

## How to set up a Gmail account.

Go to <https://accounts.google.com/signup>

click the [Create account](#) link.

You won't be able to get a certain Gmail address if the username you requested is already being used or is very similar to an existing username (for example, if `example@gmail.com` already exists, you can't use it).

Gmail will provide you with suitable alternatives.

1

Complete personal data and click next.

Google  
Create your Google Account

First name Last name

Username @gmail.com  
You can use letters, numbers & periods

[Use my current email address instead](#)

Password Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

Show password

[Sign in instead](#) [Next](#)

One account. All of Google working for you.

2

You will then be asked to input your telephone number.

Google  
Verifying your phone number

For your security, Google wants to make sure that it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*

Phone number

[Back](#) [Next](#)

Your personal info is private and safe

3

You will receive a verification code via text, input the code in this box then click verify.

Google  
Verifying your phone number

For your security, Google wants to make sure that it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*

Enter verification code

[Back](#) [Call instead](#) [Verify](#)

Your personal info is private and safe

4

Fill in your gender and D.O.B then click next.

Google  
Welcome to Google

mrsschool806@gmail.com

Phone number (optional)

Recovery email address (optional)  
We'll use it to keep your account secure

Day Month Year  
Your date of birth

Gender

[Why we ask for this information](#)

[Back](#) [Next](#)

Your personal info is private and safe

Your personal info is private and safe

5

The next step is an optional response. You can choose to add your phone number to the account or click on skip.

Google  
Get more from your number

If you like, you can add your phone number to your account for use across Google services. [Learn more](#)

For example, your number will be used to

Receive video calls & messages

Make Google services, including ads, more relevant to you

[More options](#)

[Back](#) [Skip](#) [Yes, I'm in](#)

Your personal info is private and safe

6

Click on option 1 or 2 then click on next.  
You can change your settings at any time.



### Choose personalisation settings

- Express personalisation (1 step)**  
Use personalisation settings that deliver tailored content and ads. We'll remind you in a couple of weeks to review your settings.
- Manual personalisation (5 steps)**  
Configure your personalisation settings step by step. You decide which settings are on or off to get the content and ad experience that you want.



You're in control of the data we collect and how it's used

You can change your settings anytime at [account.google.com](https://account.google.com)

Next

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If you agree, click confirm.



### Confirm personalisation settings and cookies

These settings will use your data to give you a personalised experience across services and more control over the ads that you see

- Web & App Activity**  
This setting will be turned on for things like faster searching, more relevant results and more helpful app and content recommendations. [Learn more](#)
- YouTube History**  
This setting will be turned on for things like better video recommendations and to help remember from where you left off. [Learn more](#)
- Ad Personalisation**  
This setting will be turned on to make the ads that you see more useful to you. [Learn more](#)



You're in control of the data we collect and how it's used

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Next you will find a copy of the privacy and terms, If you agree click on - I agree.

9

Click on the middle icon and select the Gmail icon.



10

Read and select the box that best suits your requirements then click next.



### Allow smart features in Gmail, Chat and Meet to use your data

Get the most out of Gmail, Chat and Meet with smart features and personalisation based on your content and how you use these products.

- Continue with smart features**  
Gmail will continue to offer you:
  - Automatic email filtering/categorisation (Primary/Social/Promotions)
  - Smart Compose (suggested text) in email
  - Summary cards above emails (travel, package tracking and more)
  - Extracting event details to create calendar entries
- Turn off smart features**  
This will **disable or degrade the performance of the features above and more**. You can turn this back on in Gmail settings. [Learn more](#)

1 of 2

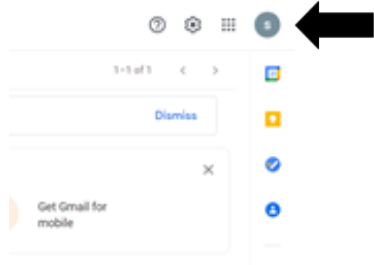
Next

11

Congratulations, you have successfully created an email account. Here you will see this screen, you can navigate by clicking on an item.

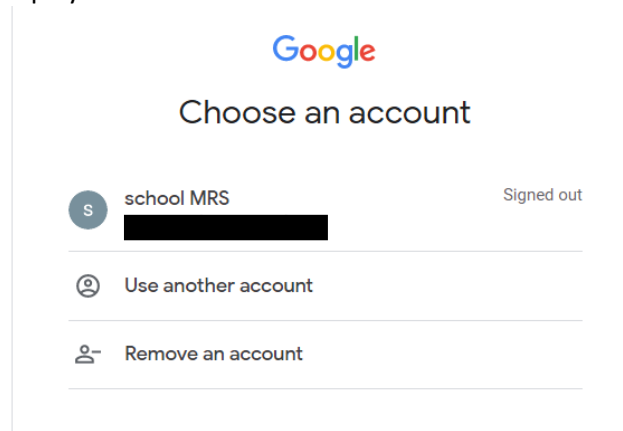
12

Always log out of your account to ensure you are protected.  
Click on the icon in the top right hand corner and select Sign out.



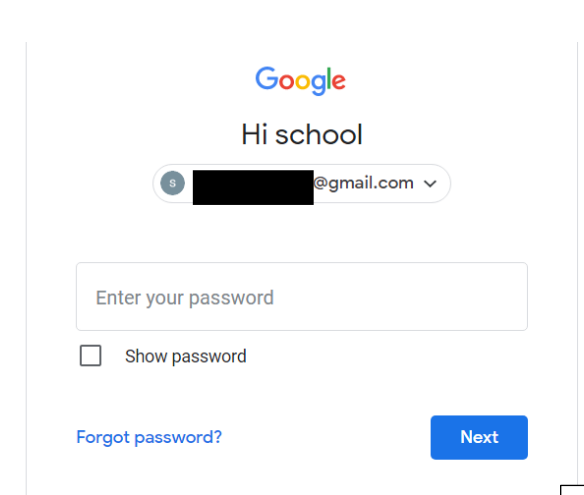
13

To sign back into your account, in the search bar type in [www.gmail.com](http://www.gmail.com) and the log in page will now be displayed.



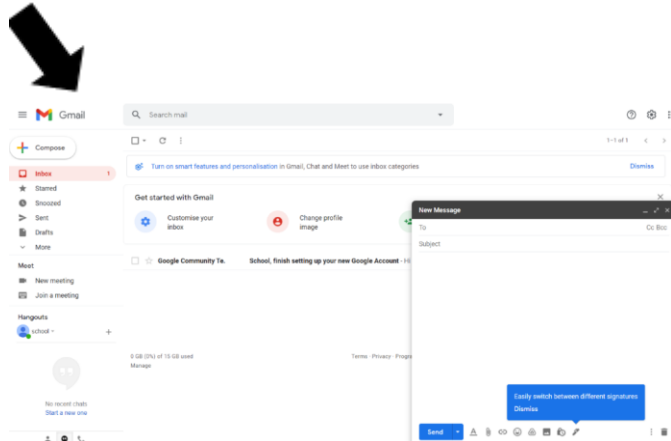
14

Click on or type in your login details and enter your password, click next.



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To send an email - click on the compose icon, it will then open up a box for you to type your message and the recipients email address.



Any replies will then be sent to your inbox .

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Further support is available from -  
[www.support.google.com](http://www.support.google.com)