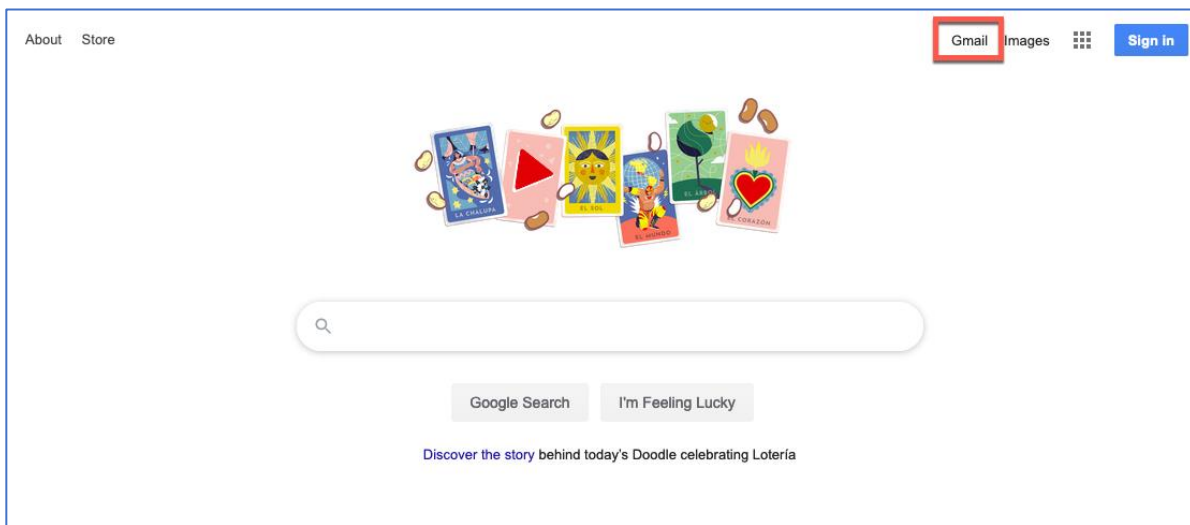


How to Create a Free Gmail Email Account & Switch Users (Sign Out)

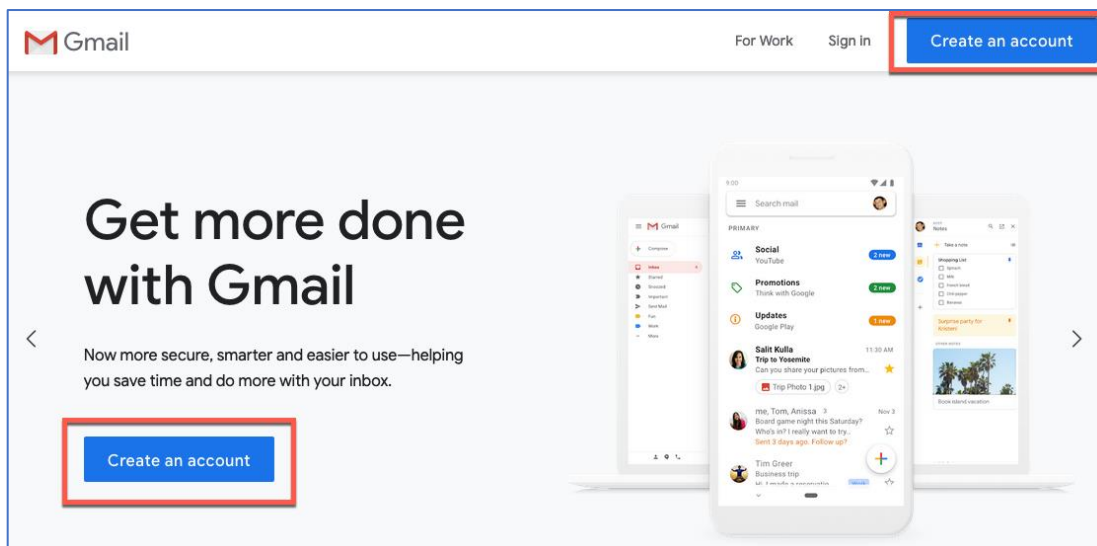
Step 1: Open up your internet browser and go to the Google Home page:

<http://www.google.com>

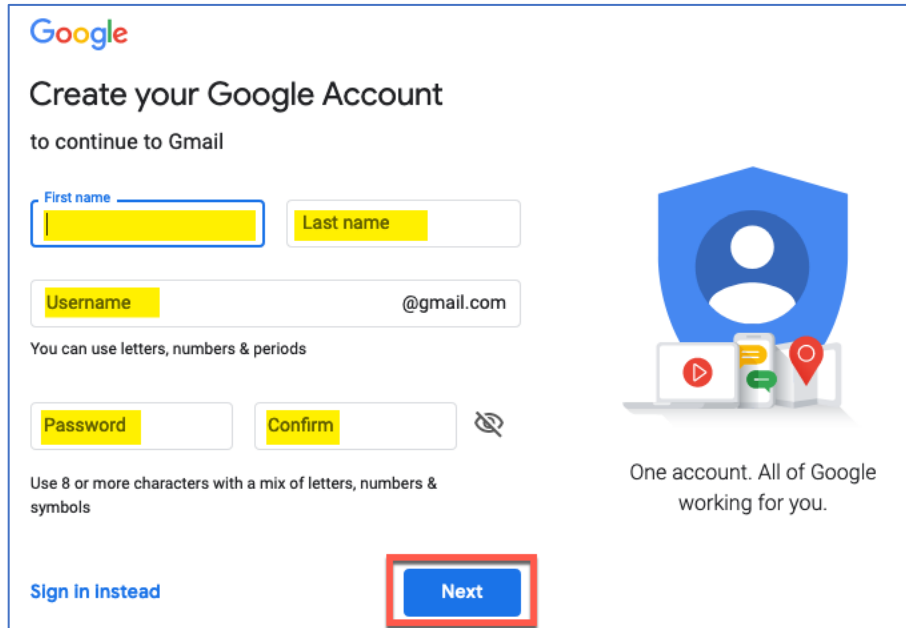
Step 2: Click on **Gmail** at the top right corner of the page



Step 3: From the Gmail home page click on either of the “Create an account” buttons.

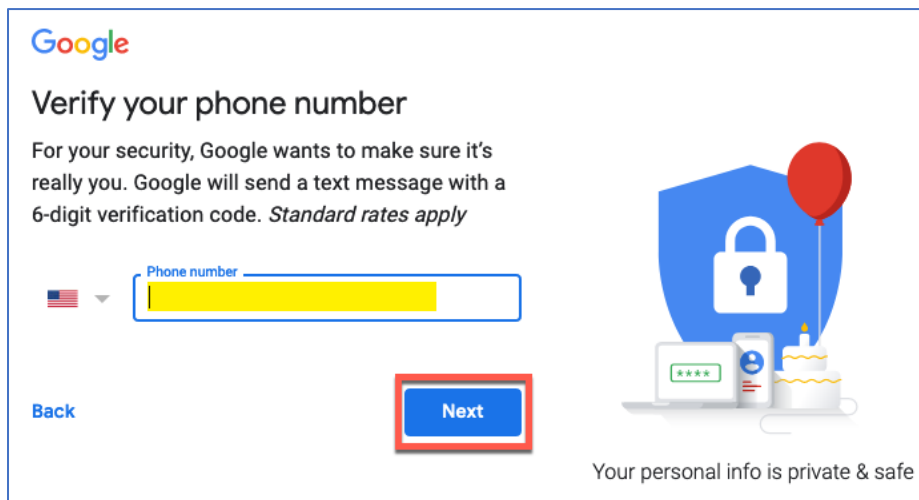


Step 4: To set up your new account, Google needs some information about you – first, your first and last names. The ‘username’ field is the unique email address that you wish to use, which will be placed before ‘@gmail.com’. Because it needs to be unique, Google may have to check the availability of any name that you decide on to make sure that no one already has it. Type an email name into the ‘username’ box and then fill out the rest of your information. Then click Next.



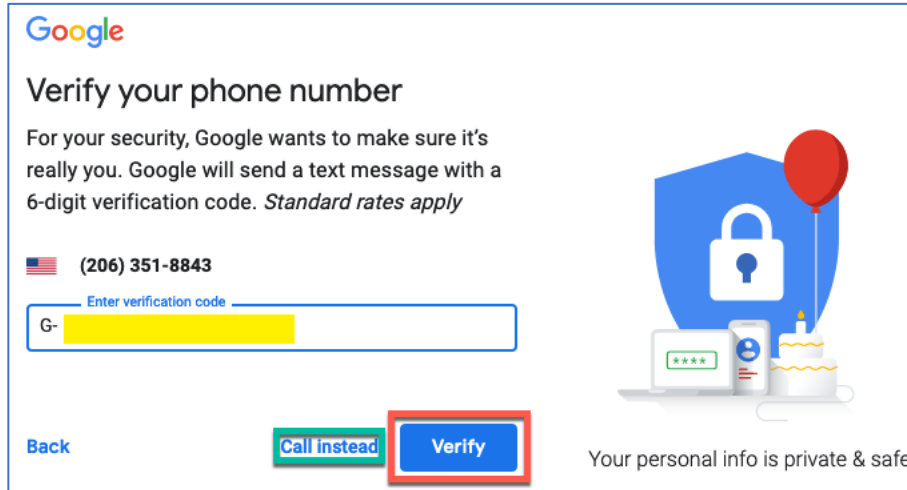
The screenshot shows the Google account creation interface. At the top left is the Google logo. Below it, the heading reads "Create your Google Account" followed by "to continue to Gmail". There are four input fields: "First name", "Last name", "Username", and "Password". The "Username" field includes "@gmail.com" as a placeholder. Below the "Password" field is a "Confirm" field and an eye icon. A note states: "Use 8 or more characters with a mix of letters, numbers & symbols". On the right side, there is an illustration of a blue shield with a person icon, a laptop with a play button, a smartphone with a message icon, and a location pin. Below this illustration, the text says "One account. All of Google working for you." At the bottom left, there is a "Sign in Instead" link. At the bottom right, there is a blue "Next" button highlighted with a red border.

Step 5: Enter your current phone number. If your phone number does not accept text messages (SMS), there is a call option to receive the 6-digit verification code.



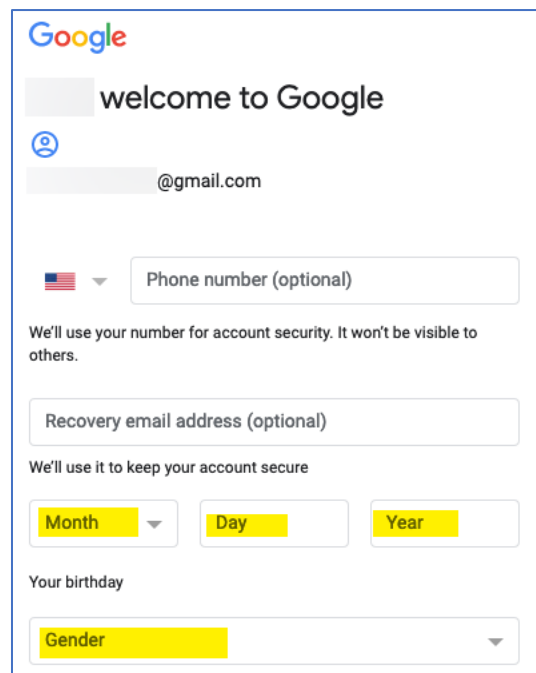
The screenshot shows the Google phone number verification page. At the top left is the Google logo. Below it, the heading reads "Verify your phone number" followed by the text: "For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*". There is a dropdown menu for the country (currently set to the United States) and a "Phone number" input field. Below the input field is a "Back" link. At the bottom right, there is a blue "Next" button highlighted with a red border. On the right side, there is an illustration of a blue shield with a padlock, a red balloon, a laptop with a verification code (****), a smartphone with a message icon, and a birthday cake. Below this illustration, the text says "Your personal info is private & safe".

Step 6: Google will send you a text message that includes a 6-digit verification code. Enter this into the 'Enter Verification Code' section. Do not include the G- as it's already included for you. If your phone number does not receive text messages select the 'Call Instead' option at the bottom. Once the verification code has been entered click on **Verify**.



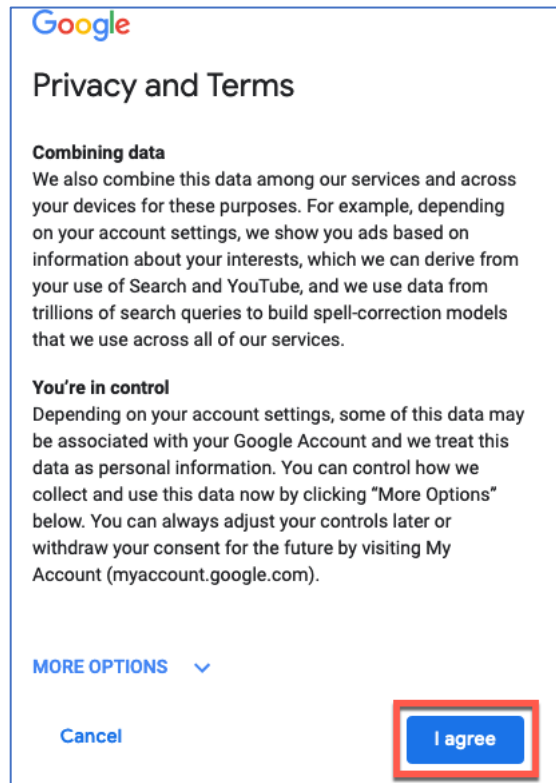
The screenshot shows the Google verification interface. At the top is the Google logo. Below it is the heading "Verify your phone number" and a paragraph explaining that Google will send a text message with a 6-digit verification code. The phone number is listed as (206) 351-8843. There is a text input field for the verification code, with a "G-" prefix and a yellow highlight. Below the input field are three buttons: "Back", "Call instead", and "Verify". The "Verify" button is highlighted with a red border. To the right of the input field is an illustration of a blue shield with a white padlock, a red balloon, a laptop, a smartphone, and a birthday cake. At the bottom right, it says "Your personal info is private & safe".

Step 7: You can choose to provide an alternative phone number or email address for security and account recovery purposes. Complete the birthday and gender fields then click **Next**.



The screenshot shows the Google account creation interface. At the top is the Google logo. Below it is the heading "welcome to Google" and a profile picture placeholder. The email address is shown as @gmail.com. There is a dropdown menu for the phone number (optional) with a US flag icon. Below it is a paragraph explaining that the number will be used for account security. There is a text input field for the recovery email address (optional). Below it is a paragraph explaining that it will be used to keep the account secure. There are three dropdown menus for the birthday: "Month", "Day", and "Year". Below them is a paragraph for "Your birthday" and a dropdown menu for "Gender".

Step 8: Review the Privacy and Terms policy by scrolling down to the bottom, then click on **I agree**.



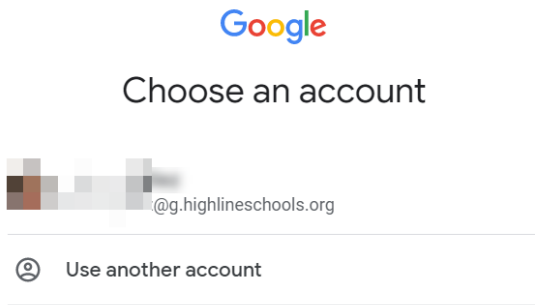
Step 9: The system will then open up your new gmail account with a popup that can walk you through various features in the system. For more assistance with using and navigating your new gmail email account, please go to the G Suite Learning Center for Gmail:

<https://support.google.com/a/users/answer/9297685>

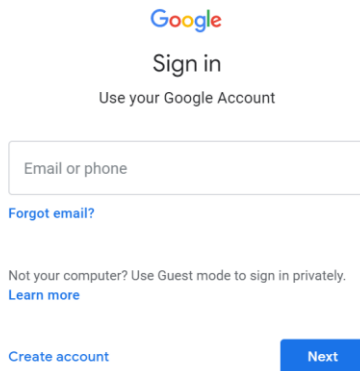
Switch User Accounts

To log out and log in as another user.

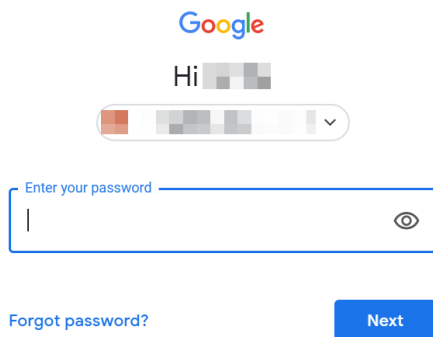
1. Click on **Use another account**.



2. Enter the email address and click **Next**.




3. Enter your password and click Next.




Log out of Chrome Browser

You can sign out of your Google Account from Chrome.

1. On your computer, open Chrome.
2. At the top right, click Profile  > Sign out.

If you have sync turned on, you can turn it off. This will also sign you out of your Google Account services, like Gmail.

1. On your computer, open Chrome.
2. At the top right, click Profile  > Syncing to [email].
3. Under "People," click Turn off > Turn off.

Note: If you turned sync on in Chrome and sign out of a Google service, like Gmail, you'll also be signed out of Chrome. This will pause sync until you sign back in with the same account.