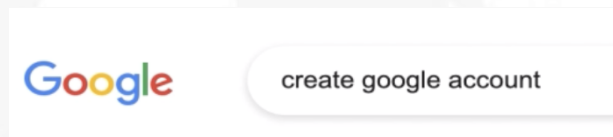


How to

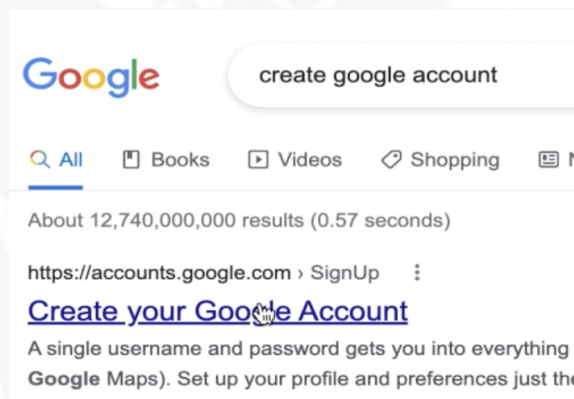
Create a Gmail Account

1. Open your **Internet Browser**.
2. Search “**Create Google Account**” in the search bar.



3. Select ‘**Create your Google Account**’ from the search results or simply click the link below:

[Create your Google Account](https://accounts.google.com/SignUp)



4. Enter your first and last **Name** in the boxes provided.

Create your Google Account

First name KBA	Last name
-------------------	-----------

Username	@gmail.com
----------	------------

You can use letters, numbers & periods

[Use my current email address instead](#)

5. Create a **User Name**. Google will suggest one for you. Accept Google's suggestion or make your own. The **User Name** you put here will become your new **Email Address**.

Create your Google Account

First name KBA	Last name Teaching
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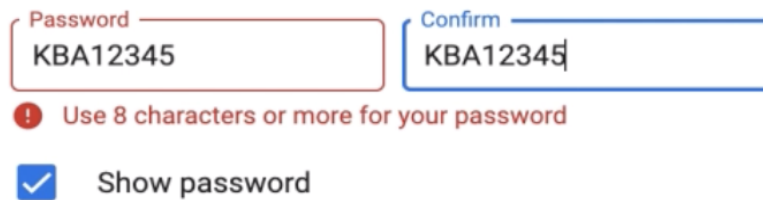
Username KBA	@gmail.com
-----------------	------------

KBAProductsTeaching

KBATeaching

[kbateaching](#)

6. Next, create a **Password**. Follow Google's guidelines to ensure your password is accepted.



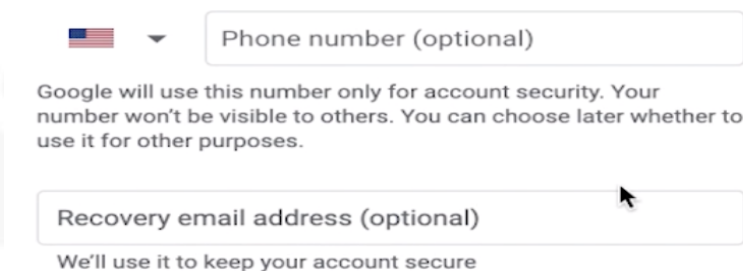
Form showing password creation fields:

- Password** (red border): KBA12345
- Confirm** (blue border): KBA12345
- Red error message: **Use 8 characters or more for your password**
- Checkbox: ☒ Show password

7. Once you have completed the form's required fields, click the **Next** button.



8. On the second page, Google asks for a **Recovery Email** or **Phone Number**. Provide this information.



Form showing recovery information fields:

- Country selector:  ▼
- Phone number (optional)** (text input)
- Text: Google will use this number only for account security. Your number won't be visible to others. You can choose later whether to use it for other purposes.
- Recovery email address (optional)** (text input)
- Text: We'll use it to keep your account secure

9. Enter your **Birthday**. Be sure that the birth year is over 18 years ago so that your account is not created with child restrictions.

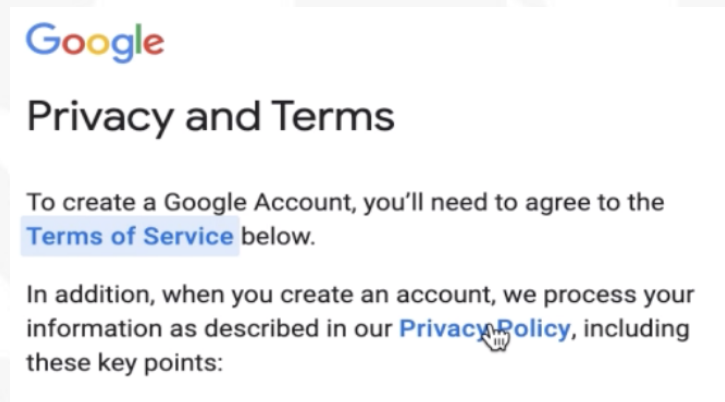
10. Enter a **Gender** or none, as you wish.

Gender
Rather not say

11. Click the **Next** button again.



12. Follow the links for the **Terms of Service** and **Privacy Policy** to read through them.



13. Click on the **More Options** section.

More options

Cancel

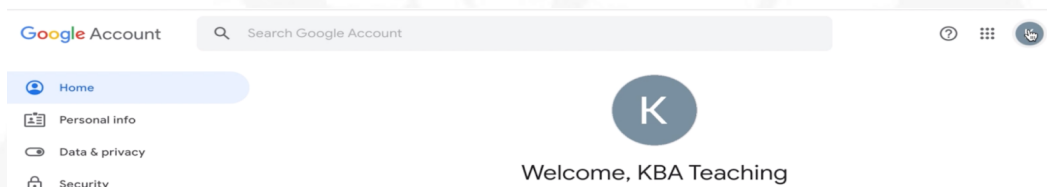
I agree

14. Read through this and **select** or **deselect** any options that you wish to apply or not.

15. Finally click '**I Agree**'  to finish creating your **Google Account** and **Gmail**.

Upload a Profile Picture to your New Account

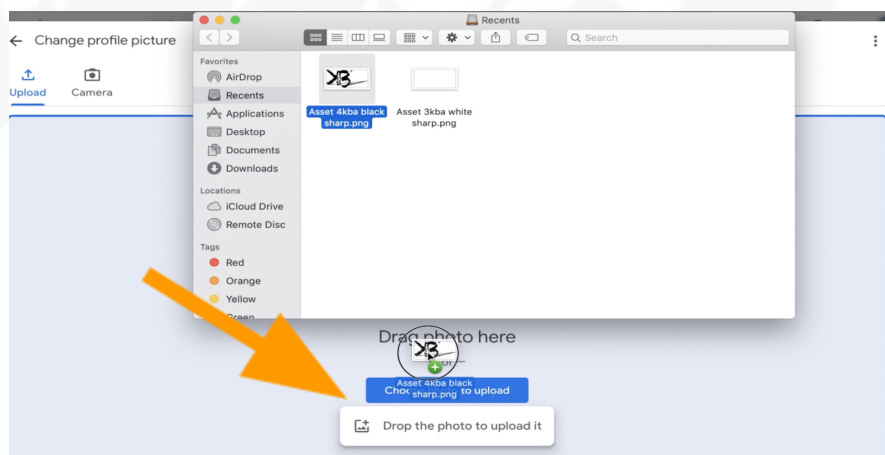
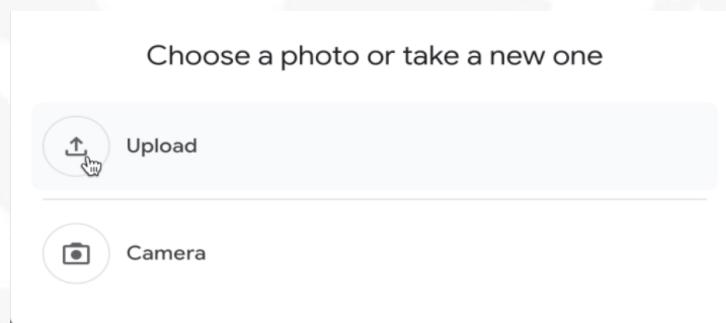
1. Click on your **Current Profile Picture** (it will appear as a circle with the first letter of your name in it in the upper right corner).



2. Click on the **Camera Icon** next to your current picture in the pop up.



3. Select '**Add Profile Photo**', '**Upload**', and locate your chosen picture on your computer then drag the **Image File** where directed.



4. Resize and situate it to match your preferences, then select **'Save as Profile Picture'**

Save as profile picture

and **'Got It'**.

Got it