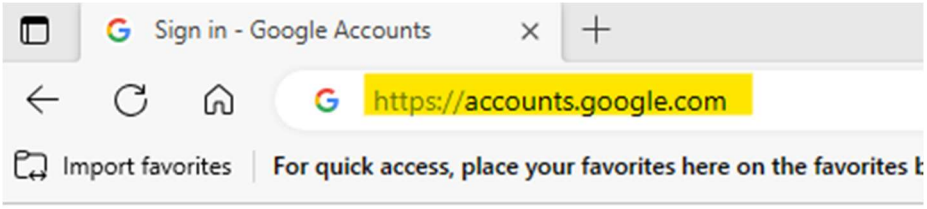
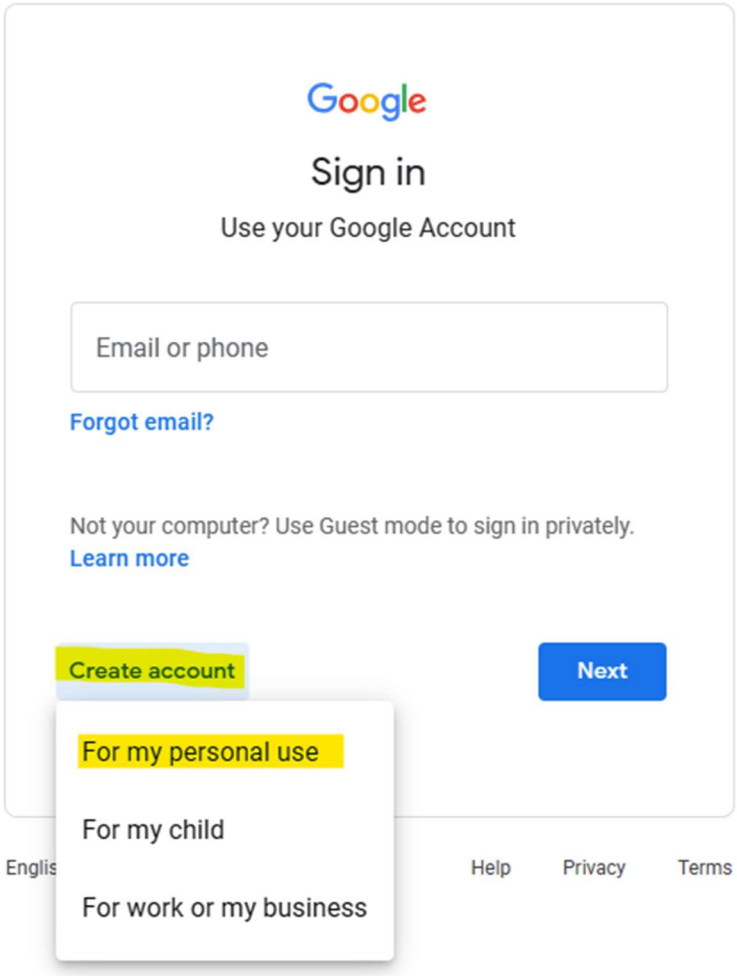
Creating a new GMAIL email account

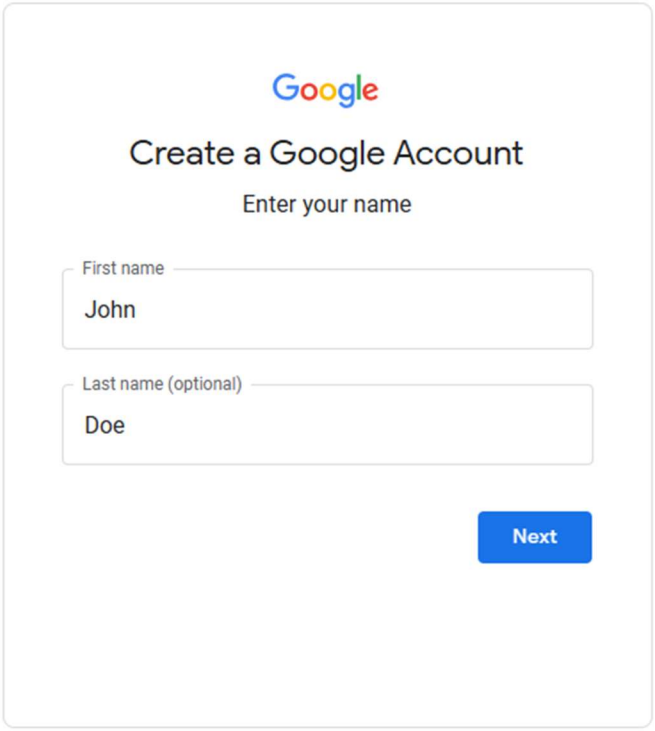
1. Open a Web Browser (Google Chrome, Microsoft Edge) and type the following address in the address bar https://accounts.google.com



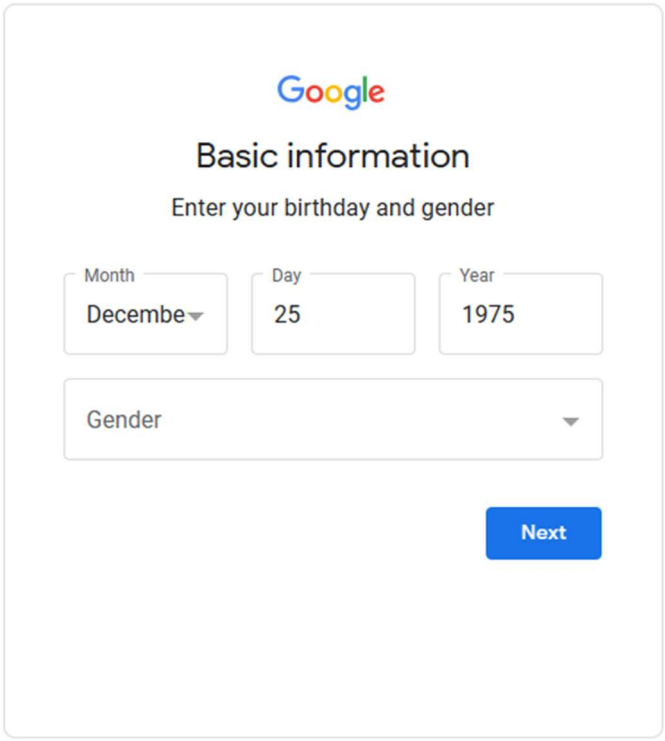
2. Once the page has loaded, click on **Create Account** at the bottom of the page and then select **For my personal use.**



3. Enter **YOUR** First and Last Name and click **next**.

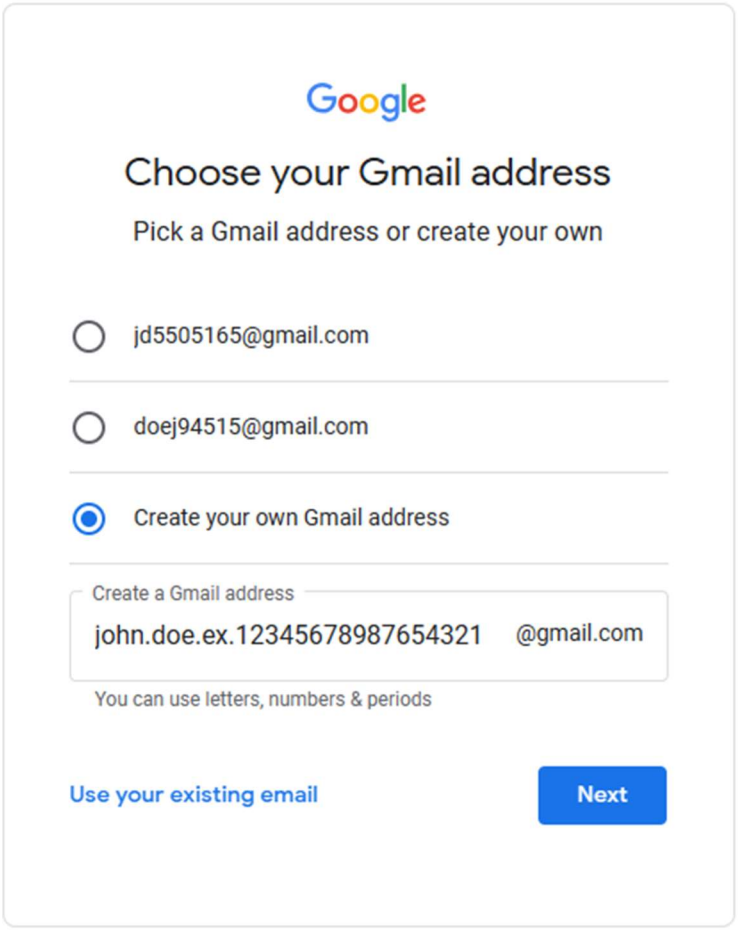


4. Enter the Basic Information which includes birthday and gender and hit **next**.

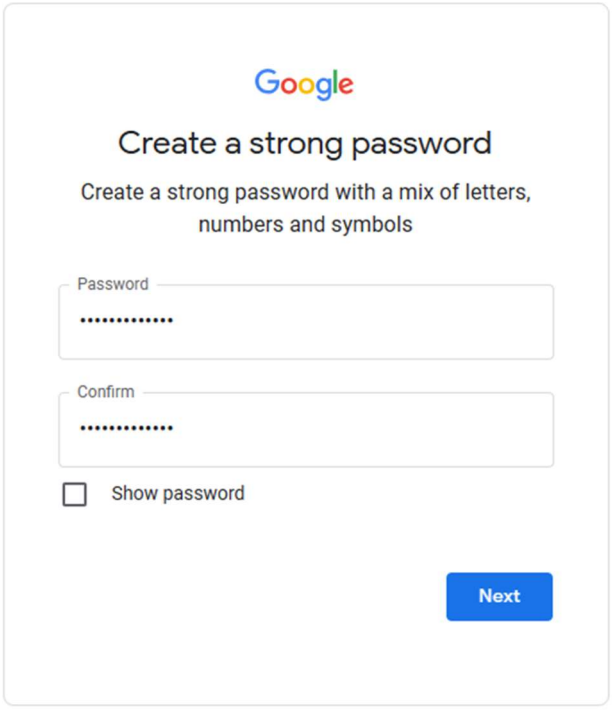


5. The next screen will give you the option to choose a recommended Gmail address, or to create your own. Please note that the Gmail address is unique so you cannot use a name that is already used by another user. As seen below, in this example, a unique address was chosen. Once you choose **your** Gmail address, hit **next** to continue.

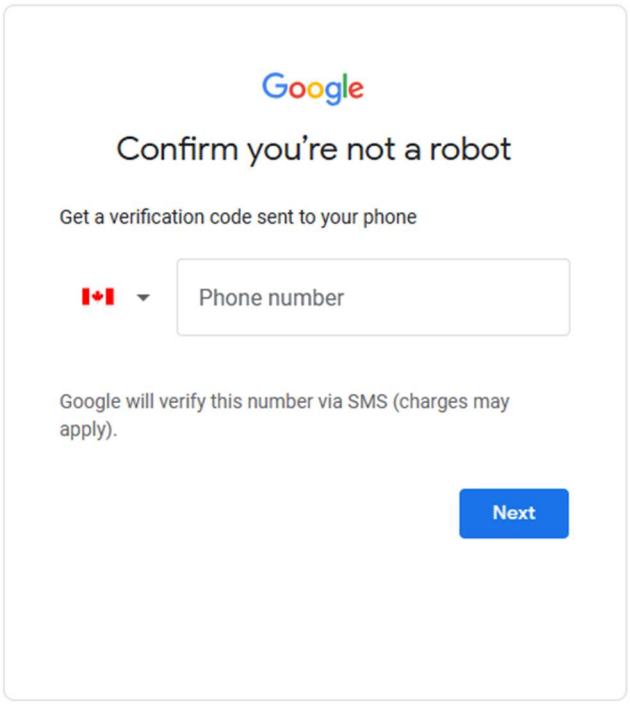
   If the Gmail address name is already taken, it will give you a message stating: That username is taken. Try another. You will need to come up with a different name. Continue until you find a unique name and hit **next.



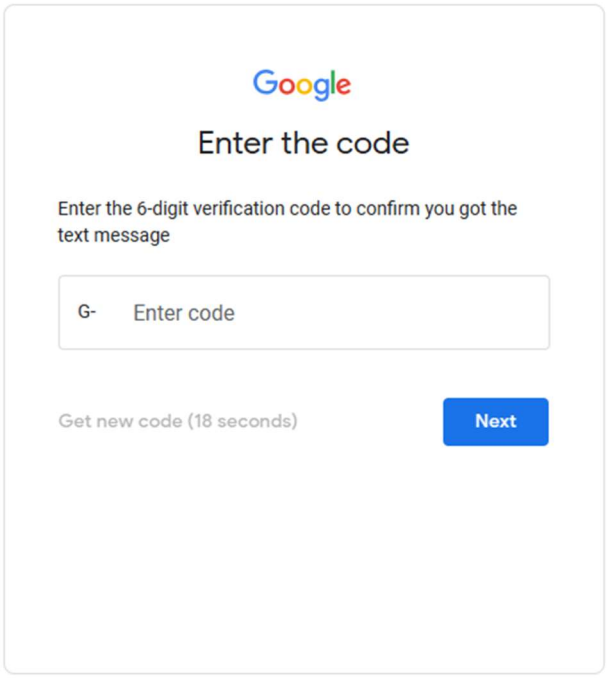
6. Create a unique password and hit **next**:



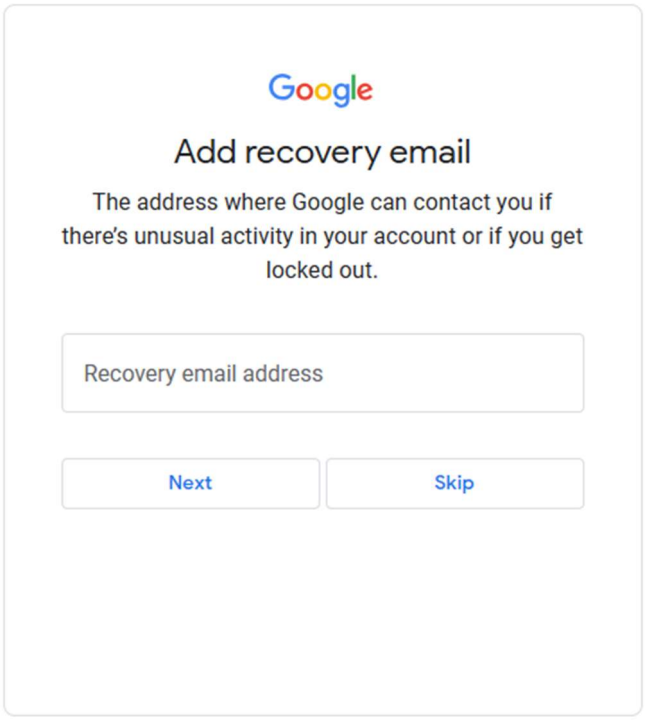
7. Enter your cell phone number and hit **next**. This step is used to verify your account and is mandatory. A unique code will be sent via text message to the number you provided.



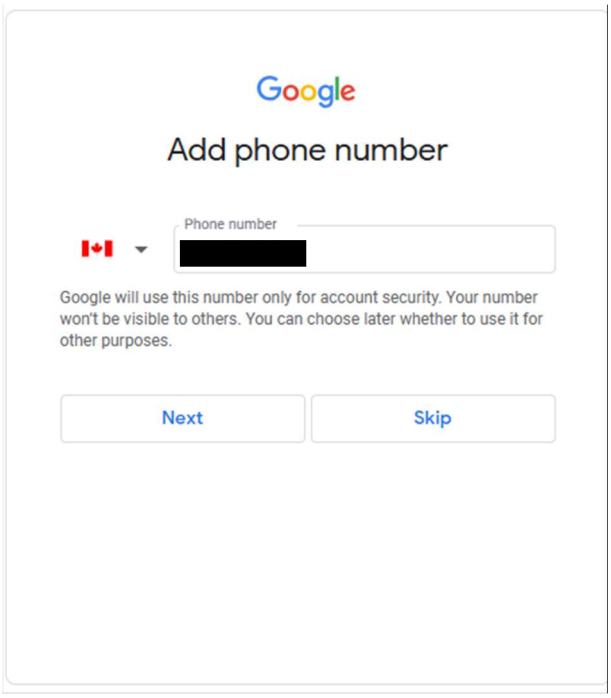
8. Enter the unique code and hit **next**



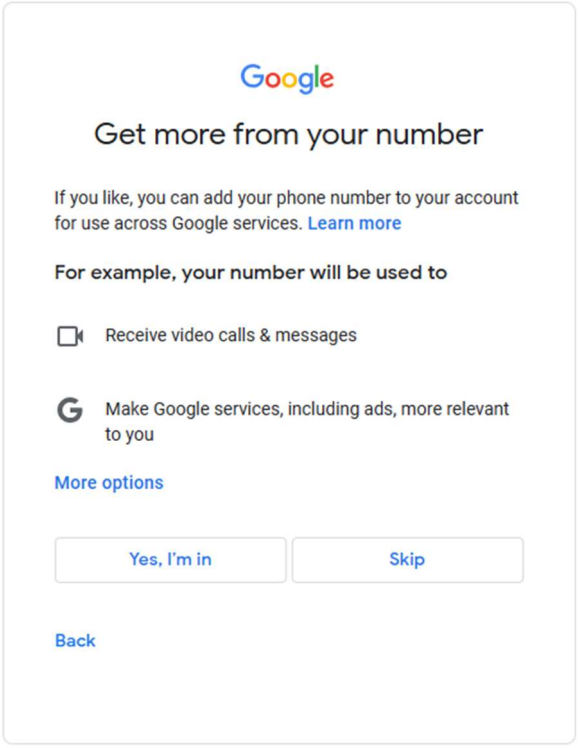
9. The next screen will ask you for a recovery email. If this is your first email account, you can skip this step. If you have another email account that you have access to, you can enter it here. In this example, we skipped this step.



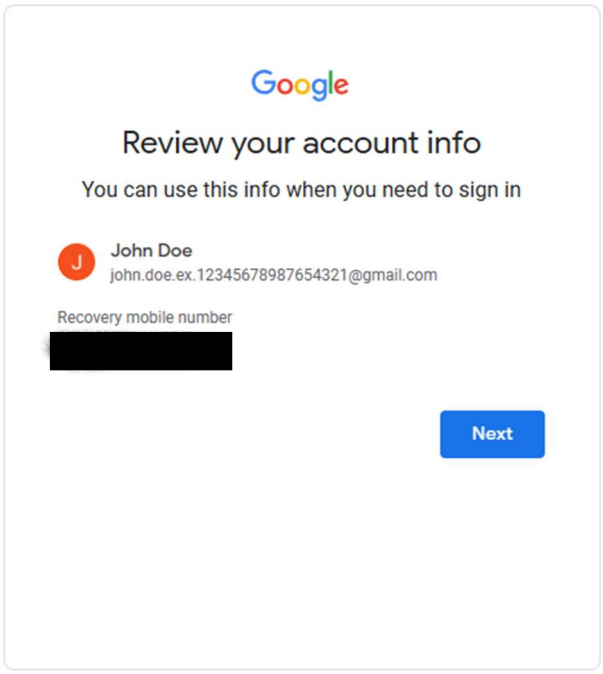
10. Hit next on the following screen that will confirm your number.

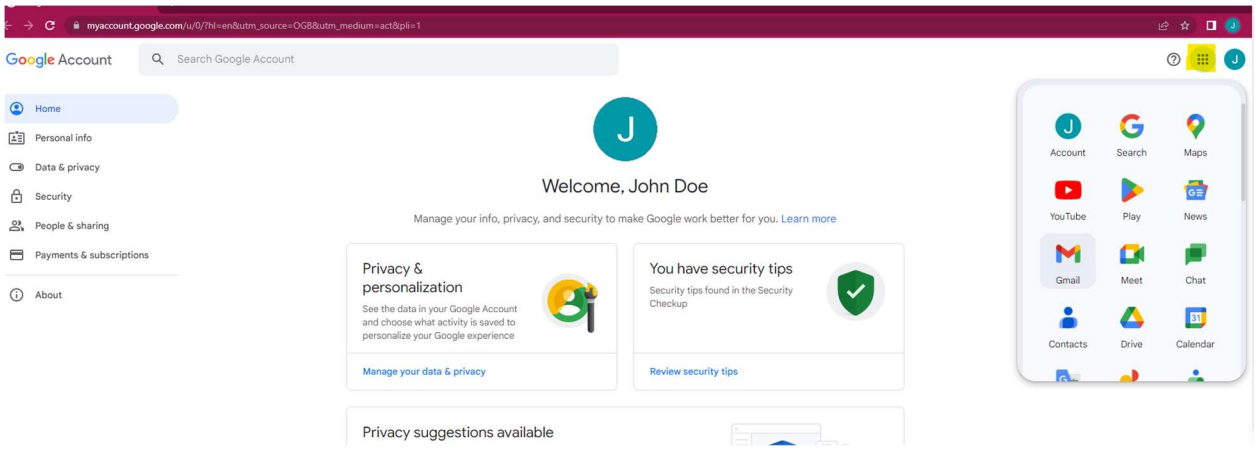


11. You can choose to opt for the next page or choose to skip. Read the information and it's at your discretion. For this example, we chose to skip.



12. Review that the information is correct and click next:



13. On the next page, scroll to the bottom and hit **I agree**.

14. You have finished creating your new Gmail account and you will now see the home page of your account. You can access your Gmail account by clicking on the small icon on the top right of the screen and choosing Gmail.