

# **Instructions on how to create a free Gmail account**

January 28th 2009  
Version 0

# CONTENTS

1	Introduction .....	3
2	What is Gmail? .....	3
3	Step 1: Open the Gmail web site .....	3
4	Step 2: Enter all the required information in the "Create an Account" online form .....	4
5	Step 3: How to choose a login name or username for your email address .....	5
6	Step 4: Choosing a password for your email .....	6
7	Step 5: Protecting your Gmail account with a security question .....	6
8	Step 6: Word verification and confirmation .....	6
9	Solutions to some problems in getting your Gmail email address.....	7
9.1	Login names of my choice are not available.....	7
9.2	Gmail Account Creation Failed .....	7

# 1 Introduction

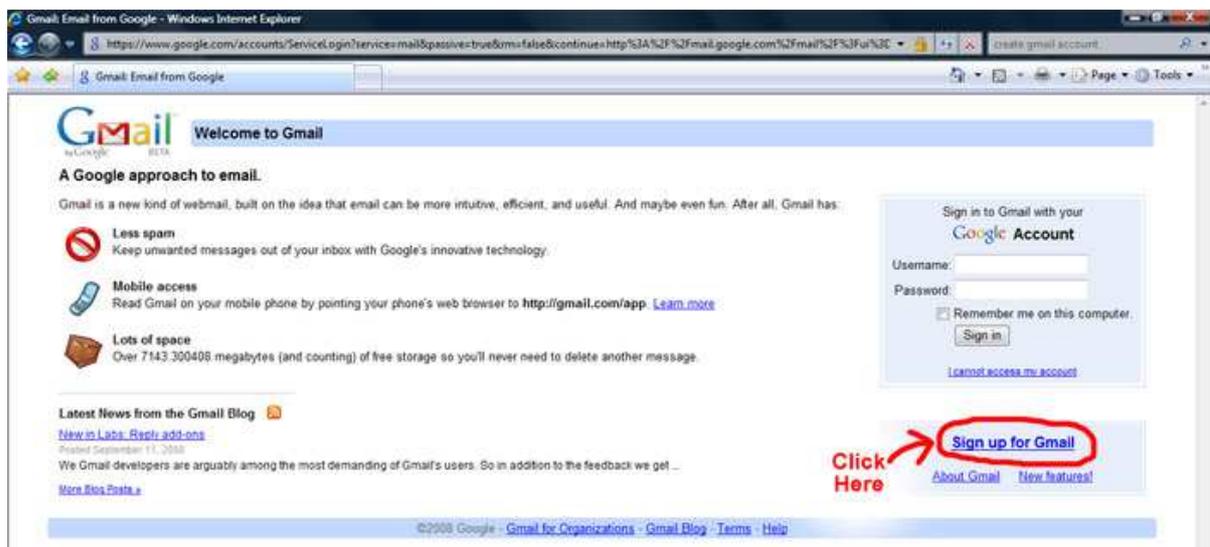
This manual describes in detail how to create a free **Gmail account** now that it's open for everyone. Step by step instructions are provided with related screenshots so that even beginners are able to create an email address for themselves using the free online webmail service from Google. **Creating a free Gmail account should take you less than 5 minutes.**

## 2 What is Gmail?

Everyone knows about Google and their free web based email called Gmail. The service was launched with a lot of marketing actions and was 100% free from the start but *one could only create a Gmail account through special invites*. If you knew someone who had a Gmail account, you could request them to send you this invitation. In those early days, Gmail accounts were so coveted that invitations were being sold through ebay.com auctions. The high demand for Gmail email address was also because the service offered 1GB (gigabyte) storage space for emails at a time when all the others were providing only a fraction of that. Anyway, after a few years, Google opened the doors of Gmail for everyone... so you didn't need a special invitation to create an account.

## 3 Step 1: Open the Gmail web site

To create your Gmail account you only need a web browser and an internet connection. Go to <http://gmail.google.com>. You should now get to a page that looks something like the one below.



Click on the **Sign up for Gmail** link circled in the screenshot and then proceed to the next step.

## 4 Step 2: Enter all the required information in the "Create an Account" online form

After you click on the signup link, you shall be shown the **Create an Account** form with several fields that need your inputs.

**Gmail** by Google BETA **Create a Google Account - Gmail** Change Language: English

### Create an Account

Your Google Account gives you access to Gmail and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

**Get started with Gmail**

First name:

Last name:

Desired Login Name:  @gmail.com  
Examples: JSmith, John.Smith

Choose a password:  [Password strength:](#)  
Minimum of 8 characters in length.

Re-enter password:

Remember me on this computer.

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

Enable Web History.

Security Question: Choose a question ...  
If you forget your password we will ask for the answer to your security question. [Learn More](#)

Answer:

Secondary email:   
This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. [Learn More](#)

Location: India

Word Verification: Type the characters you see in the picture below.  
  
   
Letters are not case-sensitive

Terms of Service: Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below. [Printable Version](#)

Google Terms of Service  
Welcome to Google!  
1. Your relationship with Google

By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).

©2008 Google - [Gmail for Organizations](#) - [Gmail Blog](#) - [Terms](#) - [Help](#)

Do not worry if the screen displayed to you and the screenshot image on the left are not exactly the same.

You now need to start filling the form. Once you have entered your first and last names, it is time to choose a login name. ***This is important as your login name will decide the email address you will get***, and in case of a Gmail account, would be ***your-chosen-login-name@gmail.com***. So be sure to pick a login name, also called the *username*, with care.

### 5 Step 3: How to choose a login name or username for your email address

Choosing a login name is part art and part common sense. And because it determines what your email address will be, we suggest you spend a little time over it. Since, email addresses need to be unique which means **no two people in the world can have the same address**, there is no guarantee that your preferred login name *would be available*. The following are advice and suggestions on how to choose a login or username.

First check if you can get a login name of your name, firstname, lastname, as *firstname-lastname* or the more popular, *firstname.lastname* (the period sign can be used in a login name). You can also try out *firstnamelastname*. Getting a Gmail email address of your name is indeed very fortunate because of the sheer number of subscribers to the service. Your login name *needs to be catchy* and at the same time *describe you* so people are able to recall it without much difficulty and associate it with you.

The availability of a login or user name can be verified by entering it first in the text field and hitting the **check availability** button.

Get started with Gmail

First name: Manish

Last name: Sharma

Desired Login Name: manish @gmail.com

Examples: JSmith, John Smith

check availability

manish is not available, but the following usernames are:

- msmanish866
- mnshshrm254
- manish.manish.sharma013
- ms2491540

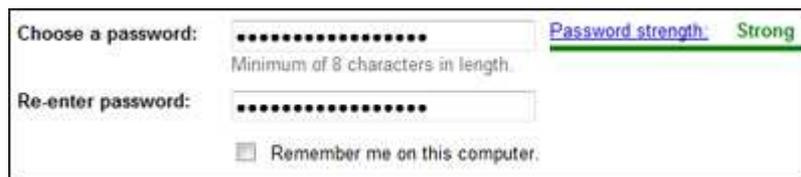
Enter desired login name here

Click this button to check if the login name is available

## 6 Step 4: Choosing a password for your email

Securing your Gmail email account with a *strong* password is imperative. Think of the password as the key combination to your safe and you need to give the same amount of importance. A combination of uppercase and lowercase letters with some digits thrown in would be a strong enough password. On the right of the text fields in which you enter your password a sort of meter would indicate the strength of the password.

You need to enter the password twice and you can leave the "*Remember me on this computer*" box unchecked.



The screenshot shows the password creation interface. It includes two text input fields: "Choose a password:" and "Re-enter password:". The "Choose a password:" field contains a series of dots representing the password. To its right, a "Password strength:" indicator shows a green bar and the word "Strong". Below the first field, it says "Minimum of 8 characters in length." Below the second field, there is a checkbox labeled "Remember me on this computer." which is currently unchecked.

## 7 Step 5: Protecting your Gmail account with a security question

You now need to either select a security question from the drop down list or enter one - and you need to provide the answer. This additional security helps in getting your email account password if you forget it.



The screenshot shows the security question selection form. It includes a "Security Question:" dropdown menu with options: "Choose a question ...", "What is your primary frequent flyer number", "What is your library card number", "What was your first phone number", "What was your first teacher's name", and "Write my own question". Below the dropdown is an "Answer:" text input field. To the right of the answer field, it says "Answer to your security". Below the answer field is a "Secondary email:" text input field. Below the secondary email field, it says "This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. [Learn More](#)". Below the secondary email field is a "Location:" dropdown menu with "India" selected. Below the location field is a "Word Verification:" section with the text "Type the characters you see in the picture below." and a picture of the word "coningsh" in green, stylized letters. Below the picture is a text input field and a small blue icon. Below the text input field, it says "Letters are not case-sensitive".

## 8 Step 6: Word verification and confirmation

After providing your secondary email address - you can leave this blank, if you don't have one - and your location, you need to enter the characters that you see in the picture above the field in your form. Why is this required? So that Gmail knows the inputs are from a human being and not some automated program.

Now that everything is set, you can go through the *Terms of Service* and click on the "I accept. Create my account." button which will create your very own free Gmail account!

To access your Gmail account in future, you need to go to the web site <http://gmail.google.com> using a web browser and enter your username (login name) and password once again.

## 9 Solutions to some problems in getting your Gmail email address

Here are solutions to two common problems faced by account creators:

### 9.1 Login names of my choice are not available

Gmail is a very popular service and it is likely that the login names you choose are no longer available. The only solution to this trouble is to keep trying to work with different permutations and combinations.

### 9.2 Gmail Account Creation Failed

Occasionally you might get a screen like one below that displays an "Account Creation Failed" message.



The error message is a result of Gmail's spam filters working overtime. As mentioned on the help pages <http://mail.google.com/support/bin/answer.py?answer=67512>, Gmail refuses to create email addresses from a computer/connection if it exceeds a defined limit. *Web users trying to create a lot of addresses at once, like a class or a group, may hit this limit.* This is Gmail's way of protecting itself from users who they believe will be creating email addresses for spamming. The solution is to go through the process of getting your Gmail address from another computer using a different I.S.P.