

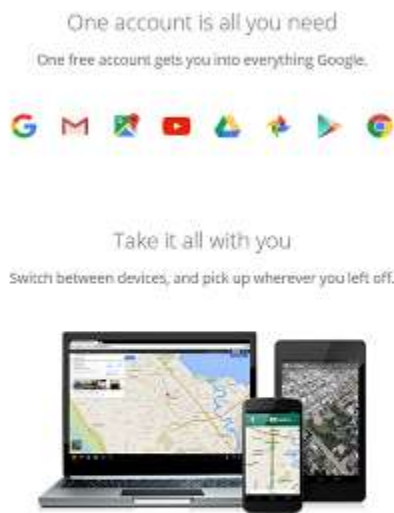
# HOW TO CREATE A GMAIL ACCOUNT

Greenville Public School District

The Office of Parent & Family Engagement

Follow these steps to create a Gmail account:

## Create your Google Account

A screenshot of the Google Account creation form. The form is titled "Create your Google Account" and contains the following fields:

- Name:** Two input fields for "First" and "Last" name.
- Choose your username:** A text input field followed by "@gmail.com". Below it is a link: "I prefer to use my current email address".
- Create a password:** A text input field.
- Confirm your password:** A text input field.
- Birthday:** A dropdown menu for "Month", and input fields for "Day" and "Year".
- Gender:** A dropdown menu with "I am..." and a downward arrow.
- Mobile phone:** A dropdown menu for country code (US) and a text input field for the phone number.
- Your current email address:** A text input field.
- Location:** A dropdown menu with "United States" and a downward arrow.

A blue "Next step" button is located at the bottom right of the form.

[Learn more about why we ask for this information.](#)

1. Enter your first and last name.
2. Choose a username for your account. If you prefer to use an existing email address, choose the *I prefer to use my current email address* option located below the username field. Be aware that the username you choose will be the name that others see if you choose to use other Google services like YouTube or Google Docs.


## Choose your username

@gmail.com

[I prefer to use my current email address](#)

1. Enter a password. Type the password again to confirm it is accurate. [Choose a strong password](#) to keep your account protected. It is recommended that you use alternate characters and a combination of uppercase and lowercase letters.
2. Enter the month, day, and year of your birthday in the specified fields.
3. Choose a gender option. You must make a choice here. You can choose the *Rather not say* option if you do not want to be identified by your gender.
4. Provide your mobile phone number.
5. If your country is not accurate, select the flag in the left corner of this field to choose the correct country.

**Mobile phone**



6. Type in your current email address in the field provided.
7. Choose your location from the drop-down menu.
8. Select the *Next Step* button. Google provides its Terms of Service. You must agree to the terms to continue creating your account.

9. After reviewing, select the *I Agree* button. You will see the Verify Account page.

### Verify your account

You're almost done! We just need to [verify your account](#) before you can start using it.

Phone number

ex: (201) 555-0123

 |

• Standard text messaging rates may apply.

How should we send you codes?

Text message (SMS)

Voice Call

Continue

10. Provide your phone number and select your preferred method of contact. You will receive a code via text message or phone call.

11. Enter the code in the box provided. Select the *Continue* button.

# Welcome!

Your new email address is [wasters654@gmail.com](mailto:wasters654@gmail.com)

Thanks for creating a Google Account. Use it to subscribe to channels on YouTube, video chat for free, save favorite places on Maps, and lots more.

Continue



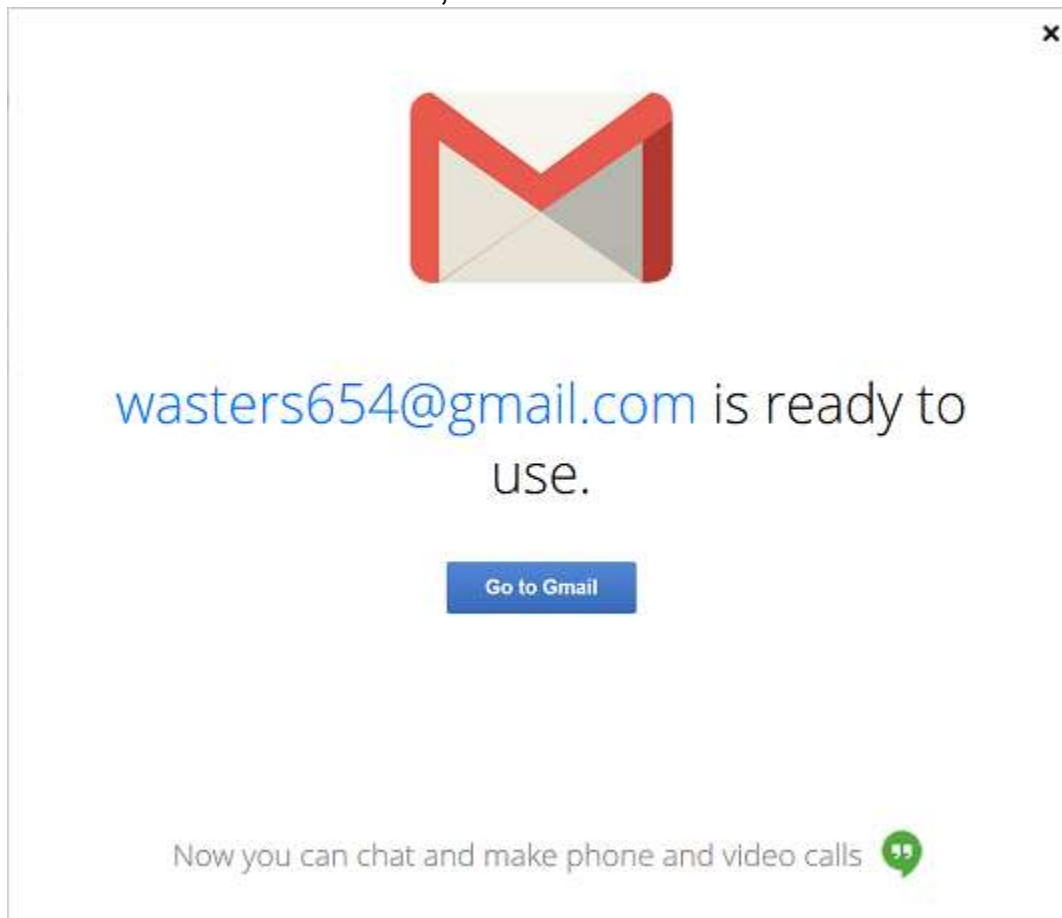
You now have a Google account! Google will be automatically directed to the My Accounts page.

12. From the My Accounts page, choose the Gmail icon from the top of the page or from the apps menu in the upper right corner.



Google provides a series of instructions for your Gmail account.

13. Choose the *Next* button until you reach the end of the instructions.
14. On the final screen, select the *Go to Gmail* button.



You will be taken to your Gmail account.

Congratulations! Your Gmail account is ready for use.