

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**.

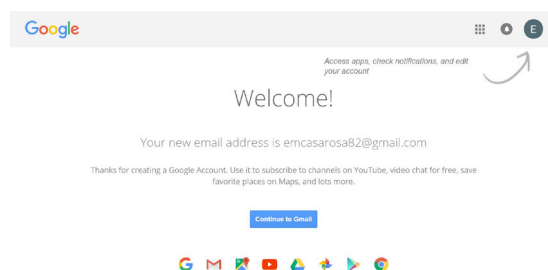
The screenshot shows the Gmail account creation form. It includes fields for Name (Elena Casarosa), Choose your username (EMCasarosa82@gmail.com), Create a password (masked with dots), Confirm your password (masked with dots), and Birthday (March 02, 1982).

The screenshot shows the agreement to Google's Terms of Service and Privacy Policy. A checked checkbox is next to the text "I agree to the Google Terms of Service and Privacy Policy". A blue "Next step" button is visible on the right.

- 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**.

The screenshot shows the recovery options screen. It features an illustration of a woman with a question mark above her head. Below the illustration, there is a warning: "Without recovery options, you could lose access to your account if you forget your password or your account is stolen." A link "Learn more about recovery options" is provided. There are sections for "Recovery phone" (with an "Add a phone" button) and "Recovery email" (with a text input field containing "you@example.com"). A blue "Done" button is at the bottom.

- 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.