


Creating An Email Account

- ✉ Double-click on the internet icon on the desktop 
- ✉ Type: www.gmail.com in the Internet address line.
- ✉ Click on the “Create an Account” button on the lower right-hand side of the page
- ✉ Enter your First and Last Name
- ✉ Create desired Gmail login name
- ✉ When entered, click “Check Availability”



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

bogusemail is not available, but the following usernames are:

- bebogusemail
- bogusemail364
- bogusml9
- be632304

- ✉ Create a password
- ✉ Retype your password to confirm. Be sure to type it exactly as you did the first time as it is often case sensitive.
- ✉ Be sure to write down your username and password exactly as you typed it in. Put this somewhere safe that you will be able to find in the future.
- ✉ Choose or create a Security Question and answer it
- ✉ Click “I accept, create my account”