

Gmail User Guide



How To Create an Account

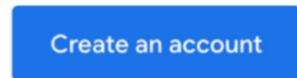
Step 1

Go to gmail.com and hit the **Create an account button.**

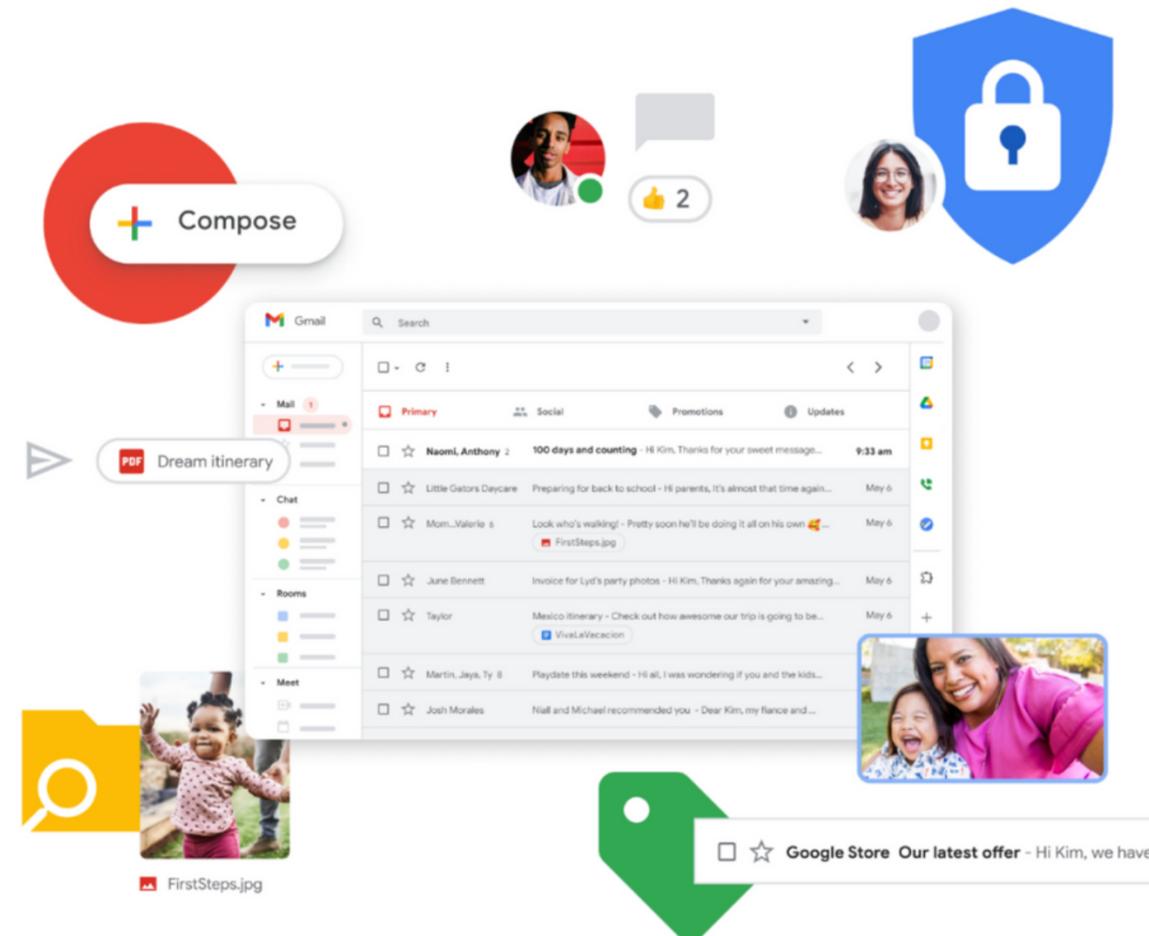


Secure, smart,
and easy to
use email

Get more done with Gmail. Now integrated with
Google Chat, Google Meet, and more, all in one place.

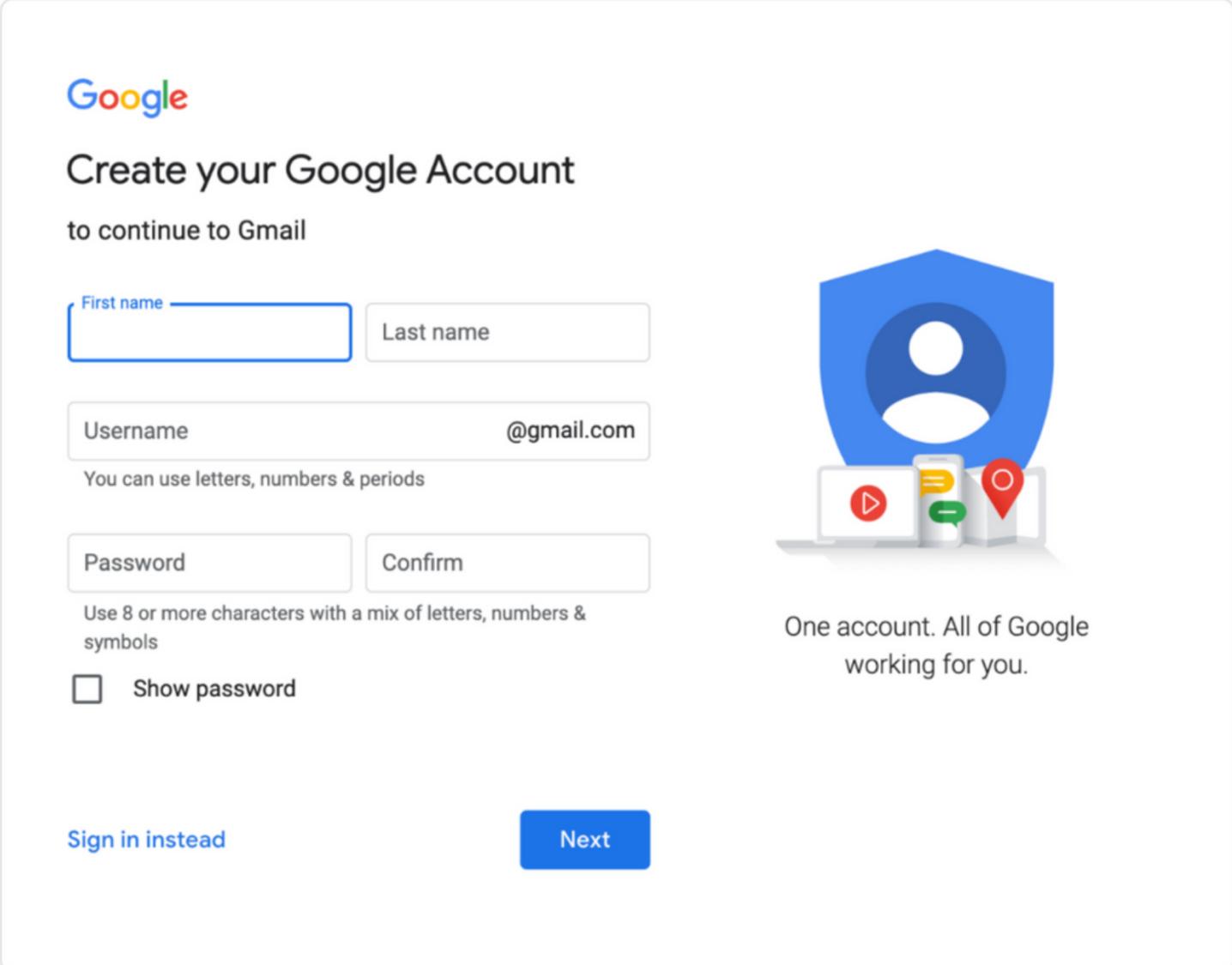


For work



Step 2

When the sign-up form appears, enter your First name, Last name, Username, and Password.



The screenshot shows the Google Account creation sign-up form. At the top left is the Google logo. Below it, the text reads "Create your Google Account to continue to Gmail". The form consists of several input fields: "First name" and "Last name" (two separate boxes), "Username" (with "@gmail.com" pre-filled) and "Password" (with a "Confirm" box next to it). Below the password fields is a checkbox labeled "Show password". At the bottom left is a link "Sign in instead" and at the bottom right is a blue "Next" button. To the right of the form is a graphic of a blue shield with a white person icon, and below it, the text "One account. All of Google working for you." accompanied by icons for YouTube, Gmail, and Maps.

Google

Create your Google Account
to continue to Gmail

First name Last name

Username @gmail.com

You can use letters, numbers & periods

Password Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

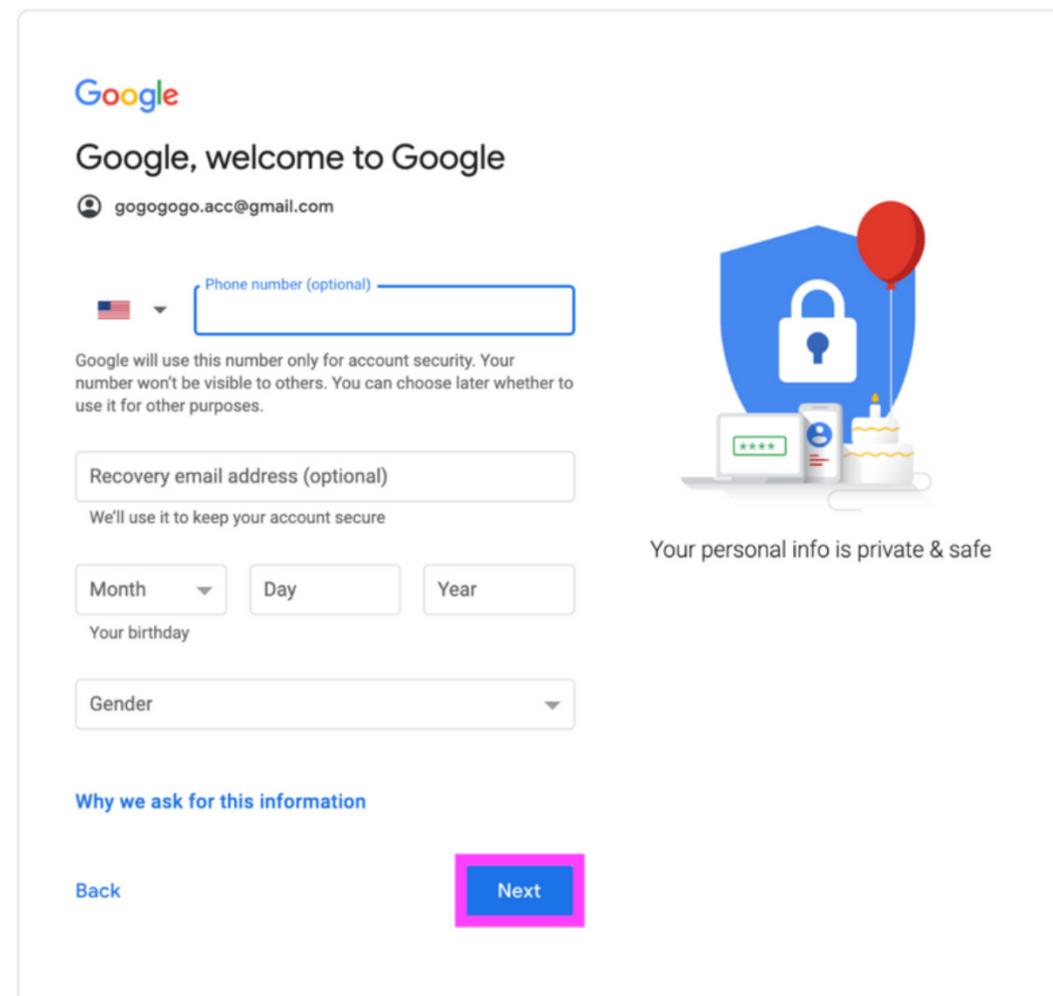
Show password

[Sign in instead](#)

One account. All of Google working for you.

Step 3

Add Recovery number and Recovery email details for added security (optional). Then, add your date of birth and gender. Once you've entered these details, click **Next**.



The screenshot shows the Google account setup interface. At the top, it says "Google, welcome to Google" and displays the email address "gogogogo.acc@gmail.com". Below this, there is a section for a "Phone number (optional)" with a country selector (USA) and a text input field. A note explains that Google will use this number for account security. Underneath is a "Recovery email address (optional)" field with a note that it will be used to keep the account secure. The "Your birthday" section includes dropdowns for "Month", "Day", and "Year". Below that is a "Gender" dropdown menu. On the right side, there is an illustration of a shield with a lock, a laptop, a smartphone, and a birthday cake, with the text "Your personal info is private & safe". At the bottom, there is a "Back" link and a "Next" button, which is highlighted with a pink border.

Step 4

After you've reviewed Google's Terms of Service and Privacy Policy, click on **I agree.**

have partners that measure how our services are used. [Learn more](#) about these specific advertising and measurement partners.

Combining data

We also combine this data among our services and across your devices for these purposes. For example, depending on your account settings, we show you ads based on information about your interests, which we can derive from your use of Search and YouTube, and we use data from trillions of search queries to build spell-correction models that we use across all of our services.

You're in control

Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data now by clicking "More Options" below. You can always adjust your controls later or withdraw your consent for the future by visiting My Account (myaccount.google.com).

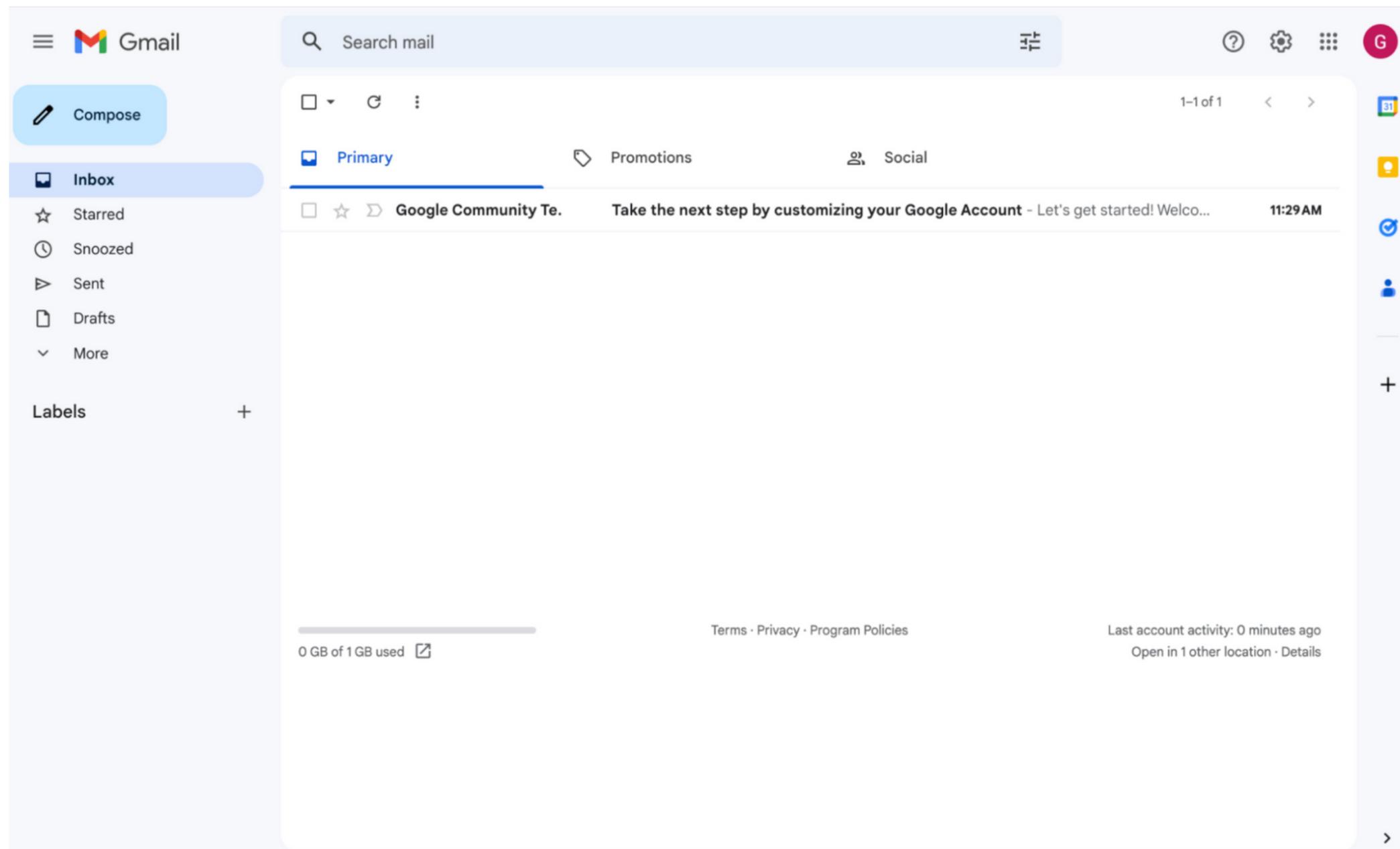
[More options](#) ▾

[Cancel](#)

[I agree](#)

Step 5

You'll then be taken to the homepage of your new Gmail account.



How To Sign into Gmail

Step 1

Open Gmail and click on the **Sign in** button.



Secure, smart,
and easy to
use email

Get more done with Gmail. Now integrated with Google Chat, Google Meet, and more, all in one place.

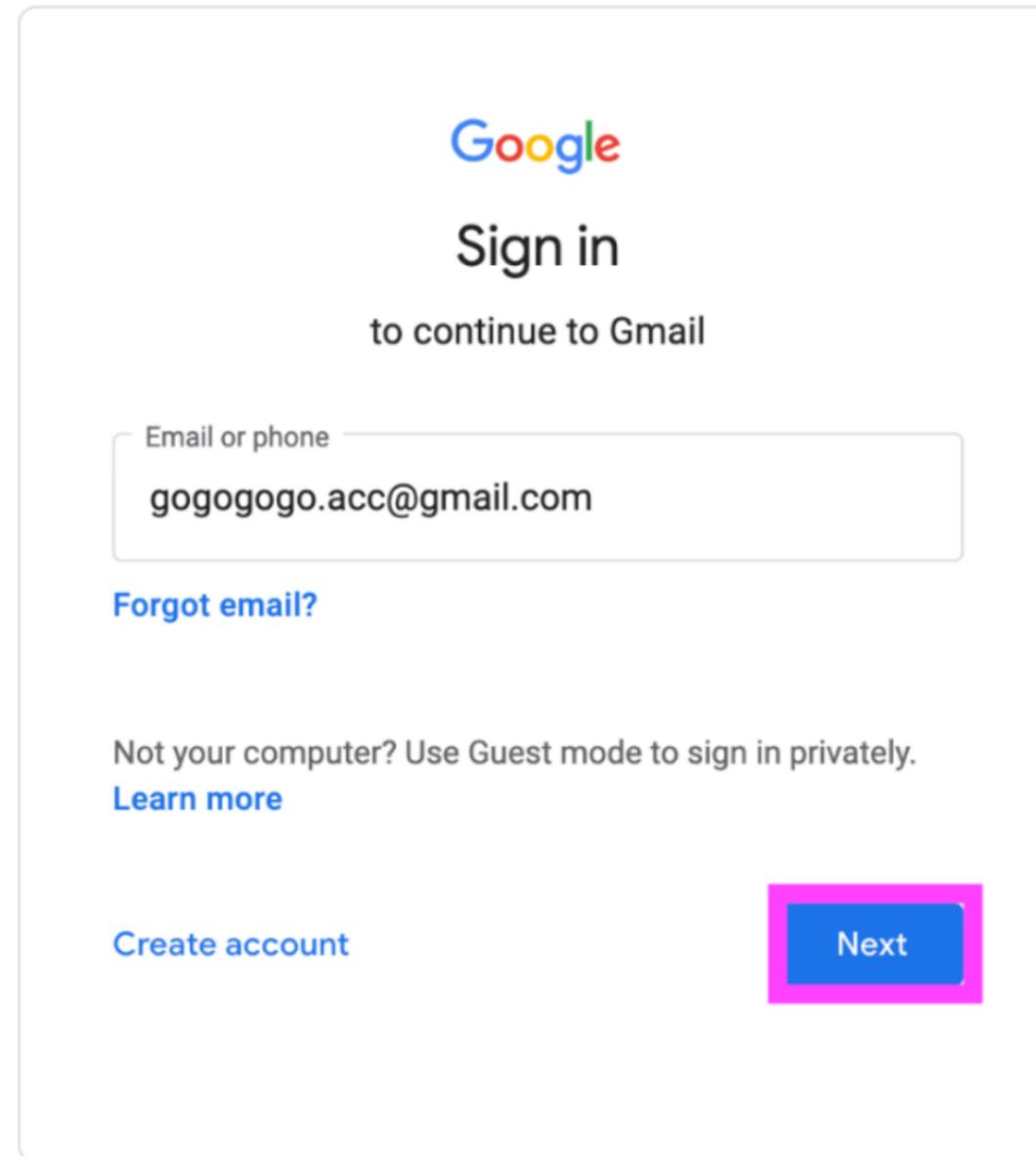
Create an account

For work



Step 2

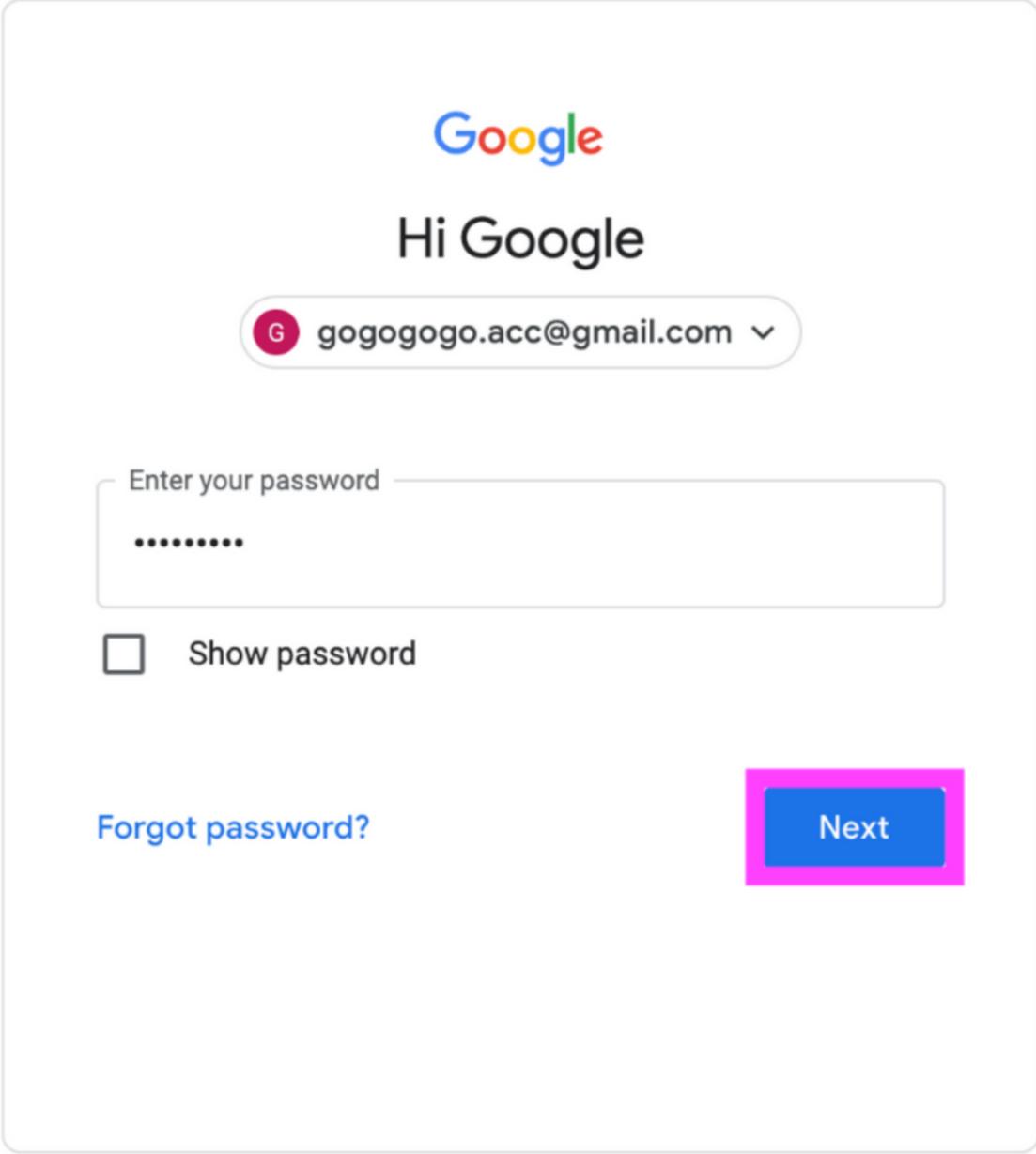
Enter your email or phone number and click **Next.**



The screenshot shows the Google Sign in interface. At the top is the Google logo, followed by the text "Sign in to continue to Gmail". Below this is a text input field with the placeholder "Email or phone" and the value "gogogogo.acc@gmail.com". Underneath the input field is a blue link "Forgot email?". Further down is the text "Not your computer? Use Guest mode to sign in privately." with a blue link "Learn more". At the bottom left is a blue link "Create account", and at the bottom right is a blue button labeled "Next". The "Next" button is highlighted with a pink border.

Step 3

Type in your password and hit **Next** to open your inbox.



Google

Hi Google

 gogogogo.acc@gmail.com ▾

Enter your password

.....

Show password

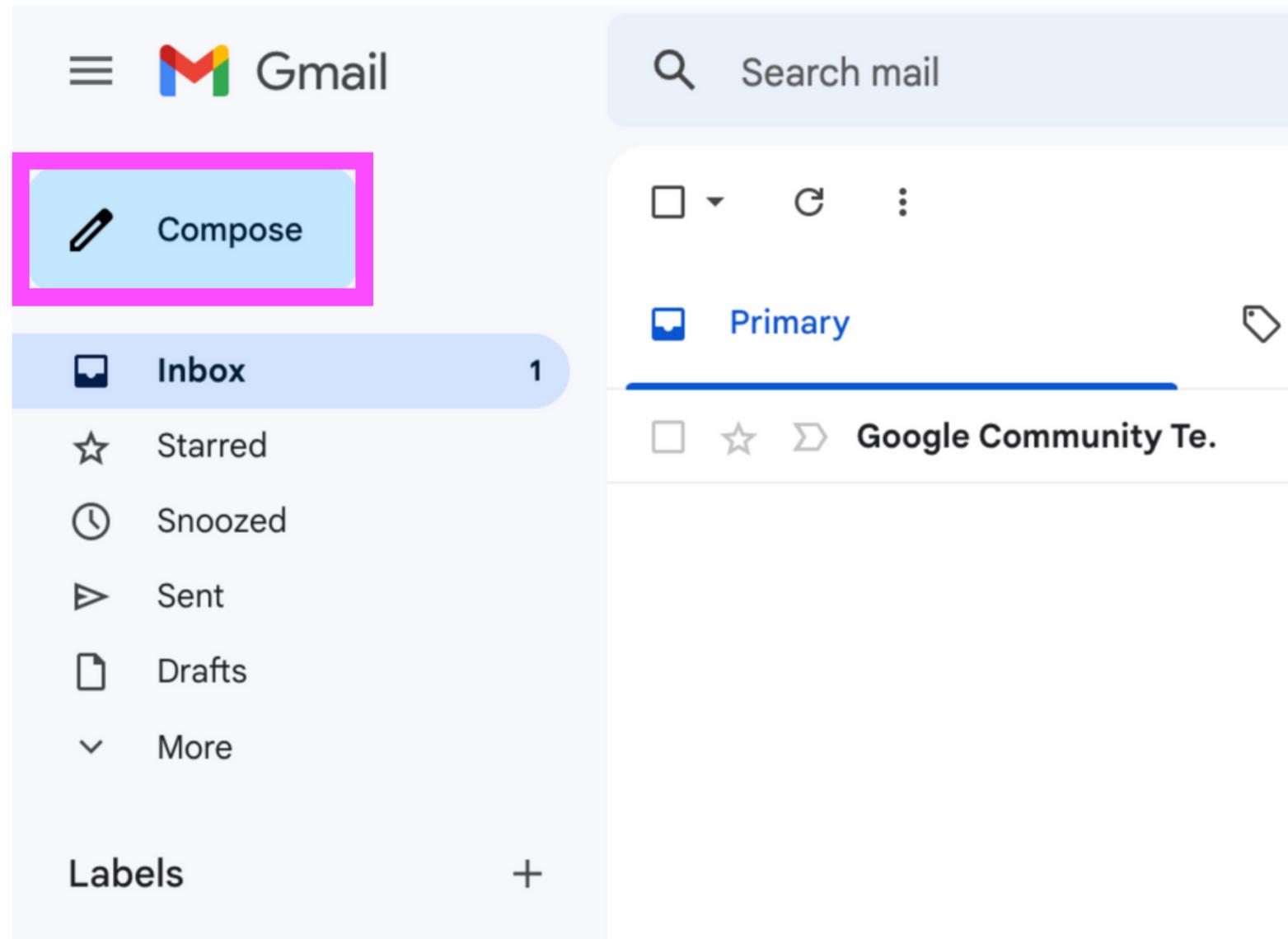
[Forgot password?](#)

Next

How To Write and Send an Email in Gmail

Step 1

Log in to Gmail from your desktop and click on the **Compose** button on your left.



Step 2

In the New Message window, enter the recipient email IDs in the **To** field and add your subject line in the Subject field.



The screenshot shows a 'New Message' window with a light blue header bar containing the text 'New Message' and three small icons (minimize, maximize, close). Below the header, there are two input fields. The first field is labeled 'To' and is highlighted with a pink border. To the right of this field are the labels 'Cc' and 'Bcc'. The second field is labeled 'Subject' and is currently empty.

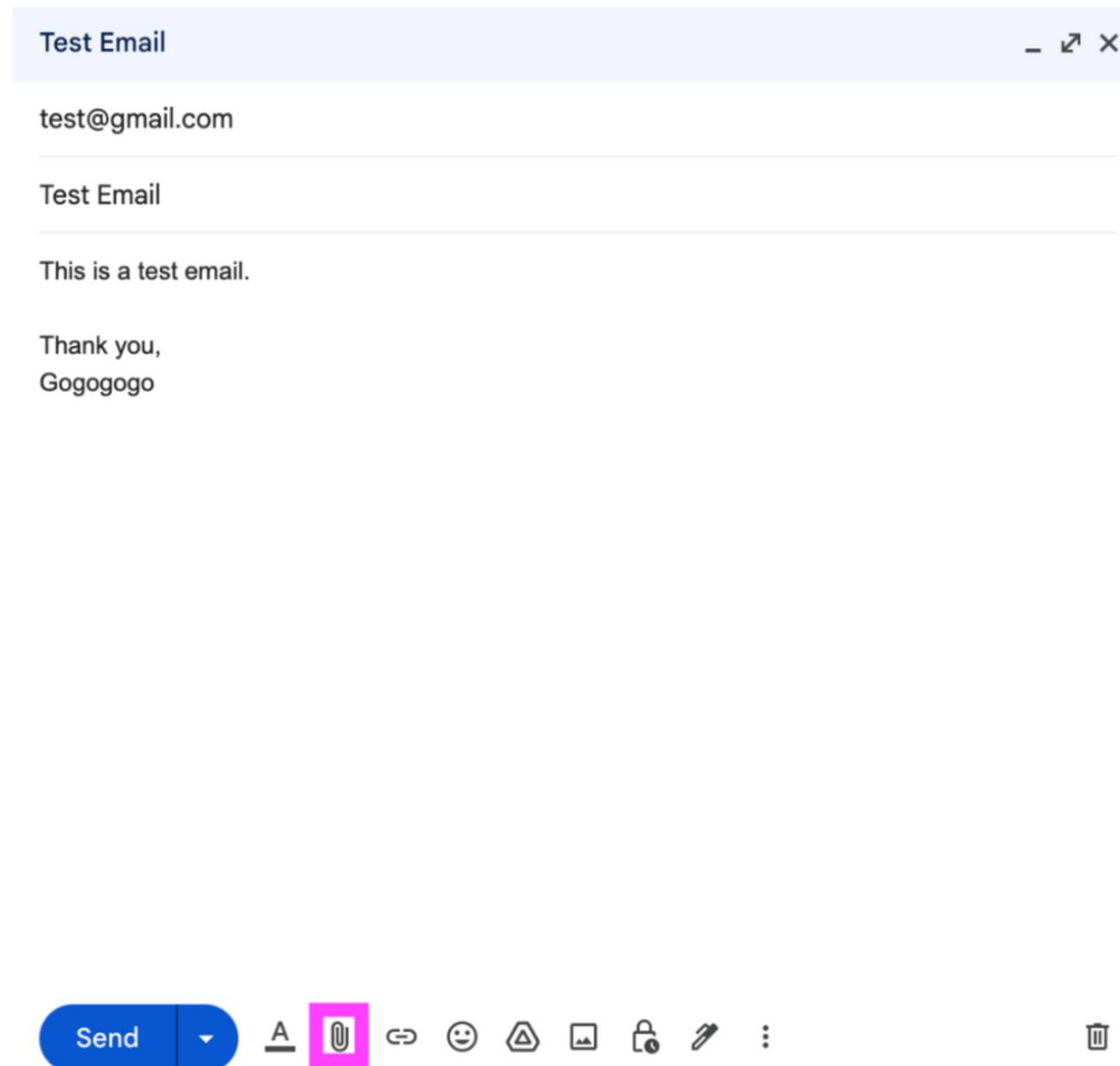
Step 3

Add cc (carbon copy) or bcc (blind carbon copy) recipients if you wish to send mail copies to anyone.



Step 4

Add attachments by clicking the paperclip symbol.



Step 5

Enter your message and hit **Send** when done.

Test Email - ↗ ✕

test@gmail.com

Test Email

This is a test email.

Thank you,
Gogogogo

Send ▾          