

# How to create a free Gmail Account

Step 1: Open the Gmail web site at <http://gmail.google.com>.

Click on the *Sign up for Gmail* link circled in the screenshot and then proceed.

Step 2: Enter all the required information in the "Create an Account" online form

After you click on the signup link, you shall be shown the Create an Account form with

several fields that need your inputs.

You now need to start filling the form. Once you have entered your first and last names "example: Sandlake Grange", it is time to choose a login name. This is important as your login name will decide the email address you will get, and in case of a Gmail account, would be your-chosen-loginname@gmail.com. So be sure to pick a login name, also called the username, with care that makes sense for your Grange – usually your Grange name.

A screenshot of the Gmail 'Create an Account' form. The page title is 'Create a Google Account - Gmail'. The form includes fields for 'First name', 'Last name', 'Desired login name', 'Create a password', 'Re-enter password', 'Security Question', 'Answer', 'Secondary email', 'Location', 'Where I'm From', 'Terms of Service', 'Google Product or Service', and 'I'm new to Google?'. A 'Check availability' button is visible next to the login name field. The form also features a 'Get started with Gmail' link at the top and a 'Create my account' button at the bottom.

Step 3: How to choose a login name or username for your email address

Choosing a login name is part art and part common sense.

Since, email addresses need to be unique which means no two people in the world can have the same address, there is no guarantee that your preferred login name would be available. The following are advice and suggestions on how to choose a login or username.

First check if you can get a login name of your full Grange name such as SandlakeGrange, or the more popular, Sandlake.Grange(the period sign can be used in a login

name). Your login name needs to be catchy and at the same time describe you so people are able to recall it without much difficulty and associate it with you.

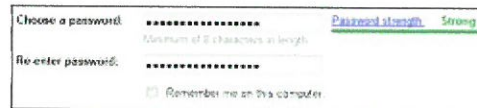
The availability of a login or user name can be verified by entering it first in the text field and hitting the check availability button.

#### Step 4: Choosing a password for your email

Securing your Gmail email account with a strong password is imperative. Think of the password as the key combination to your safe and you need to give the same amount of

importance. A combination of uppercase and lowercase letters with some digits thrown in would be a strong enough password. on the right of the text fields in which you enter your password a sort of meter would indicate the strength of the password.

You need to enter the password twice and you can leave the "Remember me on this computer" box unchecked.



The screenshot shows a form for creating a password. It has two text input fields: "Choose a password:" and "Re-enter password:". To the right of the first field is a "Password strength" indicator with a green bar and the word "Strong" in green. Below the second field is a checkbox labeled "Remember me on this computer" which is unchecked.

#### Step 5: Protecting your Gmail account with a security question

You now need to either select a security question from the drop down list or enter one -

and you need to provide the answer. This additional security helps in getting your email

account password if you forget it.



The screenshot shows a form for selecting a security question. It has a dropdown menu for "Security Question" with a list of questions: "What is your primary telephone area number", "What is your library card number", "What was your first phone number", and "What was your first teacher's name". Below the dropdown is a text input field for the answer. There is also a checkbox for "Remember my question" which is checked. Below the form is a "Location" field with "India" selected and a "Word Verification" field with a picture of the word "coming" in green letters.

#### Step 6: Word verification and confirmation

After providing your secondary email address - you can leave this blank, if you don't have one - and your location, you need to enter the characters that you see in the picture above the field in your form. Why is this required? So that Gmail knows the inputs are from a human being and not some automated program.

Now that everything is set, you can go through the Terms of Service and click on the "I accept. Create my account." button which will create your very own free Gmail account!

To access your Gmail account, you need to go to the web site <http://gmail.google.com> using a web browser and enter your username (login name) and password once again.