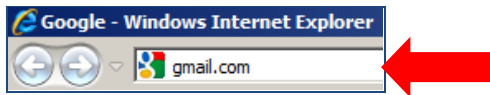


How to Create a Gmail Email Account

1. Open a browser window (Internet Explorer or Firefox) and type in **gmail.com**.



2. Click on the **Create an Account** link.
3. Type in your **first name** and **last name**.
4. By **Choose your username**, type in your **first name** and **last name**, no period or spaces.

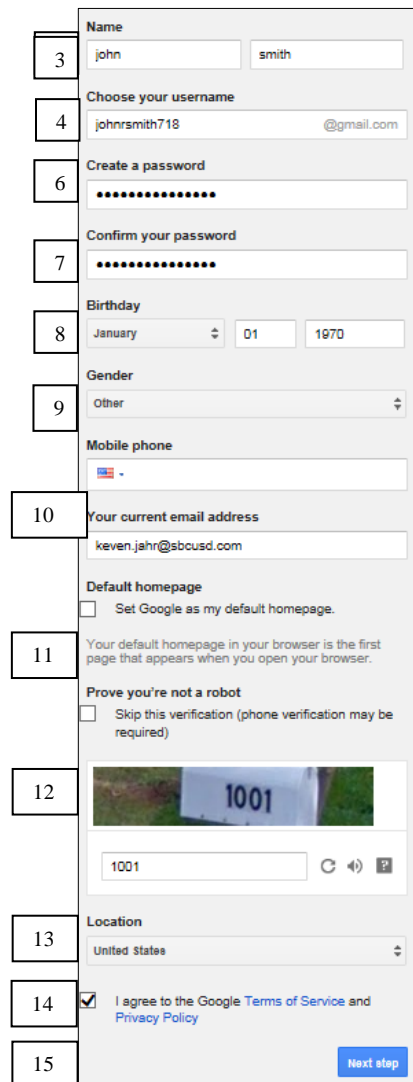
NOTE: A **red** message will appear if somebody already has your name, try another name. It can be any name you want as long as it has not already been used.

5. **WRITE DOWN YOUR NEW EMAIL ADDRESS**, e.g. **bellasmith1995@gmail.com**
6. **Create a password**. It has to be at least 8 characters. (e.g., ohhappyday)
7. **Confirm your password** by typing it again. (e.g., ohhappyday)
8. **Birthdate** must be filled in (4-digits for Year).
9. **Gender** must be filled in.
10. **Mobile phone** or **Your current email address** must be filled in.
11. You can choose whether to check or uncheck the two options. It is recommended to leave them blank.
12. **Type** the code you see in the picture.
13. **Location**, make sure United States is listed.

14. Check the box if you agree to the **Terms of Service**.

15. Click on **Next step**.

NOTE: When completed, you should see this type of message.



The image shows a screenshot of the Gmail account creation form with numbered callouts 3 through 15. The form fields are: 3. Name (john, smith); 4. Choose your username (johnsmith718@gmail.com); 6. Create a password (masked with dots); 7. Confirm your password (masked with dots); 8. Birthday (January, 01, 1970); 9. Gender (Other); Mobile phone (country code dropdown); 10. Your current email address (keven.jahr@sbcusd.com); 11. Default homepage (checkbox for 'Set Google as my default homepage'); 12. Prove you're not a robot (checkbox for 'Skip this verification (phone verification may be required)'); 13. Location (United States); 14. I agree to the Google Terms of Service and Privacy Policy (checkbox checked); 15. Next step button.

