

## Introduction

Setting up a Gmail account is easy. You will begin by creating a Google account, and during the quick signup process you will choose your Gmail account name. In this lesson, we'll show you how to **set up** your **Google account for Gmail**, add and edit **contacts**, and edit your **mail settings**.

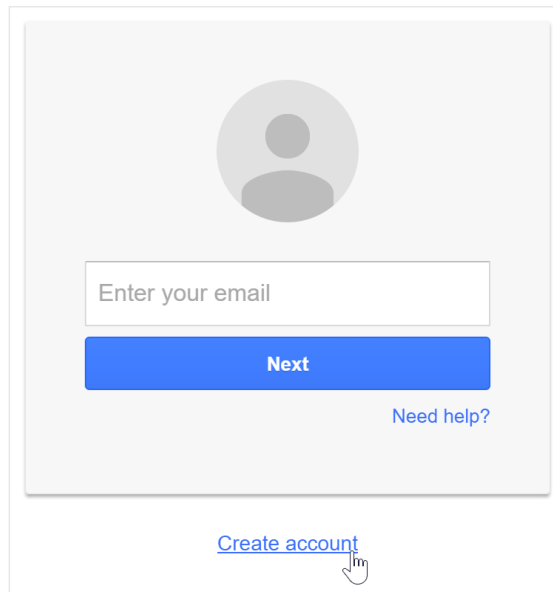
## Setting up a Gmail account

To create a **Gmail** address, you'll first need to create a **Google account**. Gmail will redirect you to the Google account signup 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**.

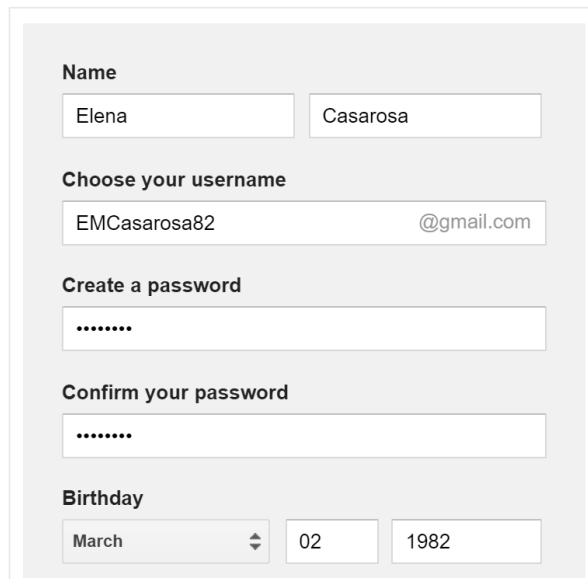
To create an account:

1 Go to [www.gmail.com](http://www.gmail.com).

2 Click **Create account**.

A screenshot of the Google account creation page. At the top is a grey circular profile picture placeholder. Below it is a text input field with the placeholder text "Enter your email". Under the input field is a blue button labeled "Next". To the right of the "Next" button is a blue link that says "Need help?". At the bottom of the page is a blue link that says "Create account", with a mouse cursor hovering over it.

3 The **signup** form will appear. Follow the directions and enter the required information.



Name

Elena Casarosa

Choose your username

EMCasarosa82 @gmail.com

Create a password

.....

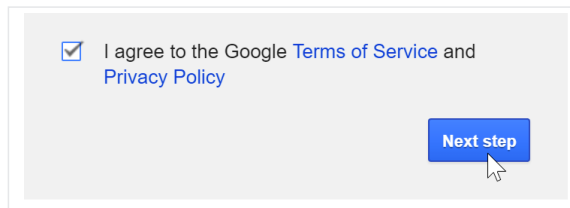
Confirm your password

.....

Birthday

March 02 1982

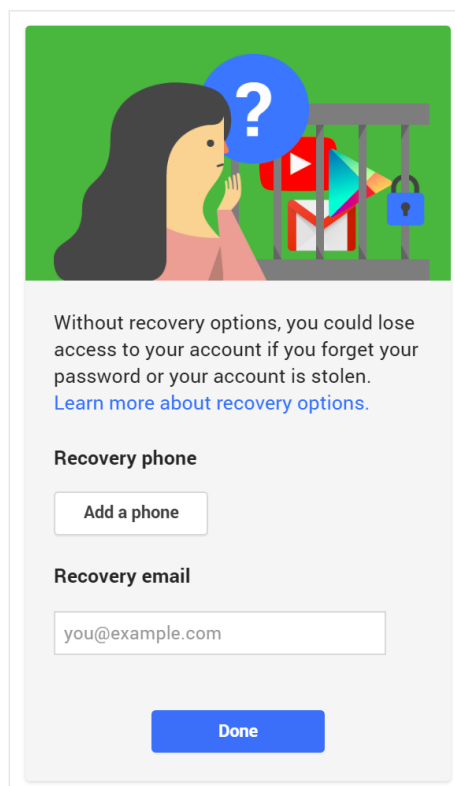
- 4 Review [Google's Terms of Service](#) and [Privacy Policy](#), click the check box, then click **Next step**.



☒ I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

Next step

- 5 Here, you'll have an opportunity to set up **recovery options**. Recovery options are helpful if you forget your password or if someone tries to access your account. If you don't want to set up recovery options at this time, click **Done**.



Without recovery options, you could lose access to your account if you forget your password or your account is stolen. [Learn more about recovery options.](#)

Recovery phone

Add a phone

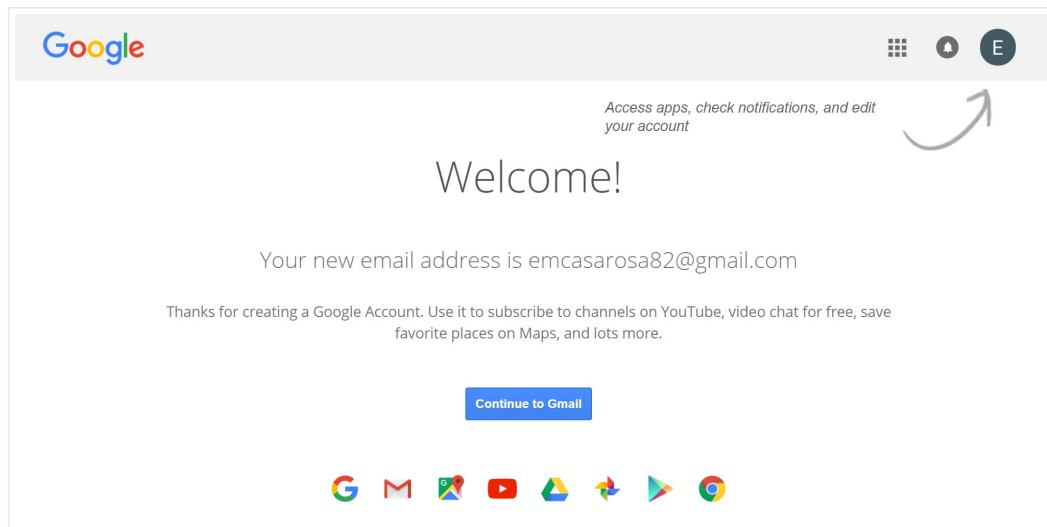
Recovery email

you@example.com

Done

6

Your account will be created, and the Google welcome page will appear.



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. For more information, check out our [Creating Strong Passwords](#) lesson.

## 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.

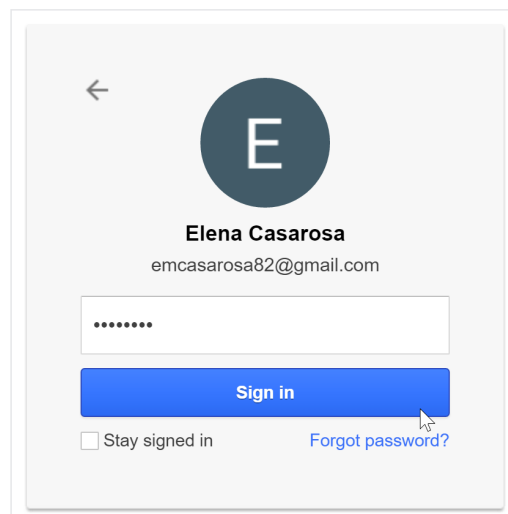
To sign in:

1

Go to [www.gmail.com](http://www.gmail.com).

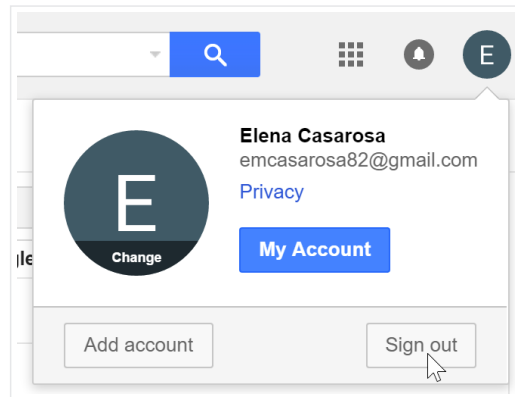
2

Type your **user name** (your email address) and **password**, then click **Sign in**.



## 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**.



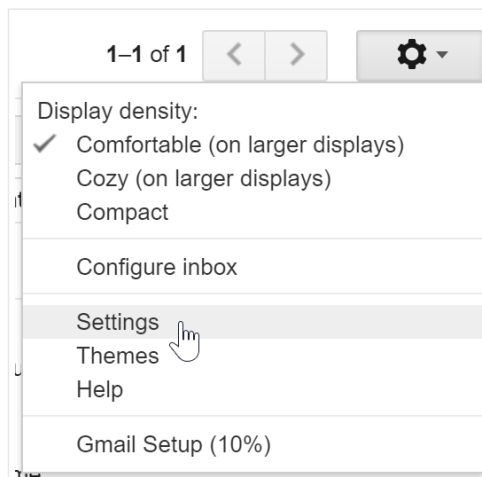
## Mail settings

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**.

### To access your mail settings:

1

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



2

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