

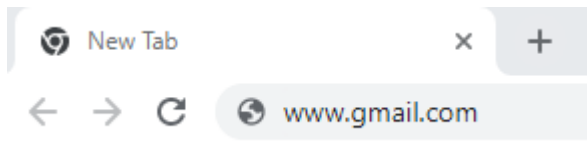
Email - Creating a Gmail Account

Having an email account is one of the first steps in the job applications process!

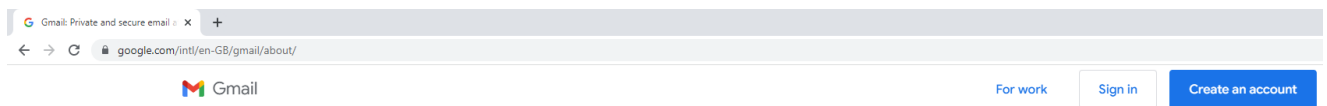
Your email needs to be a simple professional name as employers will see this.

To create a Gmail account, follow the below steps:

1. Go to www.gmail.com



2. Select '**Create an account**' on the right hand side of the screen.



3. Next, enter your '**First Name**' and '**Last Name**', followed by your choice in '**Username**' and then again in '**Password**'.

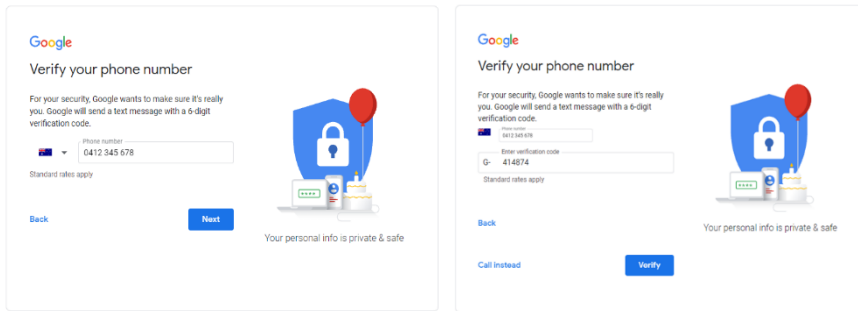
HOT TIP: Select a '**Username**' that is professional, such as your name. This is because your user name forms your email address which is what Employers will see when you apply for jobs.

4. Once completed, select '**Next**'.

A screenshot of the 'Create your Google Account' form. It includes fields for 'First name' (Peter), 'Last name' (Smith), 'Username' (PeterLeeSmith1991), and 'Password' (with a 'Confirm' field). There is a checkbox for 'Use my current email address instead' and a 'Show password' checkbox. A 'Next' button is at the bottom right. An illustration of a person with a shield icon is on the right.

5. For security purposes, enter your mobile number. Google will then send you a 6-digit verification code that you must then enter.

Email - Creating a Gmail Account



Google

Verify your phone number

For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code.

Phone number
0412 345 678

Standard rates apply

Back Next

Your personal info is private & safe

Google

Verify your phone number

For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code.

Phone number
0412 345 678

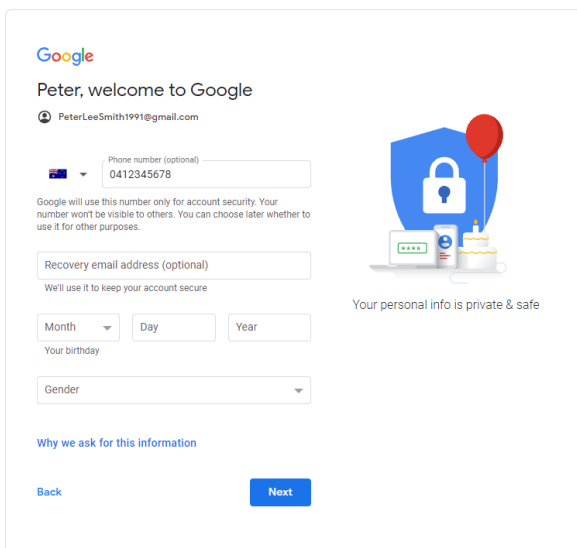
Enter verification code
G- 414874

Standard rates apply

Back Call instead Verify

Your personal info is private & safe

6. You can now enter a **'recovery email'**, this would be an email of someone who you trust to help recover your password if ever forgotten. Enter your **'date of birth and gender'**. Once completed, select **Next**.



Google

Peter, welcome to Google

PeterLeeSmith1991@gmail.com

Phone number (optional)
0412345678

Google will use this number only for account security. Your number won't be visible to others. You can choose later whether to use it for other purposes.

Recovery email address (optional)
We'll use it to keep your account secure

Month Day Year
Your birthday

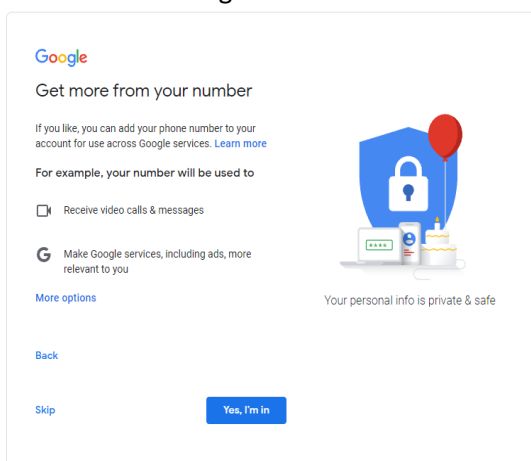
Gender

Why we ask for this information

Back Next

Your personal info is private & safe

7. Learn how you can utilise your mobile number connected with your email account, read the **'Privacy and Terms'** of the Google email account.



Google

Get more from your number

If you like, you can add your phone number to your account for use across Google services. [Learn more](#)

For example, your number will be used to

☐ Receive video calls & messages

☒ Make Google services, including ads, more relevant to you

More options

Back

Skip Yes, I'm in

Your personal info is private & safe

Google Privacy and Terms

To create a Google Account, you'll need to agree to the [Terms of Service](#) below.

In addition, when you create an account, we process your information as described in our [Privacy Policy](#), including these key points:

8. Congratulations, you have now successfully set up your own email address! You can now go to www.gmail.com and sign in with your user name and password.