

How to Create a Google G-Mail Account

Gmail is a free, web-based email service, accessible via the internet using any Web browser, such as Internet Explorer (IE), Firefox, Chrome, etc.

To sign up for a Gmail account, you will need to create a Google account, allowing you access to multiple Google services. Creating a Google account is free and easy.

Video Instructions:

[How to Create a Google Account](#) is video instructions provided through You Tube on creating a Google account.

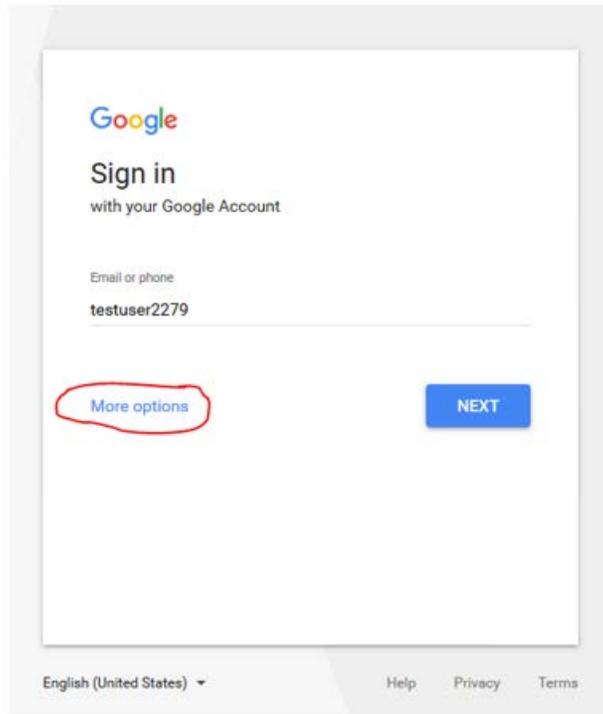
Written Instructions:

1. From any Web browser, go to the [Gmail homepage](https://www.google.com/gmail/about/) (<https://www.google.com/gmail/about/>) and select "Sign In."

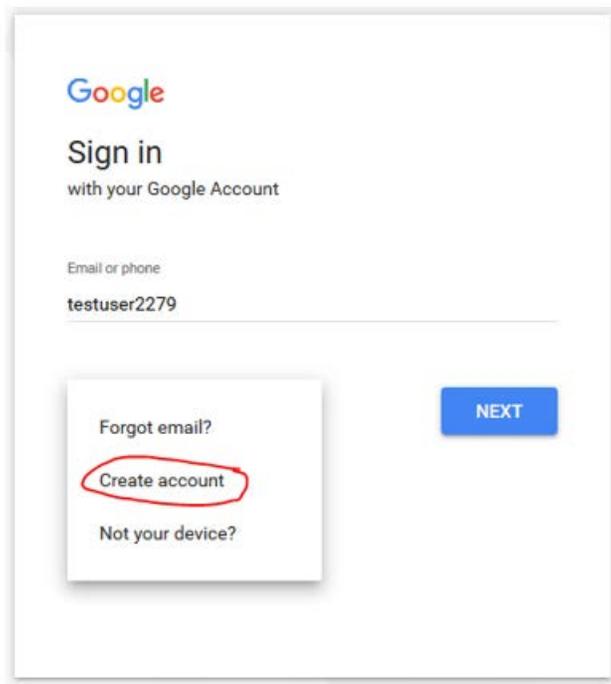


Note: Google changes the art on their search screen daily.

2. After choosing the “Sign In” button you will be presented with the “Sign In” page. Choose the “More options” link at the bottom of the screen.

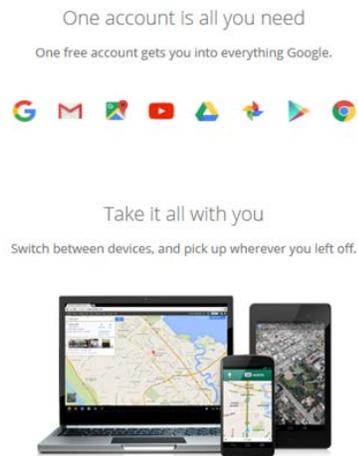


3. Choose “Create account.”



- When you select “Create an Account” a form will appear. Complete the form to create your new Google account. The next pages of this document provide instructions for completing each part of this form.

Create your Google Account



Name
First Last

Choose your username
 @gmail.com
[I prefer to use my current email address](#)

Create a password

Confirm your password

Birthday
Month Day Year

Gender
I am...

Mobile phone

Your current email address

Location
United States

[Next step](#)

[Learn more](#) about why we ask for this information.

- Create your Gmail account “username” which will be automatically used to create your new Gmail account address “username.gmail.com”. If someone else already has the username you entered Google will ask you to select a different username and will automatically present you with some available username suggestions. You can select one of the Google suggestions or try entering a different username of your choosing. **DO NOT** select “I prefer to use my current email address”.

You must create a Gmail account address to access your educator license information.

Name
First Last

Choose your username
 @gmail.com
[I prefer to use my current email address](#)

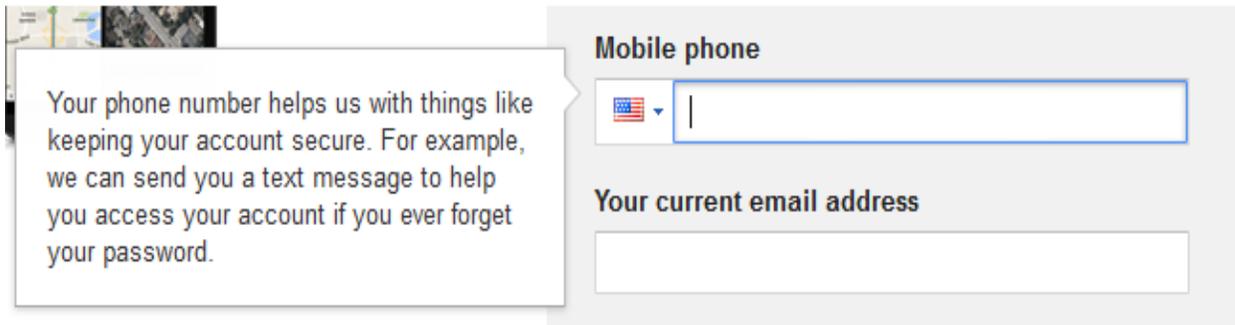


6. Next choose a password. Try to select a password that you can remember but no one else could guess. Google instructs you to select a password of at least 8 characters and will tell you if the password you select is a strong one. Once you enter your new password, you will need to re-enter it on the next line to confirm accuracy.



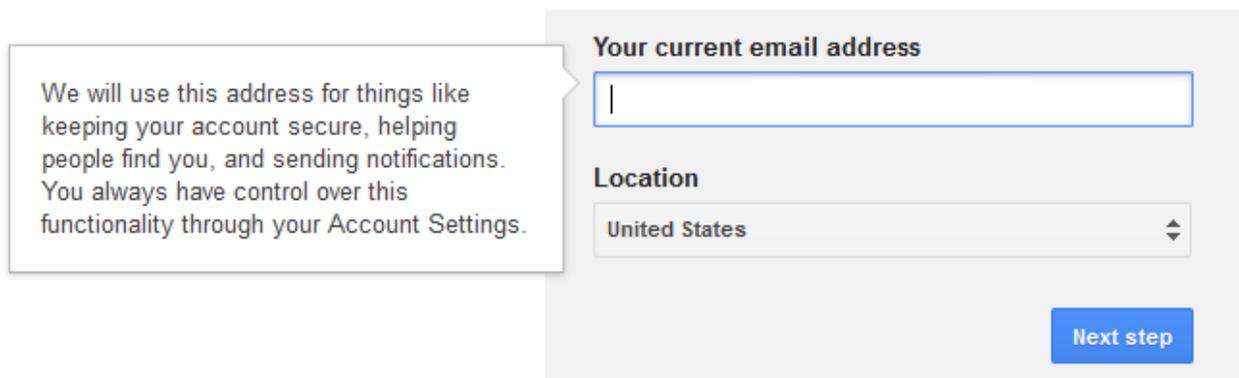
The screenshot shows two input fields on a light gray background. The first field is labeled "Create a password" and the second is labeled "Confirm your password". Both fields are empty and have a thin border.

7. A mobile phone number is not required, but if you have one it is a good idea to enter it. For example, if you ever forget your password, Google can send a free text message to your mobile phone to help you access your account.



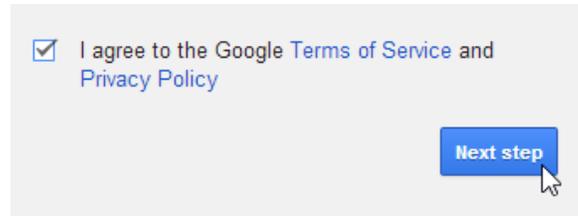
The screenshot shows a form with two input fields. The first field is labeled "Mobile phone" and has a dropdown menu with the United States flag. The second field is labeled "Your current email address". A callout box on the left contains the text: "Your phone number helps us with things like keeping your account secure. For example, we can send you a text message to help you access your account if you ever forget your password."

8. "Your current email address" information is not required, but if you have another email address it is a good idea to enter it. Entry of your alternate email address provides another way for Google to help you recover your Gmail password if you forget it.
9. Make sure that the information in the box labeled "Location" says "United States." If United States is in the box, select "Next Step."

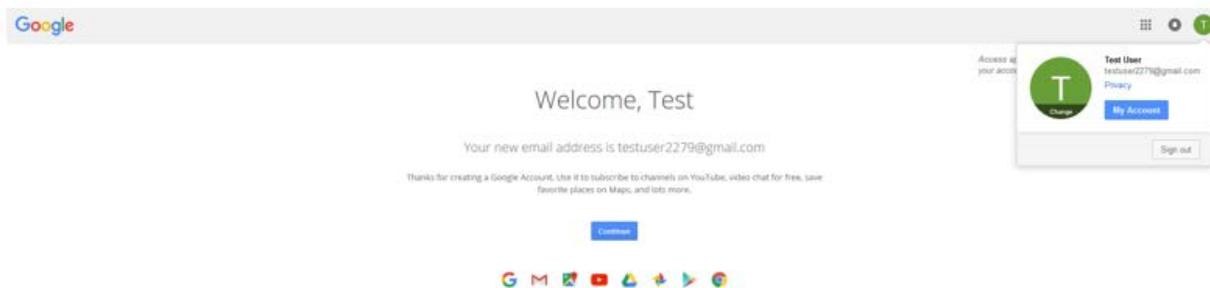


The screenshot shows a form with two input fields. The first field is labeled "Your current email address" and the second is labeled "Location" with "United States" selected in a dropdown menu. A callout box on the left contains the text: "We will use this address for things like keeping your account secure, helping people find you, and sending notifications. You always have control over this functionality through your Account Settings." A blue "Next step" button is located at the bottom right of the form.

10. Review Google's Terms of Service and Privacy Policy, select the checkbox then "Next Step".

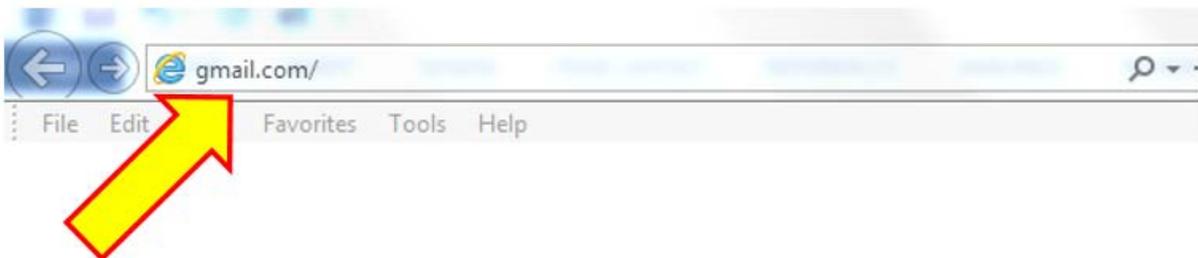


11. The Google Welcome screen appears, displaying your new Google Gmail address. In the upper right corner a colored circle with the first initial of your username will appear. Selecting that circle opens a popup box that allows you to choose a link to select "My Account" or "Sign Out." Selecting "My Account" will allow you to change settings to your account.



Congratulations! You have created your new Gmail account which you can now use to send and receive emails and to access other Google services, most of which are free.

You can access your new Gmail account whenever you wish by entering gmail.com into your web browser's address field and logging into your Gmail account using the Gmail account address and password you created.



12. You can now return to the Minnesota Department of Education [Licensing Website](http://education.state.mn.us/MDE/Lic/lic/index.htm) (<http://education.state.mn.us/MDE/Lic/lic/index.htm>) to complete your licensure application or renewal process. To access the Online Licensing System you will need to use your newly created Gmail account address and follow the step-by-step instructions found in the "Google Log-in to Online Licensing System".