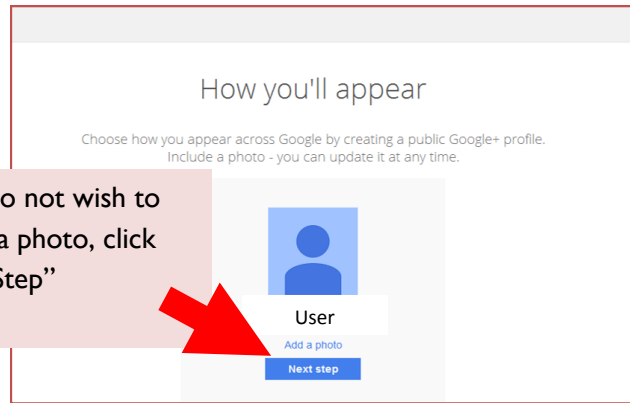


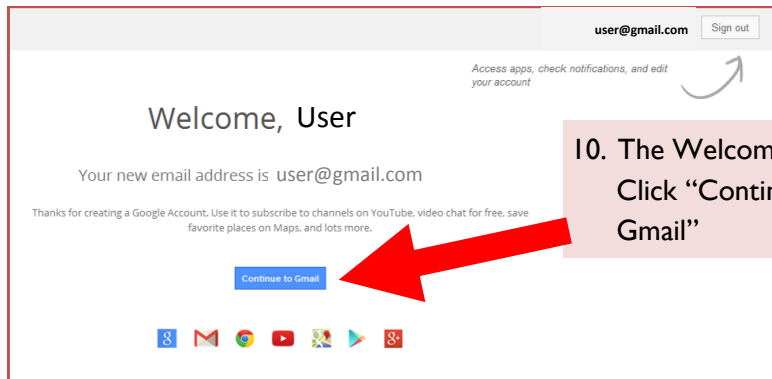
Help with...



9. If you do not wish to upload a photo, click "Next Step"



10. The Welcome Screen. Click "Continue to Gmail"



Congratulations! You have now mastered Gmail.

For further information try:

### Learn My Way

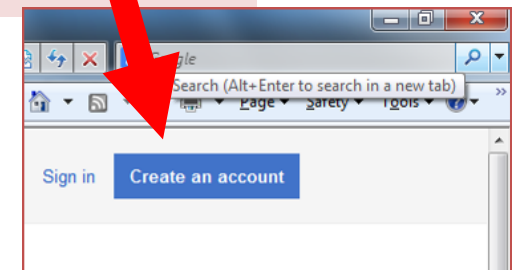
Use this website for more information on email best practice, using the internet and where to go for online advice and support:

<http://www.learnmyway.com/>

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1. Start by typing [www.gmail.com](http://www.gmail.com) into the address bar to get to the Gmail website. Then click on the button on the top right of the screen, "Create an account"



2. Enter your **First** and **Last** names

4. Create a **password**. When you click in the password box, a password strength indicator appears - click on “Why?” to learn how to create a password.

**Password strength: Too short**

Use at least 8 characters. Don't use a password from another site, or something too obvious like your pet's name. [Why?](#)

5. Fill in the rest of the form including a **mobile phone** number and an alternate **email address** (if you have one) although these are not compulsory.

6. **Prove you're not a robot** by entering the words or numbers that you see in the picture.

7. Read carefully the **Terms of Service** and **Privacy Policy**. Then tick the check box if you agree to them.

The screenshot shows a Google account creation form with the following fields and sections:

- Name:** First and Last name input fields.
- Choose your username:** Input field with a dropdown menu showing "@gmail.com".
- Create a password:** Input field with a password strength indicator.
- Confirm your password:** Input field.
- Birthday:** Month, Day, and Year input fields.
- Gender:** Dropdown menu with "I am..." selected.
- Mobile phone:** Input field with a country code dropdown showing "+44".
- Your current email address:** Input field.
- Default homepage:** A checked checkbox labeled "Set Google as my default homepage." with explanatory text below.
- Prove you're not a robot:** An unchecked checkbox labeled "Skip this verification (phone verification may be required)".
- Image verification:** A small image of a license plate with the number "1177A" and a text input field labeled "Type the text:".
- Location:** A dropdown menu showing "United Kingdom".
- Agreement:** An unchecked checkbox labeled "I agree to the Google Terms of Service and Privacy Policy".
- Next step:** A blue button at the bottom right.

Red arrows point from the instructions to the following elements in the form:

- Arrow 1 points to the "Choose your username" field.
- Arrow 2 points to the "Prove you're not a robot" section.
- Arrow 3 points to the "I agree to the Google Terms of Service and Privacy Policy" checkbox.
- Arrow 4 points to the "Next step" button.

3. Choose your **username**. This will be the text that precedes the “@gmail.com” in your email address. Try to pick something that is memorable and easy to type. Also, think of something suitable e.g. you may need to use your email to apply for jobs. The username has to be unique so keep trying different ones until you find one that's available.

8. When you click on the “**Next step**” button, your account will be created.