

How to Set up a Gmail Account

- 1. Go to https://accounts.google.com/SignUp
- 2. Enter name

G	
Create a Google	First name
Enter your name	Last name (optional)
	Next

3. Enter birthdate and gender

4.

G Basic information Inter your birthday and gender	Month February 14 Year 1920 Gender Why we ask for birthday and gender Next
Choose a username	
G	
How you'll sign in Create a Gmail address for signing in to your Google Account	Username @gmail.com You can use letters, numbers & periods

Use your existing email

Next



5. Choose a password

G	
Create a strong password	Password
Create a strong password with a mix of letters, numbers and symbols	Show password
	Next

6. In the event that you get locked out of your email (for example, if you can't remember your password), you can add another email address here where you can be reached if need be. This could be another email address you have, a spouse's email, etc. You can also skip this step.

G	
Add recovery email	Recovery email address
The address where Google can contact you if there's unusual activity in your account or if you get locked out.	
Skip	Next

7. The next screen just confirms your name and the email address you've chosen.





- 8. The next screen is the Terms and Conditions for having a Google account. Click "I agree" if you agree.
- 9. Next it will ask if you would like personalization of your account. If you click for more information, it will give you further options about which sorts of data you would like it to keep (e.g. saving your search history). You can choose your preferences on this screen.
- 10. When you click "I Agree," it will take you to the home page of your Google Account. Clicking the 9-dot icon in the top right will show you a menu of Google apps, and from here you can click on the Gmail icon to go to your email.



11. This will take you to your inbox. Any emails you receive will appear on this screen.

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☐ Inbox ☆ Starred	We protect your privacy Ads in Gmail are never based on the content of your emails.		Learn more Dismiss	•
 ③ Snoozed ▷ Sent □ Drafts 	Primary Promotions &	Social		
 ✓ More Labels 	Get started with Gmail + Costonize your inbox	ofie Import contacts and mail	Get Gmail for mobile	+



How to Set up Email Forwarding from Your Gmail Account

12. If you would like to set up email forwarding, so any messages that go to this address will go to another inbox, click on the gear icon in the top right.

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0 Compose	□ • ° :			3
☐ Inbox	We protect your privac Ads in Gmail are never b	/ ased on the content of your emails.		Learn more Dismiss
③ Snoozed▷ Sent	Primary	No Promotions 😤 Social		
Drafts V More	Get started with Gmail			×
Labels	+ Customize your inbox	Change profile image	Import contacts and mail	Get Gmail for mobile

13. This will take you to the Settings screen. From Settings, click on Forwarding and POP/IMAP from the row near the top, and then click the gray box that says Add a forwarding address.

😑 附 Gmail	Q Search mail		幸			
Compose	Settings					
	General Labels Inbox Accounts and Impor	t Filters and Blocked Addresses	Forwarding and POP/IMAP Add-ons	Chat and Meet	Advanced Off	line Themes
🖬 Inbox	Forwarding:	Add a forwarding address	4			
🕁 Starred	Learn more	5				
(Snoozed		Tip: You can also forward only some	of your mail by creating a filter!			

14. A box will pop up where you can type your forwarding address and click Next.

Add a forwarding address	×
Please enter a new forwarding email address:	
Cancel	Next

15. A box will pop up where you can confirm that the address is correct by clicking Proceed.



16. You will need to log in to the email address you chose as the forwarding address and click the link in the confirmation email to confirm that you would like forwarding turned on.



17. The link will take you to a page where you can click Confirm.



Please confirm forwarding mail of lwvusmembership@gmail.com to membership@lwv.org.

Confirm