

How to Set up a Gmail email

Setting up a Gmail account

To create a Gmail 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, birth date, 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:

Go to www.gmail.com.

Click Create account.

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

Next, enter your phone number to verify your account.

Google uses a two-step verification process for your security.

You will receive a text message from Google with a verification code.

Enter the code to complete the account verification.

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

Review Google's Terms of Service and Privacy Policy, then click I agree.

Your account will be created.

Just like with any online service, it's important to choose a strong password—in other words, one that is difficult for someone else 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 with it.

Signing out is especially important if you're using a shared computer (for example, at a library or office) because it prevents others from viewing your emails.

To sign in:

Go to www.gmail.com.

Type your user name (your email address) and password, then click Next.

To sign out:

In the top-right corner of the page, locate the circle that has your first initial (if you've already selected an avatar image, it will show the image instead).

To sign out, click the circle and select Sign out.

To access your mail settings:

Click the gear icon in the top-right corner of the page, then select Settings.

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

Mail settings

Occasionally, you may want to make adjustments to Gmail's appearance or behavior.

For example, you could create a signature or vacation reply, edit your labels, or change the theme.

These adjustments can be made from your mail settings.