

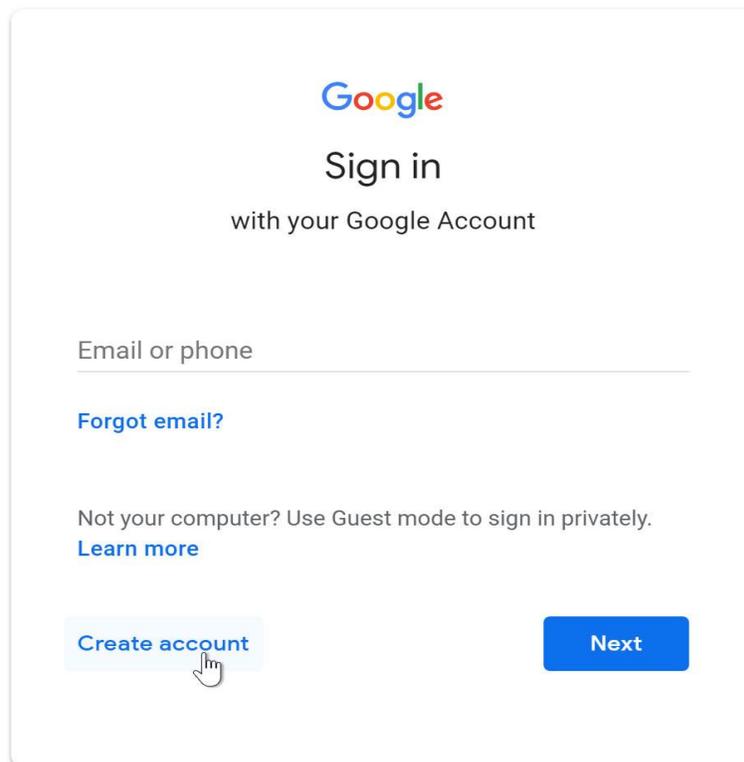
Setting up a Gmail account

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

To create a **Gmail** address, you first need to create a **Google account**. Gmail will direct you to the Google account sign-up page. You'll need to provide basic information like: **name**, **birth date**, **gender**, and **location**. You 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:

1. Go to www.gmail.com.
2. Click **Create account**.



The image shows a screenshot of the Google sign-in page. At the top is the Google logo, followed by the text "Sign in with your Google Account". Below this is a text input field labeled "Email or phone". Underneath the input field is a blue link that says "Forgot email?". Further down, there is a line of text: "Not your computer? Use Guest mode to sign in privately." followed by another blue link "Learn more". At the bottom of the page, there are two buttons: a light blue button on the left that says "Create account" with a mouse cursor hovering over it, and a dark blue button on the right that says "Next".

3. The **sign-up** form will appear. Follow the directions by entering the information.

Google

Create your Google Account

First name: Last name:

Username: @gmail.com

You can use letters, numbers & periods
Available: [casarosae6](#) [elenacasarosa895](#) [casarosaelena106](#)

[Use my current email address instead](#)

Password: Confirm password:

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

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



One account. All of Google working for you.

4. Next, enter your **phone number** to verify your account. Google uses a two-step verification process for your security.

Google

Verify your phone number

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*

Phone number:

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



Your personal info is private & safe

5. You will receive a text message from Google with a **verification code**. Enter the **code** to complete the account verification.



Verify your phone number

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*

 9195559555

[Enter verification code](#)

G- 346205

[Back](#)

[Call instead](#)

[Verify](#)



Your personal info is private & safe

6. Next, you will see a form to enter personal information, like name and birthday.



Elena, welcome to Google



ecasarosa3@gmail.com

Phone number (optional)



9195559555

We'll use your number for account security. It won't be visible to others.

Recovery email address (optional)

We'll use it to keep your account secure

Month	Day	Year
March	02	1982

Your birthday

Gender

Female

Why we ask for [this information](#)

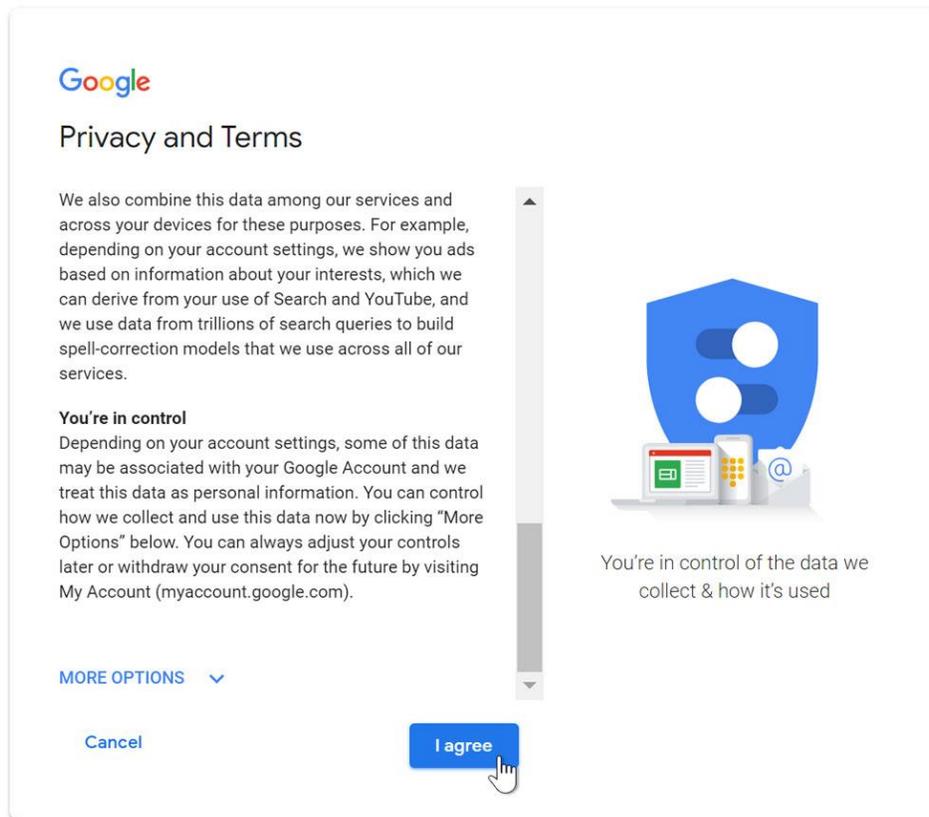
[Back](#)

[Next](#)

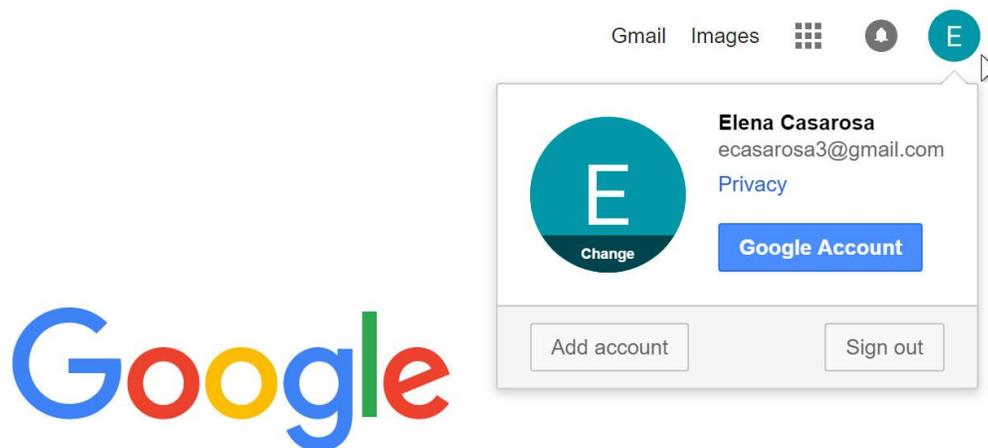


Your personal info is private & safe

7. Review [Google's Terms of Service](#) and [Privacy Policy](#), then click I agree.



8. Your account will be created.



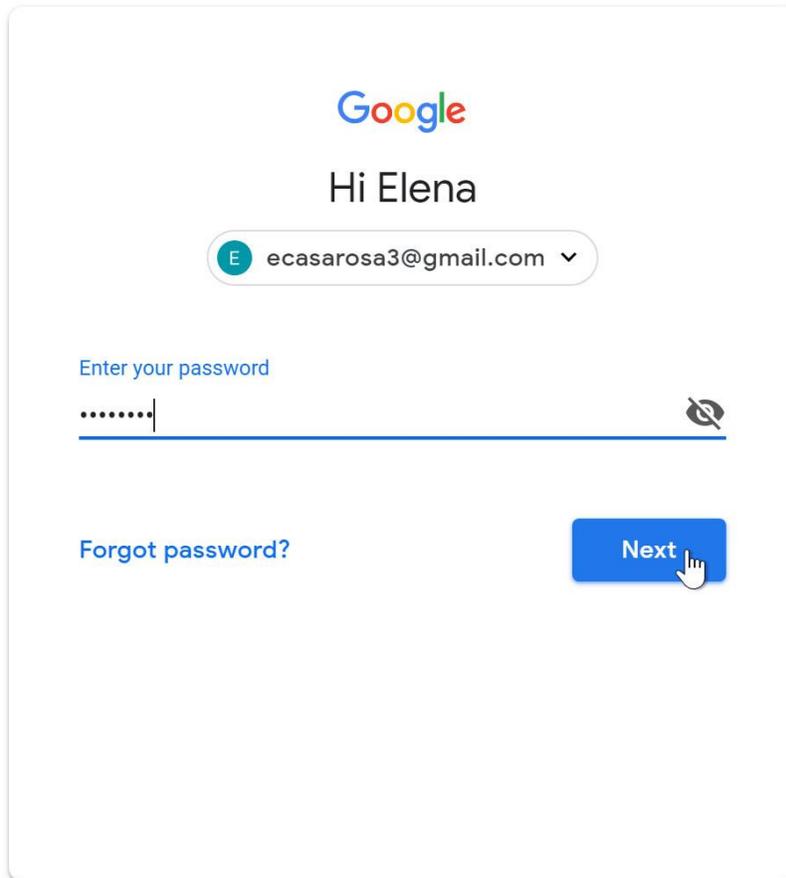
It's important to choose a **strong password**—one that is difficult for someone to guess.

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 **sign out** when you're done. **Signing out is especially important if you're using a shared computer because it prevents others from viewing your emails.**

To sign in:

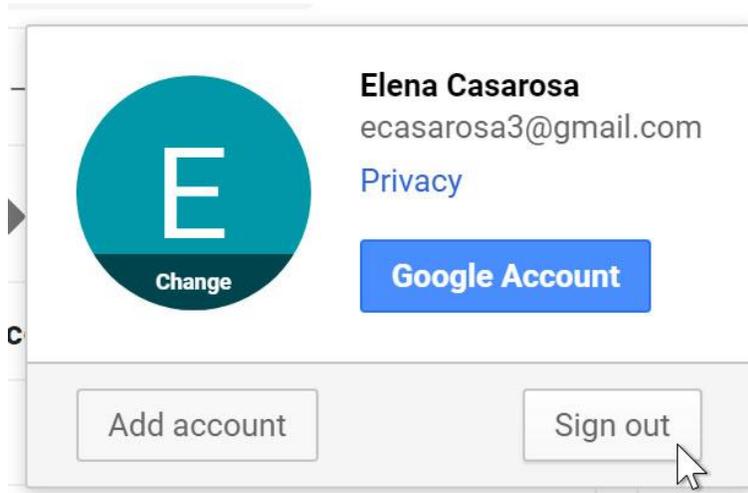
1. Go to www.gmail.com.
2. Type your **user name** (email address) and **password**, then click **Next**.



The screenshot shows the Gmail sign-in interface. At the top is the Google logo. Below it, the text "Hi Elena" is displayed. A dropdown menu shows the email address "ecasarosa3@gmail.com" with a small downward arrow. Below the email field is a password field with the placeholder text "Enter your password" and a series of dots for the password. To the right of the password field is an eye icon for toggling visibility. At the bottom left is a link for "Forgot password?". At the bottom right is a blue button labeled "Next" with a hand cursor icon pointing to it.

To sign out:

In the top-right corner of the page, locate the circle that has your first initial (if you have an avatar image, it will show the image instead). To sign out, click the circle and select **Sign out**.

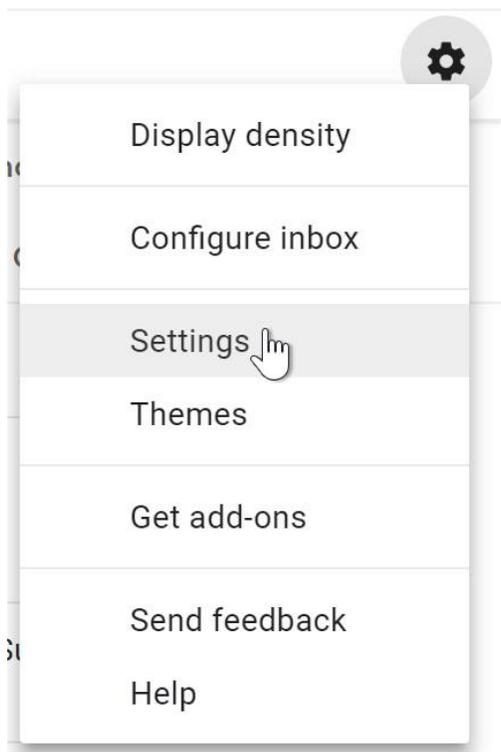


Mail settings

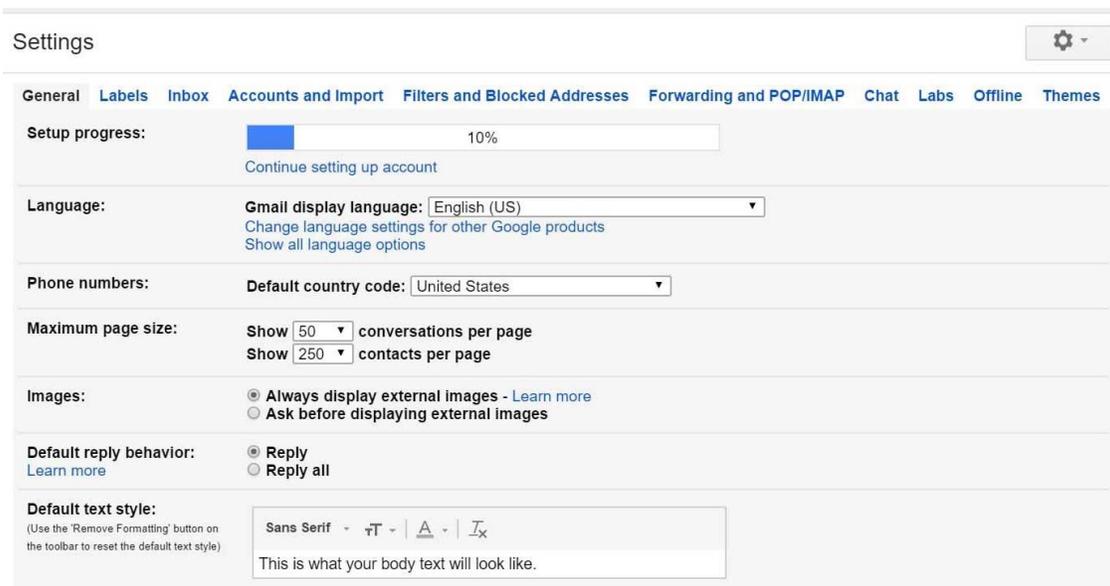
Occasionally, you may want to change Gmail's **appearance** or **behavior**. For example, you could create a **signature** or **vacation reply**, edit your **labels**, or change the **theme**. These changes are made from the **mail settings**.

To access your mail settings:

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



2. From here, you can click any of the **categories** at the top to edit the settings.



Adding contacts

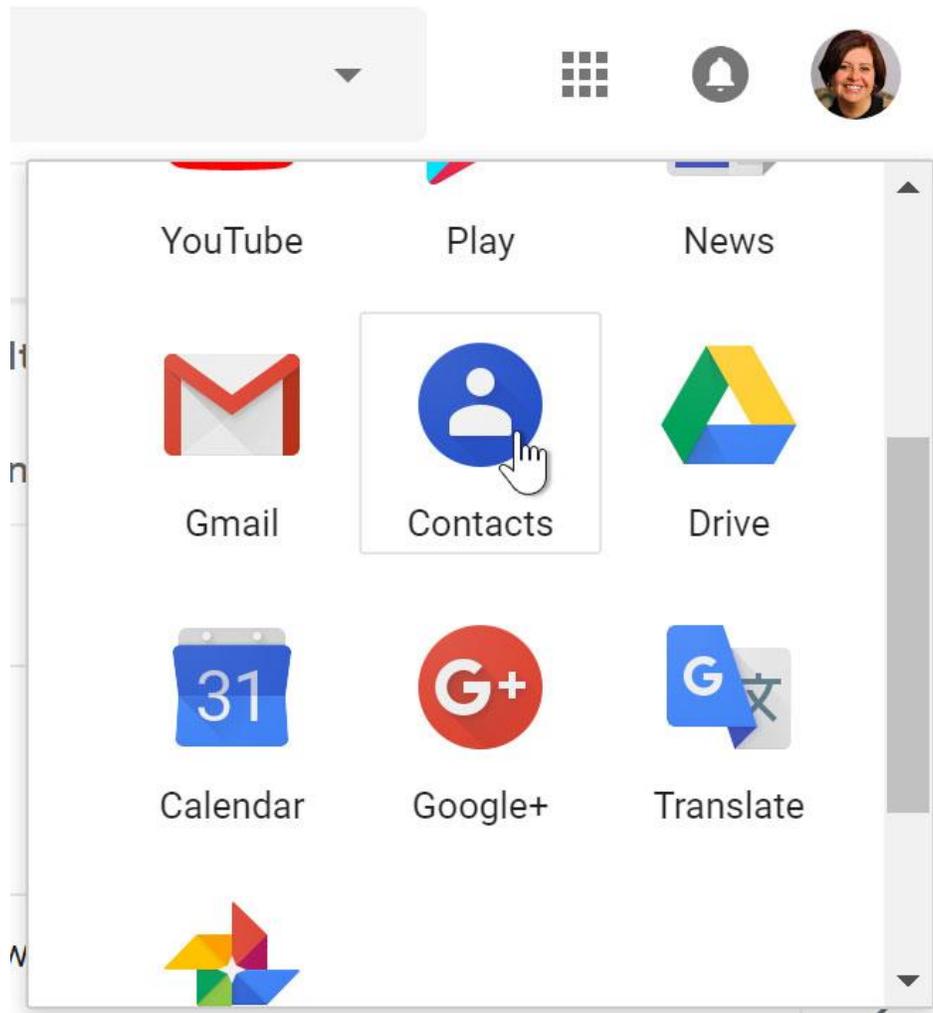
Gmail lets you keep an address book of **contacts** . You can also add other contact information, like **phone numbers**, **birthdays**, and **physical addresses**.

To add a contact:

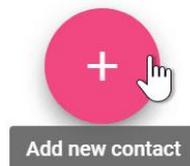
1. Click the **Google apps** button.



2. Click the **Contacts** button in the drop-down menu.



3. Your contacts screen will appear. Click the **Add new contact** button in the lower-right corner.



4. Enter the contact information, then click **Save**.

Create contact

 First name
Olenna

Last name
Mason

 Company Job title

 lakestone.omason@gmail.com Label 

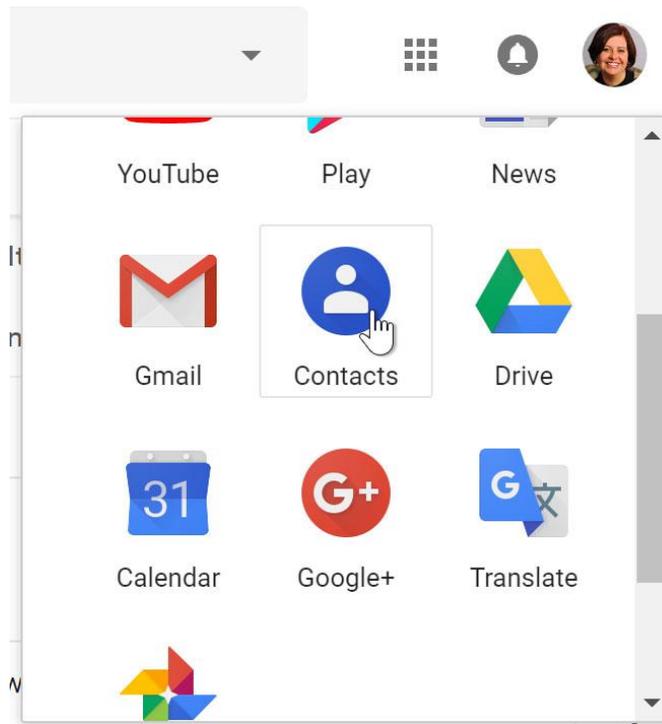
  Phone

 Notes

[MORE](#) [CANCEL](#) [SAVE](#)

To edit a contact:

1. In the Google apps drop-down menu, select **Contacts**.



2. Locate the contact you want to edit, then click **Edit Contact**.



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

A screenshot of the 'Edit contact' dialog box in Gmail. The contact name is 'Olenna Mason'. The address is 'Lake Stone Montessori School'. The email address is 'lakestone.omason@gmail.com'. The phone number field is empty. The 'Job title' field has a close button. The 'Label' field has a plus button. The 'Notes' field is empty. At the bottom are buttons for 'MORE', 'CANCEL', and 'SAVE'. A 'Google profile' link is at the bottom left.

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.

Importing mail and contacts

You may already have a contact list from another email address, and it would be a lot of work to re-enter all of this information manually. Gmail allows you to import your contacts from another email account, and you can even import all of your email messages from that account. Several email providers are supported, including **Yahoo!**, **Hotmail**, and **AOL**.