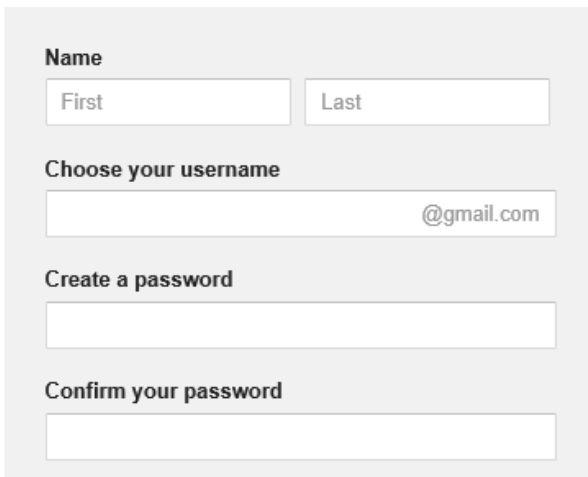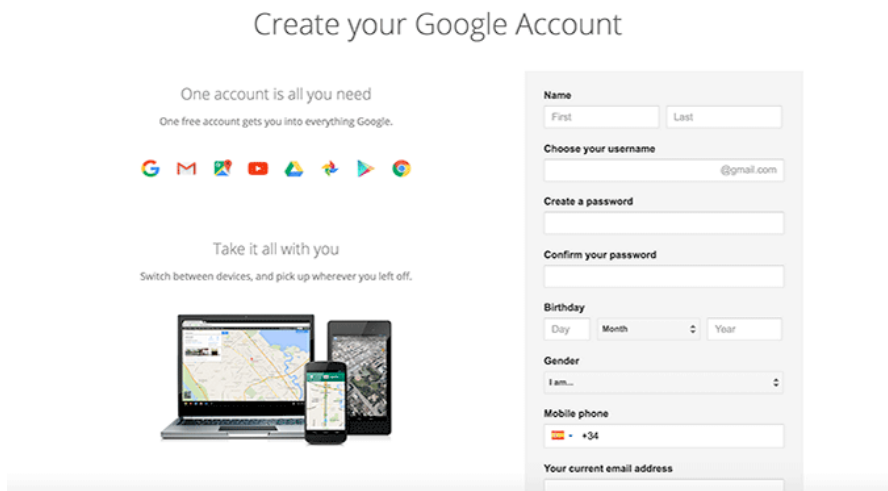# How To Create A Gmail Account

Gmail is a free, web-based email service, which is accessible from any Web browser anywhere in the world (just need internet connection). Google first introduced Gmail in 2004 and limited test accounts were made available in 2005.

To sign up for Gmail, you will need to create a Google Account to access multiple Google services. Create a Google Account is free.

Follow the below step to sign up for a Google account.

1. Go to Gmail homepage: mail.google.com.
2. Click on the "create account" button below the sign in form. The signup form will appear.
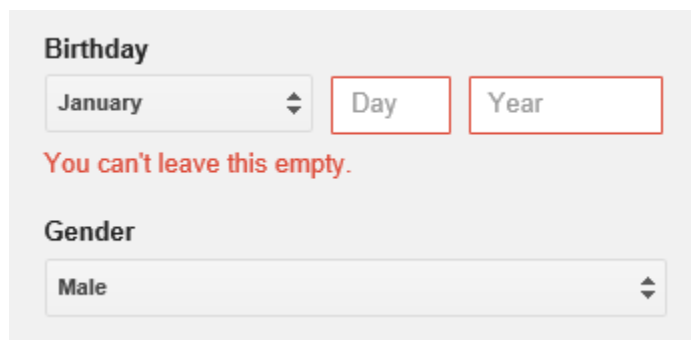

3. Enter you First and Last names as you wish them to appear

4. You will have to pick your Gmail account "Username". This will be used to create your unique email address "username@gmail.com". Some usernames may not be available if the username you chose is not available anymore (usernames need to be unique), Gmail will tell you, and you

will have to choose a different Gmail account name; Google will also suggest you available name.
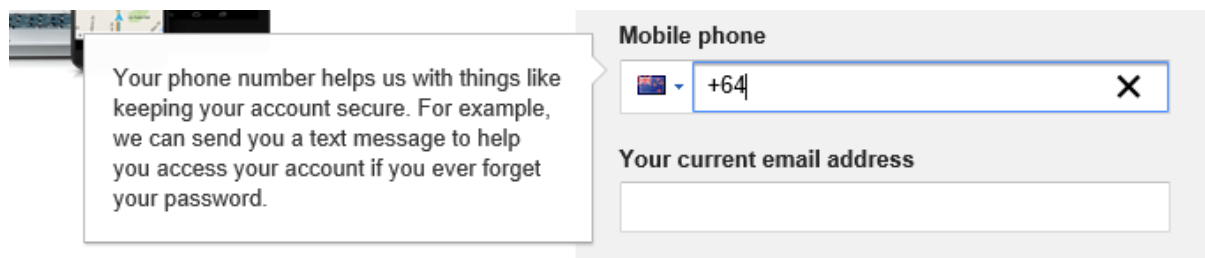
If you find out that the User name you wanted is taken try using your name with or without a full stop between your first and last name ie Joe.blogs@gmail.com you could also try using your trust name as part of the address Ie Joe.blogstrust@gmail.com

5. Choose your password: Keep your account secure. Try to choose an unforgettable, but a secure password. Google may explain that you should try one with at least eight characters long to be secure. You'll need to re-enter your password to ensure that you write it correctly.

6. Enter your Birthday in Month , Day and Year fields
7. Enter your Gender

8. Enter your New Zealand Mobile number here it will be used to prove your identity and in the future it is the easiest way to regain access to your account if you happen to forget your password.

Your current email address

We will use this address for things like keeping your account secure, helping people find you, and sending notifications. You always have control over this functionality through your Account Settings.

Default homepage

☐ Set Google as my default homepage.

Your default homepage in your browser is the first page that appears when you open your browser.

9. Fill "Your current email address" field, if you have an address associated with another email service provider. It is used for recovery if you forget and want to recover your password.

   The email address entered will need to be one you will have easy access to.

   Select your current location.

10. Review and Accept Google's Terms of Service and Privacy Policy.

Your Email account is now ready to go at the bottom of the inbox you will find helpful icons for you to personalise your account and learn how to use Gmail further
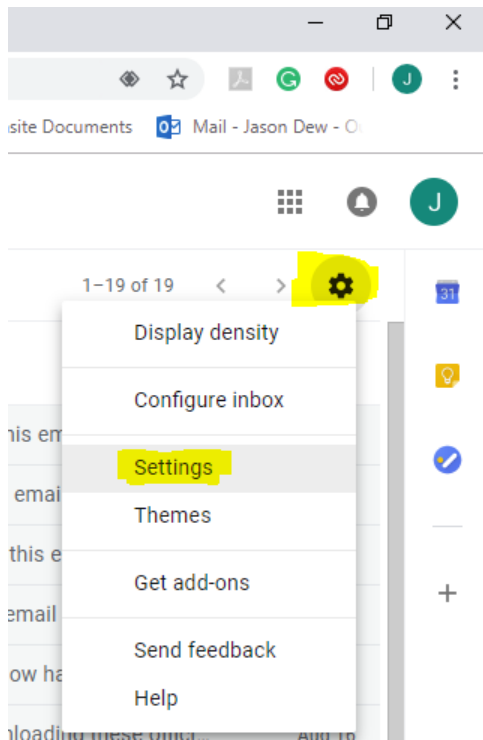

10%

Setup progress

✓ Account Created

🖼 Choose a theme

📧 Learn how to use Gmail

👤+ Import contacts and mail

📱 Get Gmail for mobile

👤 Change profile image

0 GB (0%) of 15 GB used
Manage

Terms - Privacy

Automatically Forwarding a Gmail email address to another existing address
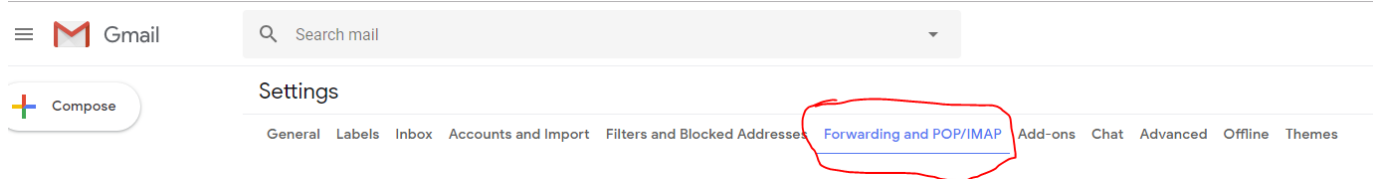
1. Login to the Gmail address

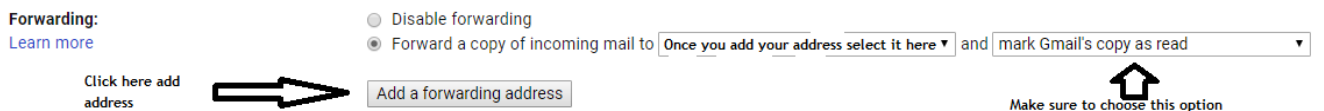2. Click on Gmail Settings cog
3. From the drop down menu choose settings

4. Selecting Forwarding and Pop/IMAP from the top Settings menu

5. Click Add a forwarding address

6. Select the new address
7. Click Save Changes

Settings

Forwarding:
Learn more

○ Disable forwarding

● Forward a copy of incoming mail to [Once you add your address select it here ▼] and [mark Gmail's copy as read ▼]

Click here add
address

→ [Add a forwarding address]

⬆
Make sure to choose this option

POP Download:
Learn more

1. **Status: POP is enabled** for all mail that has arrived since 2/21/13
   ○ Enable POP for **all mail** (even mail that's already been downloaded)
   ○ Enable POP for **mail that arrives from now on**
   ○ **Disable** POP

2. **When messages are accessed with POP** [keep Gmail's copy in the Inbox ▼]

3. **Configure your email client** (e.g. Outlook, Eudora, Netscape Mail)
   Configuration instructions

IMAP Access:
(access Gmail from other clients using IMAP)
Learn more

Status: IMAP is disabled
○ Enable IMAP
● Disable IMAP

Configure your email client (e.g. Outlook, Thunderbird, iPhone)
Configuration instructions

[Save Changes] [Cancel]