Creating an E-Mail Address

To apply online, you will need a working email address. Follow the instructions below to create a GMail account.

1. Go to www.gmail.com

2. Click Create account.

3. The signup form will appear. Follow the directions and enter the required information.

4. Review Google’s Terms of Service and Privacy Policy, click the check box, then click Next step.

5. Here, you’ll have an opportunity to set up recovery options. Recovery options are helpful if you forget your password or if someone tries to access your account. If you don’t want to set up recovery options at this time, click Done.

6. Your account will be created, and the Google welcome page will appear.

IMPORTANT: Just like with any online service, it’s important to choose a strong password—in other words, one that is difficult for someone else to guess. Use a combination of uppercase, lowercase, numbers and characters to create a password. If you believe you may forget it, write it down and store it in a safe place.