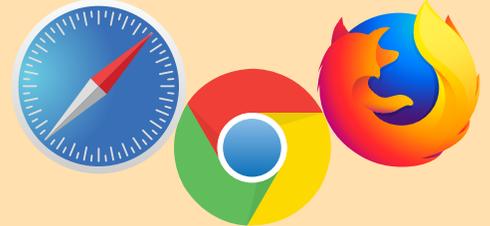


# HOW TO: CREATE AN EMAIL ADDRESS

## FOLLOW THESE STEPS TO CREATE YOUR OWN EMAIL ADDRESS:

1. Open your internet browser. (Google Chrome, Safari, FireFox, Internet Explorer, etc.)



2. Go to "mail.google.com".

3. On the next page, click "Create an Account".  
If you don't see this, look for "Get Gmail".



➤➤➤ Then, you'll see a screen like this:

4. Fill in the required information.

➤ Your **username** will be your email address.

Try using your initials or interests. If your desired username is already in use, try another option!

Example: Soccerfan7

Google

## Create your Google Account

to continue to Gmail

➤➤➤ First name

Last name

➤➤➤ Username

@gmail.com

You can use letters, numbers & periods

➤➤➤ Password

1

Confirm

2

Use 8 or more characters with a mix of letters, numbers & symbols

Show password

5. When you've entered all information, click "Next".



Next

# HOW TO: CREATE AN EMAIL ADDRESS

## STEPS CONTINUED

6. Enter additional security information on the next page.

### OPTIONAL:

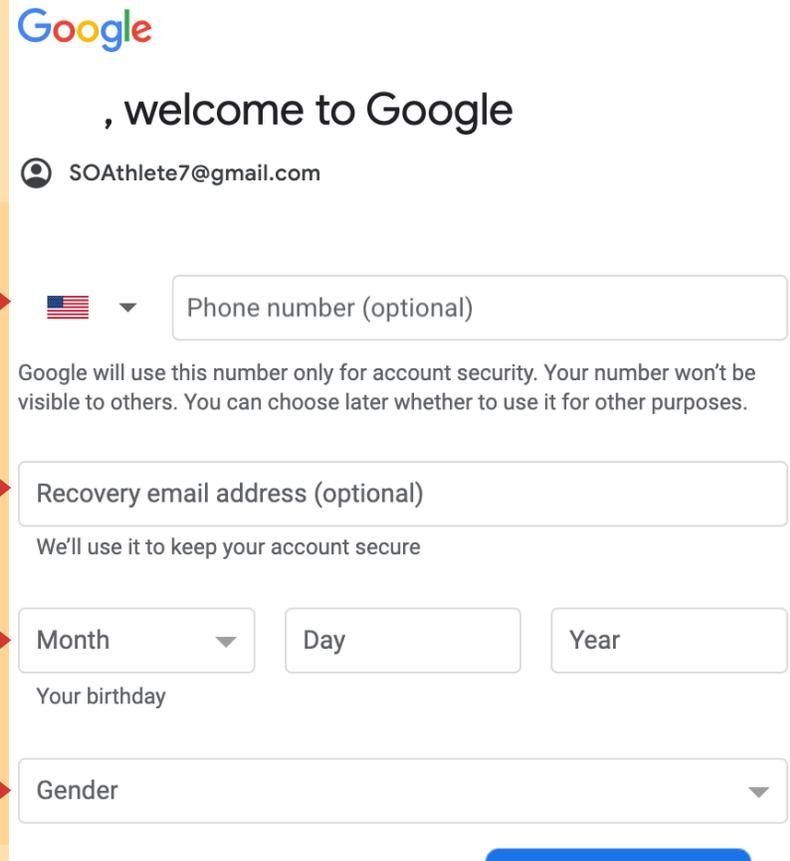
➔ Add your **phone number** for security reasons.

➔ Add another **email address** in case you help getting into your account in the future.

*This can be another email you have, or a family member's (with their permission).*

### REQUIRED:

➔ Your **birthday**      ➔ Your **gender**



The screenshot shows the Google account creation security page. At the top, it says "Google" and "welcome to Google" with the email address "SOAthlete7@gmail.com". Below this, there are several input fields: a "Phone number (optional)" field with a US flag icon, a "Recovery email address (optional)" field, a "Your birthday" section with "Month", "Day", and "Year" dropdowns, and a "Gender" dropdown menu. A blue "Next" button is visible at the bottom right of the form area.

7. When you've entered all information, **click "Next"**. ➔➔➔
8. Read the "**Privacy and Terms**" page, then click "**I agree**" at the bottom.

## Congratulations, you have created your own Gmail account!

*Make sure to notify your SOPA region  
so your new email address can be  
added to our mailing list!*

Looking for  
more resources?

Browse our  
**Internet Safety Video Series**

- Step by step tutorials
- Safety tips
- Instructions for athlete online registration
- ...and more!

