

HOW TO CREATE A FREE GOOGLE GMAIL.COM EMAIL ACCOUNT



SUMMARY

Would you like to create a new, free email account using Google for gmail.com?
Here's how you can open a new email account.

INSTRUCTIONS ON CREATING A NEW EMAIL

1. To sign up for Gmail, create a Google Account. You will go to <https://accounts.google.com/Signup> to create your Google account.

Please see the image below for an example of the screen you will complete.

The image shows the 'Create your Google Account' page. It features several input fields: 'First name', 'Last name', 'Username' (with a suggested '@gmail.com' domain), 'Password', and 'Confirm'. A 'Show password' checkbox is also present. A 'Next' button is at the bottom right. Four red callout boxes provide instructions: #1 points to the name fields, #2 points to the username field, #3 points to the password field, and the 'Next' button callout says 'When these steps are completed, click "Next"'. The page also includes a 'Sign in instead' link, a language dropdown, and links for 'Help', 'Privacy', and 'Terms'.

If the username you entered is already taken, you will have to provide other options. Here is a list of reasons the username you requested may not be an available option:

- The username is already in use.
- The username is very similar to an existing username.
- The username is the same as a username used by someone else in the past and then deleted.
- The username is reserved by Google to prevent spam or abuse.

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2. Once your new username has been approved, you will complete filling out security-related questions that will keep your account safe.

The screenshot shows the Google account creation security page. It includes the Google logo, a 'welcome to Google' message, and a user profile icon. The page contains several input fields: a 'Phone number (optional)' field with a callout explaining it's optional for security; a 'Recovery email address (optional)' field with a callout explaining it's for account recovery; and a birthday section with 'Month', 'Day', and 'Year' dropdowns, and a 'Gender' dropdown with a callout explaining it's for age restrictions. There is also a 'Next' button with a callout explaining to click it when steps are completed. At the bottom, there are links for 'English (United States)', 'Help', 'Privacy', and 'Terms'.

#4 - OPTIONAL - Providing a Phone Number for additional account security. You may want to provide a cell phone number.

#5 - OPTIONAL - Provide an alternate email address if you have one in the event you need to recover your Gmail Account.

#6 - Enter your personal information like your date of birth and gender. Collecting your date of birth confirms that you're old enough to use certain services due to age restrictions.

When these steps are completed, click "Next".

3. You will need to confirm your phone number if you provided one.

The screenshot shows the Google account creation phone verification page. It includes the Google logo, a 'Verify your phone number' heading, and a message: 'To make sure this number is yours, Google will send you a text message with a 6-digit verification code. Standard rates apply'. There is a 'Send' button and a 'Not now' link. At the bottom, there are links for 'Back' and 'Send', and a note: 'Your personal info is private & safe'.

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- You will now be prompted to read the Google Privacy and Terms of Service Agreement. Once read, you will click on the blue button that says, "**I agree**".



Privacy and Terms

To create a Google Account, you'll need to agree to the [Terms of Service](#) below.

In addition, when you create an account, we process your information as described in our [Privacy Policy](#), including these key points:

Data we process when you use Google

- When you set up a Google Account, we store information you give us like your name, email address, and telephone number.
- When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.
- When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity – including information like the video you watched, device IDs, IP addresses, cookie data, and location.
- We also process the kinds of information described above when you use apps or sites that use Google services like ads, Analytics, and the YouTube video player.

Why we process it

We process this data for the purposes described in our [policy](#), including to:

- Help our services deliver more useful, customized content such as more relevant search results;
- Improve the quality of our services and develop new ones;
- Deliver personalized ads, depending on your account settings, both on Google services and on sites and apps that partner with Google;
- Improve security by protecting against fraud and abuse; and
- Conduct analytics and measurement to understand how our services are used. We also have partners that measure how our services are used. [Learn more](#) about these specific advertising and measurement partners.

Combining data

We also combine this data among our services and across your devices for these purposes. For example, depending on your account settings, we show you ads based on information about your interests, which we can derive from your use of Search and YouTube, and we use data from trillions of search queries to build spell-correction models that we use across all of our services.

You're in control

Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data now by clicking "More Options" below. You can always adjust your controls later or withdraw your consent for the future by visiting My Account ([myaccount.google.com](#)).

[More options](#) ▾

[Cancel](#)

[I agree](#)

Read and Agree to Privacy and Terms **OR** Cancel if you do not agree.



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

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5. Now, you can manage additional items relating to your newly created Google Account.



Welcome,

Manage your info, privacy, and security to make Google work better for you. [Learn more](#)

Privacy & personalization

See the data in your Google Account and choose what activity is saved to personalize your Google experience



[Manage your data & privacy](#)

You have security recommendations

Recommended actions found in the Security Checkup



[Protect your account](#)

Privacy suggestions available

Take the Privacy Checkup and choose the settings that are right for you



[Review suggestion \(1\)](#)

Looking for something else?

- [Search Google Account](#) >
- [See help options](#) >
- [Send feedback](#) >

Only you can see your settings. You might also want to review your settings for Maps, Search, or whichever Google services you use most. Google keeps your data private, safe, and secure. [Learn more](#)

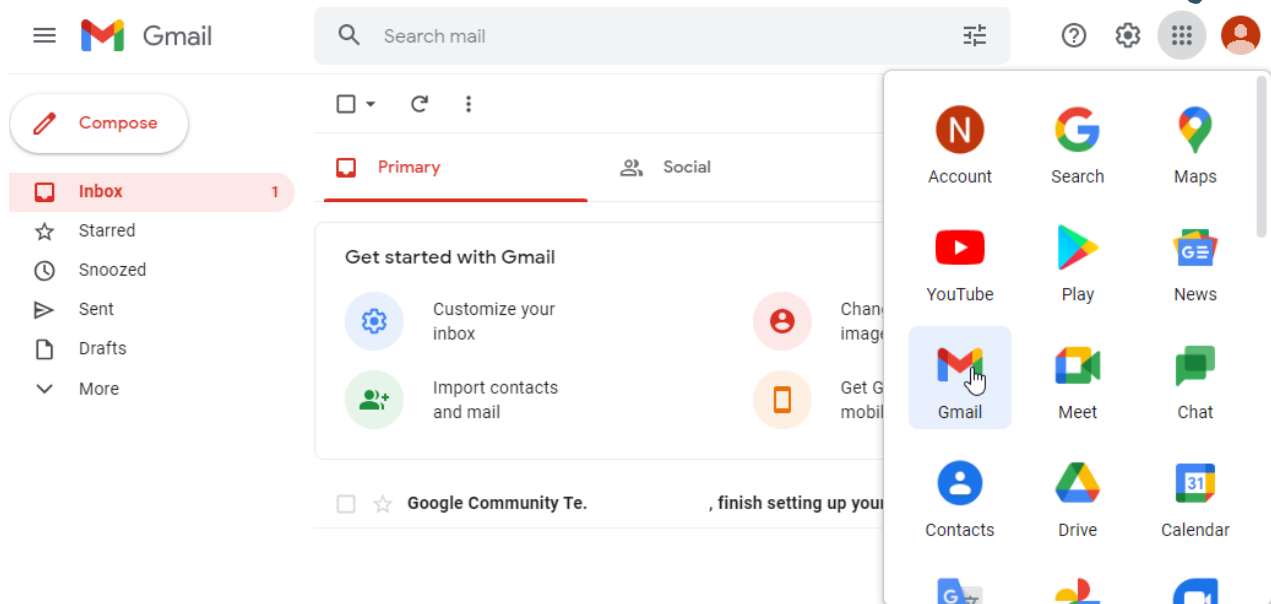


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6. Click on the App Launcher Icon or the "Waffle" in the upper right-hand corner to access Gmail as well as other Google products, tools, and apps.



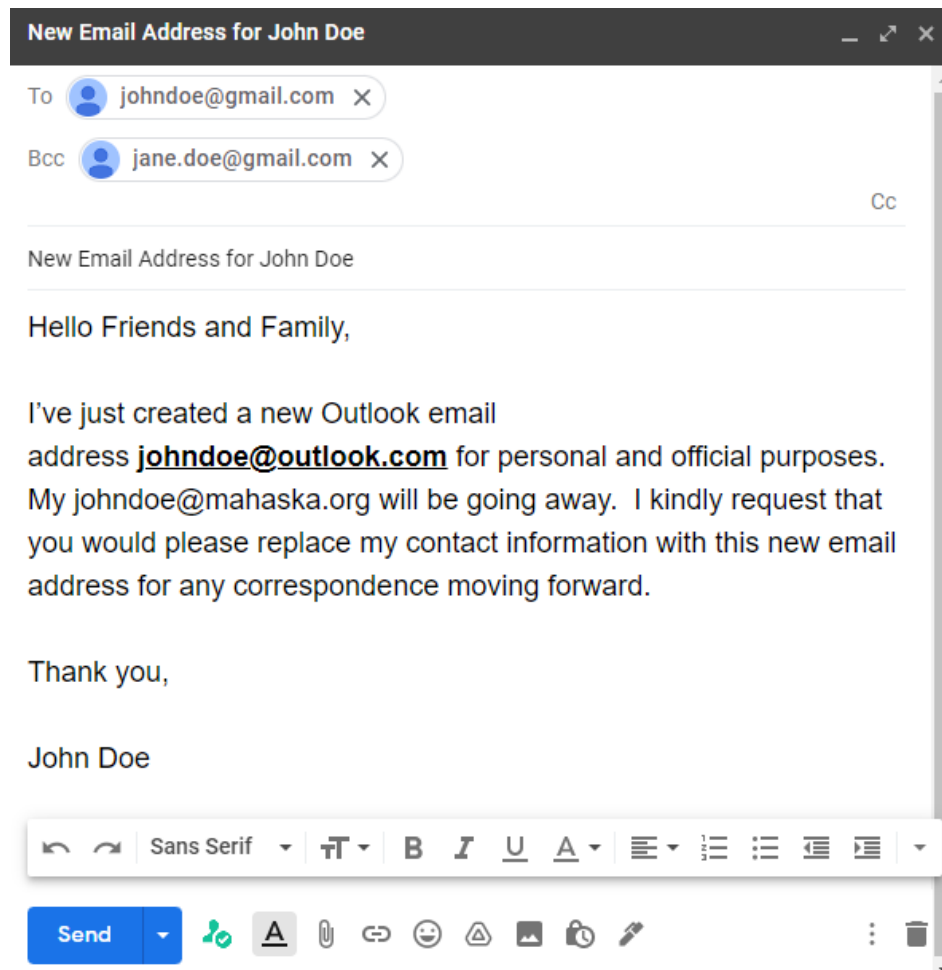
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SENDING YOUR NEW EMAIL TO YOUR CONTACTS

7. Below is an example of what your new email may look like when you send it to all of your contacts, notifying them of your new email address. The next page shows some additional options you might also like to use.

Note: It's important to send that email to yourself using your new email address and then BCC all of your friends and family you are sending the email message to.



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EXAMPLE EMAIL TEMPLATES

Hello Friends and Family,

I've just created a new Outlook email address johndoe@outlook.com for personal and official purposes. My johndoe@mahaska.org will be going away. I kindly request that you would please replace my contact information with this new email address for any correspondence moving forward.

Thank you,

John Doe

Dear All,

Please note my new email address johndoe@outlook.com. I will have all future email communication through this email. I regret any inconvenience and will be thankful for your cooperation.

Sincerely,

John Doe

Hey everyone,

I've just gone OUTLOOK and am the proud owner of a shiny new outlook email address: johndoe@outlook.com for personal and official purposes. Please use this address to email me from now on, and get in touch whenever you want.

John Doe