Setting up a Gmail Account

Setting up a Gmail account is easy. You will begin by creating a Google Account and during the quick sign-up process you will choose your Gmail account name. In this lesson, we'll show you how to set up your Google Account for Gmail, add and edit contacts, and edit your mail settings.

Setting Up a Gmail Account

To create a Gmail (Google Mail) address, you'll first need to create a Google Account. Gmail will redirect you to the Google Account sign up page. You'll need to provide some basic information like your name, birthday, gender, and location. You will also need to choose a name for your new Gmail address. Once you create an account, you'll be able to start adding contacts and adjusting your mail settings.

To Create an Account:

2. Click Create an Account.
3. Gmail will redirect you to the **Create a new Google Account** window.

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**Creating a new Google Account form**

4. You will now need to fill out a form with your information. Type your **first name** and **last name**.

5. Type the Google **username** you want to use. This will become your Gmail email address. Google checks the availability of the username to make sure that name hasn't already been taken.

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**Typing your Google username**

6. Type your desired **password** – at least 8 characters long with a combination of letters, numbers and other characters. Just like with any online service, it's important to choose a **strong password** - in other words, one that is **difficult for someone to guess**. When you type your desired password, Gmail will tell you whether it is strong enough, and if it's not strong enough you can **modify** it.

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**Creating a password**
7. Enter your birthday month, day, and year. Select your gender.

8. **Optional:** If you would like for Google to text you your password if you ever forget it or need to reset it, enter your **Mobile phone number**. This is not required to sign up for a Google Account.

9. **Optional:** If you would like for Google to help keep your account secure by emailing you if there is unusual activity happening with your account, enter an alternate email address in the **Other email address** box.

10. Then, you will need to type the **verification text** that you see below the Default homepage. You will also need to select your **location**.

11. Review the **Terms of Service** and **Privacy Policy** and click on the box to accept.
12. Review the **About personalization** and click the box if you would like to participate in Google +1 content and ads. We will leave the box empty.

13. Click **Next step** to continue.

14. The **Create your profile** page will appear. Click **Add Profile Photo** if you wish to add a photo to your **Google+** profile. If you do not want a profile photo at this time, click **Next step**. You can add a profile photo later, if you change your mind.
15. The **Google welcome page** will appear. This page will help explain the basics of your Google account and remind you of your Gmail address and Google username.

![The Google welcome page](image)

16. You have completed the sign up process. Click **Continue to Gmail**. You will be redirected to your new Gmail inbox.

![Clicking Continue to Gmail](image)
Signing in to Your Account

When you first create your account, you will be automatically signed in. Most of the time, however, you'll need to **sign in** to your account, and then **sign out** when you're done with it. Signing out is especially important if you're using a shared computer (for example, at a **library** or **office**), because it prevents other people from viewing your emails.

**To Sign in:**

1. Go to [www.gmail.com](http://www.gmail.com).
2. Type your **username** (your email address) and **password**, and then click **Sign in**.

**To Sign out:**

- In the top-right corner of the page, click your **name** and select **Sign out**.
Mail Settings

Occasionally, you may want to make adjustments to Gmail's **appearance** or **behavior**. For example, you could create a **signature** or a **vacation reply**, edit your **labels**, or change the **theme**. These adjustments can be made from your **Mail settings**.

**To Access Your Mail Settings:**

1. Click the **gear icon** in the top-right corner of the page and select **Settings**.

   ![Going to Mail settings](image)

2. From here, you can select the **category** that you want to edit.

   ![Choosing a theme in mail settings](image)
Adding Contacts

Like all major email providers, Gmail lets you keep an address book of contacts so that you don't have to memorize everybody's email addresses. You can also add other contact info, such as phone numbers, birthdays, and physical addresses.

To Add a Contact:

1. In the Gmail drop-down menu, select Contacts.

2. Your contacts screen will appear. Click New Contact.

3. Type the person's name and email address. You can also type additional contact information if desired. All changes that you make will be saved automatically.
To Edit a Contact:

1. In the left menu pane, click My Contacts.

2. Click on the contact that you would like to edit.

3. You can now make any changes that you want to the contact.

By default, when you send an email to a new address, Gmail adds the address to your contacts. You can then go to your contacts to edit the person's information as needed.