How to Set Up an Email Account
on www.gmail.com

americanjobcenter
Formerly
CTWorks EAST
Your Workforce Connection
EASTERN CT

Go to www.gmail.com and select CREATE AN ACCOUNT

1. Enter your Name.

Name

First	Last

2. Choose your User Name. Keep it professional.
   (first initial, last name, # - jsmith38@gmail.com).
   If someone already has that user name, Gmail will prompt you to try another.

Choose your username

	@gmail.com

3. Create a Password.
   It must include at least 8 characters.
   Gmail will indicate the password strength, be sure to create a strong password.

Create a password

Confirm your password

4. Tell us about yourself.

Birthday

Month ⇕	Day	Year

Gender

I am... ⇕

5. A Mobile Phone Number and Current Email Address are easy and reliable ways to keep your account safe.

Mobile phone

🇺🇸 ▾ |

Your current email address

6. You have the option of setting Google to your default homepage.

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.

7. Gmail asks you to verify that you are not a robot by typing the pieces of text shown.
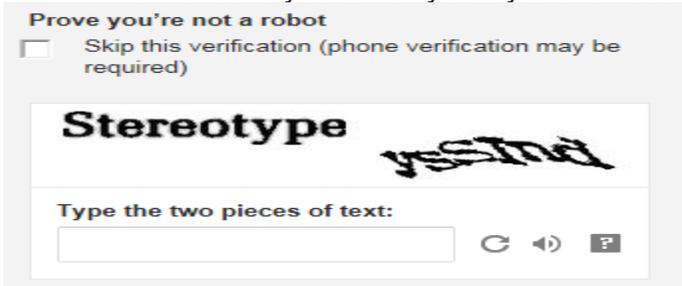
Prove you're not a robot

☐ Skip this verification (phone verification may be required)

Stereotype ʎSSINd

Type the two pieces of text:

[_____] C ◄» ?

8. Enter your Country and Agree.

Location

United States ▲▼

☐ I agree to the Google Terms of Service and Privacy Policy

9. If you would like Google to tailor content and ads to you (based on the info entered above) check the box. Please note, this is just an option. Select Next Step when finished.
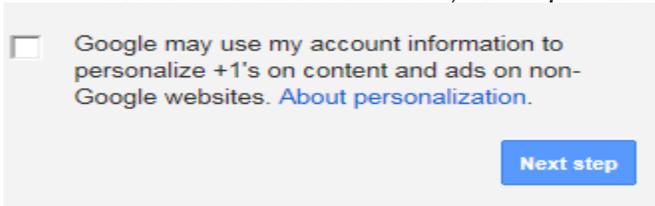
☐ Google may use my account information to personalize +1's on content and ads on non-Google websites. About personalization.

[Next step]

10. Put a face to your name (optional) and select Next Step.
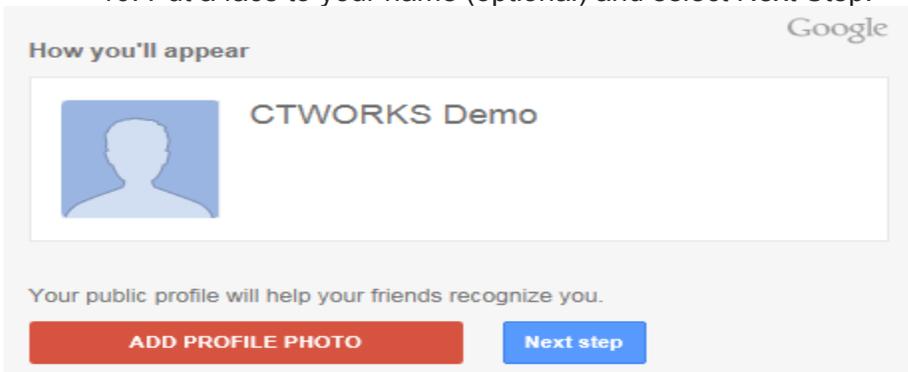
Google

How you'll appear

CTWORKS Demo

Your public profile will help your friends recognize you.

[ADD PROFILE PHOTO] [Next step]

11. **Congratulations on your new Gmail account!**
You can access your Gmail account from any computer with internet access. To sign in, go to www.gmail.com and enter your User Name and Password. Always remember to 'Sign Out' of your Gmail, especially when you are on a public computer.

> **If you would like to learn more about your new Gmail account and/or using your email as a job seeker, please sign up for the next 'Email for Beginners' 3-hour, hands on, FREE workshop.**