How to Create a Gmail Account

* Go to [www.gmail.com](http://www.gmail.com)
* Click on **Create an Account**
* You will be redirected to a **Create a new Google Account** window.
* Your username will become part of your email address so use something that is simple and easy to remember.
* Type in the password you want to use. The password should be easy for you to remember without being obvious enough that someone else may guess it.
* Your password should include a series of letters, numbers and symbols
* Fill in information regarding your birthday and gender
* Google will ask you for a mobile phone number in order to send you a text if you have forgotten your password. The mobile phone number is not necessary to create a Google account.
* If you have another email account you can include it on the form. Google will use that information to contact you if there is a problem with your Gmail account.
* Type in the verification text.
* Select your location.
* Accept the Terms of Service and Private Policy
* You will have the option to review the About Personalization and participate in Google +.
* Click Next Step to continue
* The Google Welcome Page will appear
* Congratulations! You have successfully created a Gmail account! Now you can set up email alerts from job search sites like Monster.com and Indeed.com