How to set up a Google account

Google, founded in 1998, has rapidly grown to become the world's most visited site. It is the most recognised search engine in the world, and has 5,922,000,000 search queries every day. One prominent feature of Google is its accounts, and the many ways you can utilise them.

This sheet will guide you through the steps to creating a google account. With just one account you can send emails and connect with friends and family with Google+.

Setting up a Google account

1. Type in https://mail.google.com/ into your preferred web browser.

2. Press the **create an account** button.

3. Enter your details, such as your first and last name, birthday and gender.

4. Enter a username, it can be anything you want, unless it has been already taken. **Note –** You must remember what you entered.

5. Create a password, make sure you remember this as well.

6. Enter your birthdate and your gender.

7. It is optional to enter your mobile phone number – this allows you to secure your email from others.

8. If you already own an email account, you can enter it in the text field, in case you forget your password.

9. Read the Captcha and copy down the characters that you see. If can't understand the Captcha, press the refresh button to view a new combination.

10. After you have completed all the necessary details, press submit and you're done.