



## How to Set up a Gmail Account

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

 Create a Google Account

Enter your name

First name

Last name (optional)

Next

3. Enter birthdate and gender

 Basic information

Enter your birthday and gender

Month February Day 14 Year 1920

Gender

[Why we ask for birthday and gender](#)

Next

4. Choose a username

 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



## Create a strong password

Create a strong password with a mix of letters, numbers and symbols

Password

Confirm

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.



## Add recovery email

The address where Google can contact you if there's unusual activity in your account or if you get locked out.

Recovery email address

Skip

Next

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



## Review your account info

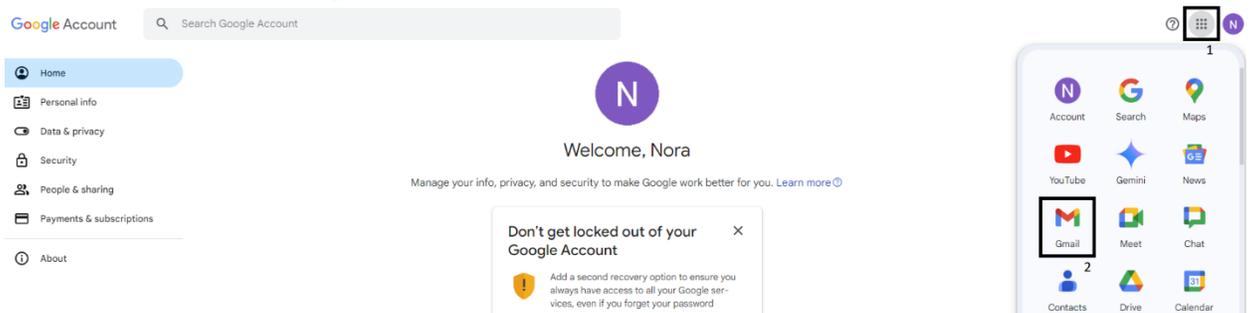
You can use this email address to sign in later

 Nora  
lwvusmembership@gmail.com

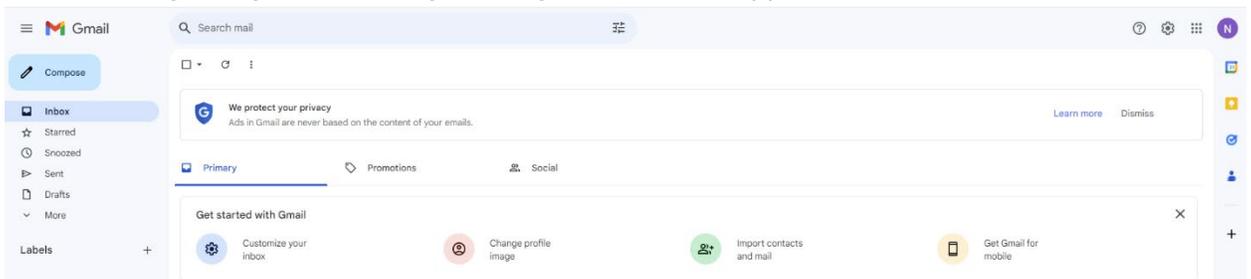
Next



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.



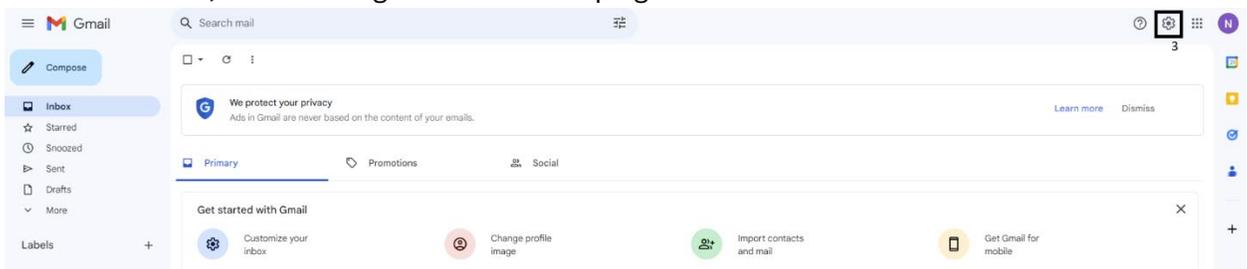
11. This will take you to your inbox. Any emails you receive will appear on this screen.





## How to Set up Email Forwarding from Your Gmail Account

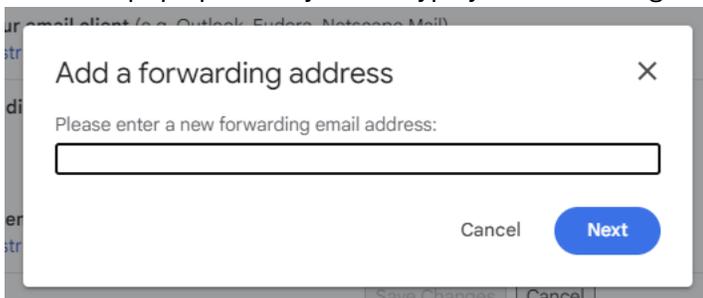
12. If you would like to set up email forwarding, so any messages that go to this address will go to another inbox, click on the gear icon in the top right.



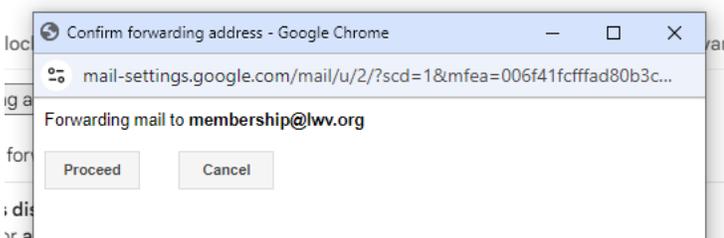
13. This will take you to the Settings screen. From Settings, click on Forwarding and POP/IMAP from the row near the top, and then click the gray box that says Add a forwarding address.



14. A box will pop up where you can type your forwarding address and click 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 [lwwusmembership@gmail.com](mailto:lwwusmembership@gmail.com) to [membership@lww.org](mailto:membership@lww.org).