

How to Create a FREE Google Mail Account



NOTE: A Cell Phone is required to create a Gmail Account.

1. Double click (you will only use the left mouse button when creating your account) on the Internet Explorer icon. The icon looks like this:
2. Click once inside the address bar. A blinking cursor inside the box means you can type. Type www.gmail.com and then press ENTER on the keyboard to go to the Gmail webpage. 
3. Next, click on "Create an Account".
4. This will bring you to the "Create an Account" page. To fill out your information, move your mouse pointer inside the box and click once. Next, type in your information.
5. Type in your first and last name.
6. **Username:** A username is the first part of your email address (the second part is '@gmail.com'). No two usernames may be the same. Some usernames include numbers and/or symbols. For example, John Doe's username could be either *JohnDoe07* or *JDoe#7*. If you will use your email to search for a job, use your name as part of your username. **WRITE YOUR USERNAME BELOW!**
7. **Password:** Gmail passwords must be **8 characters or more**. The "best" passwords include letters, numbers, and symbols. The more complex the password, the harder it is for someone to guess it. But keep it simple enough for you to remember it easily. **WRITE THIS PASSWORD BELOW!** If you forget your password, staff cannot retrieve it for you.
8. **Birthdate and Gender:** The birthdate and gender sections both use a 'dropbox'. To select an option from a dropbox, click on the box then click on the option of your choice.
9. Type in your cell phone number.
10. **Prove you're not a robot:** Click in the box and type the number/letter message displayed in the picture provided. Make sure you capitalize all the uppercase letters in the original message.
11. Click in the box to agree to the Google Terms of Service and Privacy Policy.
12. Write down your username and password in the space provided below. Save this paper to help you remember it when you need to login in the future. **Be sure to keep it in a secure place.**
13. Click on "Next Step".
14. Select to text the verification code to your cell phone. Next, check your text message. Type the verification code from your phone in the box provided on the computer screen. Click "Continue". Click



NSLD/Loves Park
6340 N. Second St.
Loves Park, IL 61111
815-633-4247
www.northsuburbanlibrary.org
Find us on facebook!

NSLD/Roscoe
5562 Clayton Circle
Roscoe, IL 61073
815-623-6266

My Username:

My Password:
