

Step 1: Open the Gmail web site

To create your Gmail account you only need a web browser and an internet connection. Go to <http://gmail.google.com>. You should now get to a page that looks something like the one below.

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



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.

Create a Google Account - Gmail

Change Language: English

Create an Account

Your Google Account gives you access to Gmail and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

Get started with Gmail

First name:

Last name:

Desired Login Name: @gmail.com
Examples: JSmith, John.Smith

Choose a password: [Password strength](#)
Minimum of 8 characters in length.

Re-enter password:

Remember me on this computer

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

Enable Web History

Security Question:

Answer:

Secondary email:
This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. [Learn More](#)

Location:

Word Verification:
Type the characters you see in the picture below.

Letters are not case-sensitive

Terms of Service: Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below. [Printable Version](#)

Google Terms of Service
Welcome to Google!

1. Your relationship with Google

By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).

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Do not worry if the screen displayed to you and the screenshot image on the left are not exactly the same.

You now need to start filling the form. Once you have entered your first and last names, 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-login-name@gmail.com. So be sure to pick a login name, also called the username, with care.

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. And because it determines what your email address will be, we suggest you spend a little time over it. 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.

The screenshot shows the 'Get started with Gmail' form. The 'First name' field contains 'Manish' and the 'Last name' field contains 'Sharma'. The 'Desired Login Name' field contains 'manish'. Below this field, there are examples: 'Examples: JSmith, John.Smith'. A blue button labeled 'check availability' is visible. To the right of the form, there is a text annotation: 'Enter desired login name here' with a red arrow pointing to the 'Desired Login Name' field. Below the button, there is a red text annotation: 'manish is not available, but the following usernames are:' followed by a list of suggestions: 'msmanish866', 'mnshshrm254', 'manish.manish.sharma013', and 'ms2491540'. To the right of this list, there is another red text annotation: 'Click this button to check if the login name is available' with a red arrow pointing to the 'check availability' button.

First check if you can get a login name of your name, firstname, lastname, as firstname-lastname or the more popular, firstname.lastname (the period sign can be used in a login name). You can also try out firstnamelastname. Getting a Gmail email address of your name is indeed very fortunate because of the sheer number of subscribers to the service. 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.

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.

Choose a password: [Password strength](#) **Strong**
 Minimum of 8 characters in length.

Re-enter password:


Remember me on this computer.

Security Question: answer to your security

Answer:

Secondary email:
This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. [Learn More](#)

Location:

Word Verification: Type the characters you see in the picture below.

 Letters are not case-sensitive

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 in future, 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.