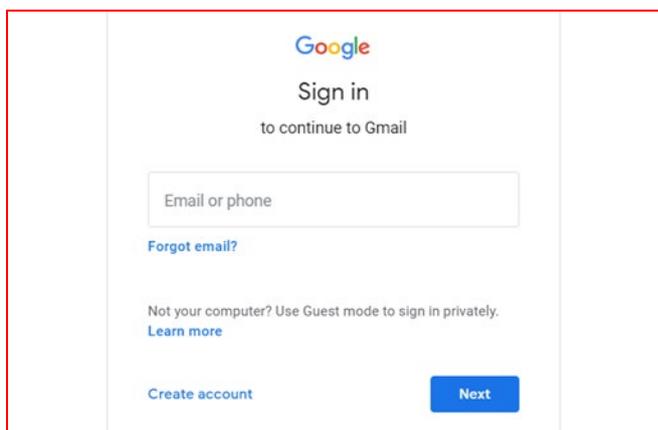


Help with Gmail

This guide will show you how to create a Google account which will provide access to all Google services including Gmail.

It's free to set up a Google account and, once you have one, you'll be able to send messages or photos all over the world in seconds. You'll also be able to access a number of other online resources. Please note there are other email providers to choose from such as Yahoo and Outlook.

Begin by typing the [Gmail](#) website address into the address bar of your web browser to get to the Gmail website. Click on the **Create account** link (shown below), followed by **Next**.



Now you need to complete the registration form. Take care over your choice of username. It will appear on all emails that you send, including to prospective employers, so avoid names like **gothgirl98**. Choose a password that you can remember easily but that would be difficult for a hacker to guess. Current best practice is to use three random words.

Google

Create your Google Account

First name Last name

Username @gmail.com

You can use letters, numbers & periods

[Use my current email address instead](#)

Password Confirm

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

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

One account. All of Google working for you.

The next screen confirms that your email account has been set up but there are still a couple of extra steps to complete, for instance there are spaces to enter your date of birth and your gender. Date of birth is compulsory but under **Gender** you do have the option of choosing **Rather not say**.

Google

Perdita, welcome to Google

perdishark@gmail.com

Phone number (optional)

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

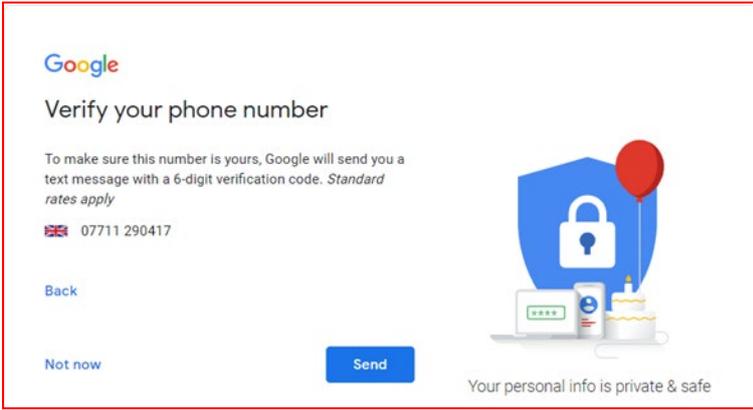
Month Day Year

Your birthday

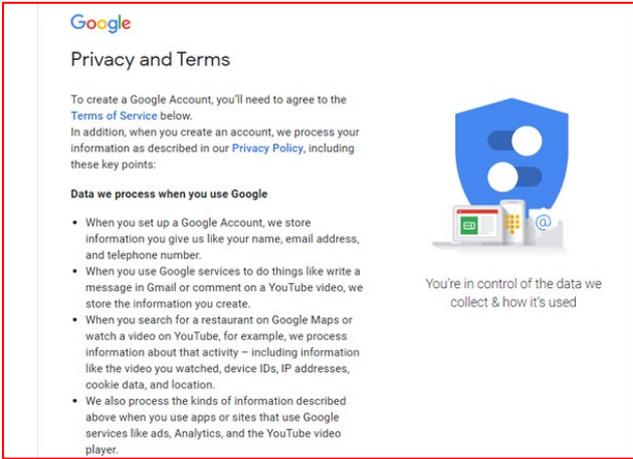
Gender

Your personal info is private & safe

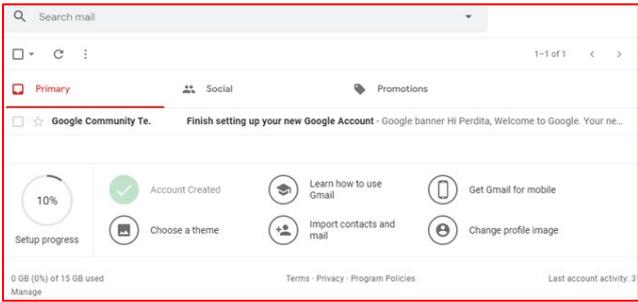
Notice that, on the welcome form, there is a space to enter your mobile number and an alternative email address. This is so that if there is a problem accessing your account, for instance if you forget your password, Google are able to contact you. Please note that these are both optional but it **is** recommended that you enter one of these. If you do enter a mobile number Google will text a verification code to your phone. Enter the code and click **Next**.



You're nearly there! All that remains to do now is to read and accept the terms and conditions of your account, click on **Create account** and you're done!



And that's it! You now have a **Gmail** account!



For help with online services, please email:
library.digital.support@westsussex.gov.uk

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