

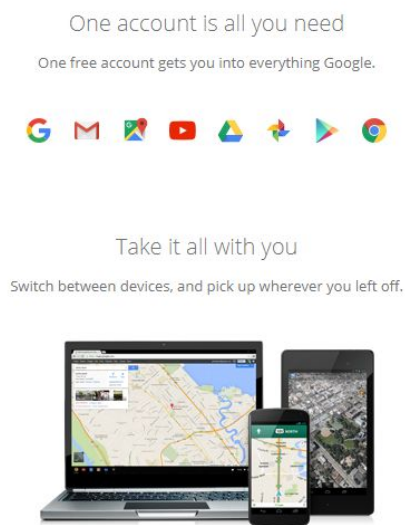
G 1. Create a Google Account

With a Google Account, you can create documents, spreadsheets and presentations online for free. You can save files online in an area that is only accessible to you. You can also give others access to specific files and work on them together. To communicate, you can use email or Google Hangouts for chat, voice and video calls.

To use the Google Online Services, you need a Google Account, which you can create for free. If you have an email address with gmail.com then you already have a Google Account. You can skip this first step. If you use another email address, for example from Hotmail, Yahoo or another email provider, You can use this current email address to create a Google Account. Or you can create a Gmail account for free.

- A. To create a Google Account, go to the website accounts.google.com/signup

Create your Google Account



Name
 First Last

Choose your username
 @gmail.com
[I prefer to use my current email address](#)

Create a password

Confirm your password

Birthday
 Day Month Year

Gender
 I am...

Mobile phone
 +49

Your current email address

Location
 Germany (Deutschland)

- B. Enter the information and click on "Next step".



Remember your username and password!

Username: The username is the first part of your email address, username@gmail.com. Uppercase and lowercase does not matter in your username. Since over a billion people have GMail addresses, many simple email addresses are no longer available. If you've entered an email address that's already taken, Google will suggest similar usernames / email addresses that are still available.

Password: Remember your password! Uppercase and lowercase letters must be entered exactly the same way each time. If you forget your password, you will only be able to regain access to your information if you have previously entered the number of a mobile phone or entered another email address under "Your current email address".

Current email address: If you already have another email address, please enter it here. This is helpful if you forget your password.

The fields Mobile phone and current email address can be left blank.

- C. You now get to the privacy policy. To be able to use the Google Account, you must agree. To agree, scroll down and click "I agree." Your Google Account is ready.