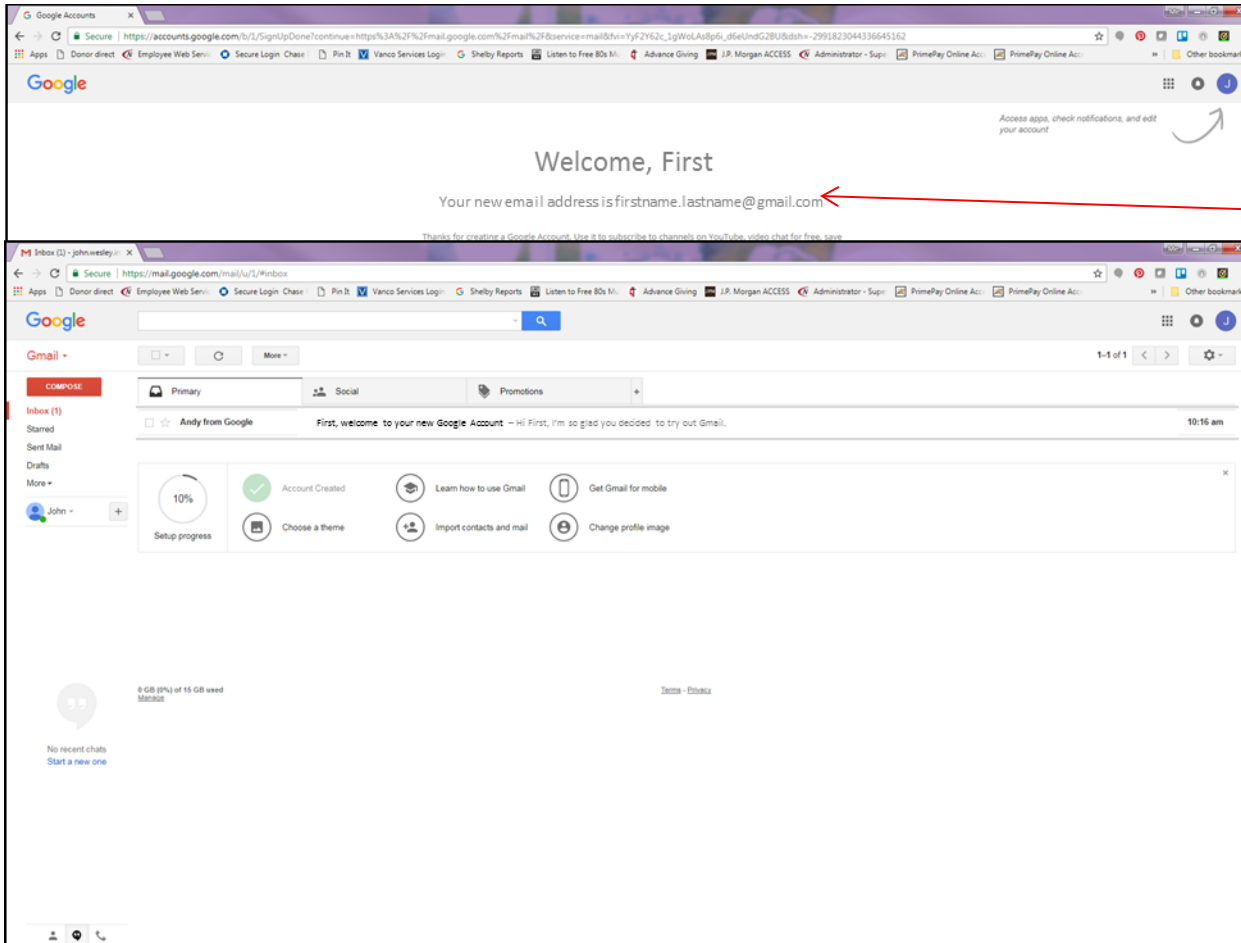
### Why we process it

We process this data for the purposes described in [our policy](#), including to:

- Help our services deliver more useful, customized content such as more...

CANCEL I AGREE

The next step is to agree to the privacy and terms of Google, you will need to scroll down to get to the bottom where you can click on Agree to continue on.



Once you have agreed to the privacy terms you will be shown a welcome screen that shows you your email address and other helpful tips and then taken to your new email inbox.

To check your email in the future you will simply type **gmail.com** in your internet search bar.