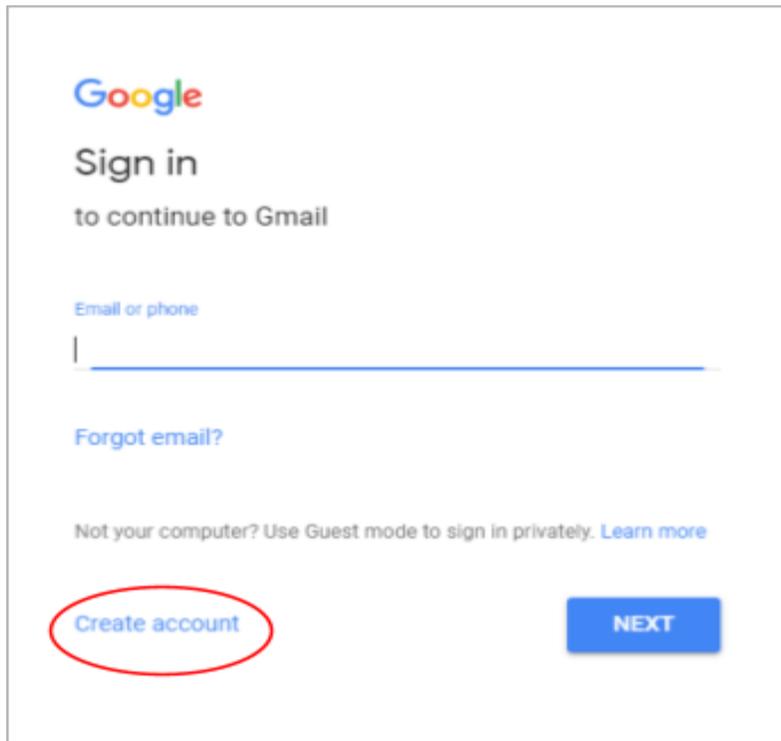# Sign Up for an Email Account

These instructions are for getting an email account with gmail, google's email service. Other popular email providers are listed at the end of this document.

1. Go to gmail.com and click **Create account**

2. Complete the signup form with the required information:

Name: Use your real name.

Username: This will be your email address.

If you get this message: *That username is taken. Try another,* you can choose one of google's suggestions of available usernames or try adding a number to the end of the username.

For example: **annagarcia1234**

Password: Choose a password that you can remember, but that would be hard for someone else to guess. Your password must be at least 8 characters long. Longer passwords provide better security.

> Find help creating a secure password:
> support.google.com/accounts/answer/32040?hl=en
>
> **Be sure to write down your username and password and keep them in a safe place!**

3. Click the blue **Next** button

4. You may be asked to **Verify your phone number:** This will help you get into your account if you forget your password. Remember to update this if you get a new phone number.

5. Complete all required fields

6**. Prove you're not a robot:** This step verifies that the account is being created by a person. Type the text you see into the box. If you cannot see the text, click the speaker to hear the text.

7. Read all of the information included in the **Terms of Service** and the **Privacy Policy** before you sign up for any account. Check *I agree to the Google Terms of Service and Privacy Policy.*

8. Write down your email address, password, and the date you created your account. Take a picture or store this in a safe place.

Signing up for Gmail also signs you up for a Google account. You can use this username and password with many other applications, like Google Calendar and Google Drive.

Remember that when you are signed in to gmail, Chrome, youtube, or any google application, google is collecting data which may include your location, your search activity, websites you visit, and more. More information is available here: https://safety.google/privacy/data/

Other common email providers:
Yahoo: www.mail.yahoo.com
Outlook: outlook.live.com/owa/

An email provider that doesn't require a phone number:
Proton Mail: protonmail.com/

For help using your email account, watch a tutorial video:
www.digitallearn.org/courses/intro-to-email

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For more help:

❖ Google support: support.google.com

❖ Set up a Recovery Phone Number or Email Address: support.google.com/accounts/answer/183723

❖ Multnomah County Library Email Basics Class: multcolib.org/events/email-basics

❖ Multnomah County Library Tech Help: multcolib.org/events/tech-help

❖ Contact Multnomah County Library:
  ➢ Online chat (24 hours a day!): multcolib.org/chat-librarian
  ➢ Phone: 503-988-5123
  ➢ Visit a library in person: multcolib.org/hours-and-locations

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