How to create an email account (Gmail)

1. Go to Google.com and click on the APPS icon to access the GMAIL icon, located in the upper left hand corner of your screen – underneath the web address.

2. Click on the Gmail icon.

3. The following screen will appear. Click on “Use another account.”

4. Click on “Create account.”
5. Click on “For myself.”

6. Complete the information requested and click Next.

7. At the end, click I agree.

8. You should receive a Welcome page. Click Next and you now have an email account.