



Creating a new e-mail account with

Open the site: www.google.com

Select the small 'mail' tab at the top of the page

Pick my name »

Click on

Enter your details.

Create your e-mail address and check it is available.

First name:

Last name:

Desired Login Name:

@gmail.com

Examples: JSmith, John.Smith

check availability!

Type in your password, and re-enter. A mix of letters and numbers is the most secure

Choose a password:

Minimum of 8 characters in length.

Re-enter password:

Select a security question from the drop down menu and insert the answer. Enter a secondary e-mail address if you wish (Optional)

Security Question:

Answer:

Secondary email:

Location should read - United Kingdom

Location:

Word Verification:

Type the characters you see in the picture below.

 &

Letters are not case-sensitive

Retype the random letters as shown in the box – this would be:
moront

Read the terms and conditions and click on:

I accept. Create my account.

This should then confirm your account has been created and open it.

The exact name of your e-mail account will be shown at the top of the page.

It will end in @gmail.com

You will need to remember your security question and answer to carry out actions like changing your password.