

Gmail Account | Cuenta de Gmail

Videos:

English: <https://youtu.be/TNt5C93jBnM>

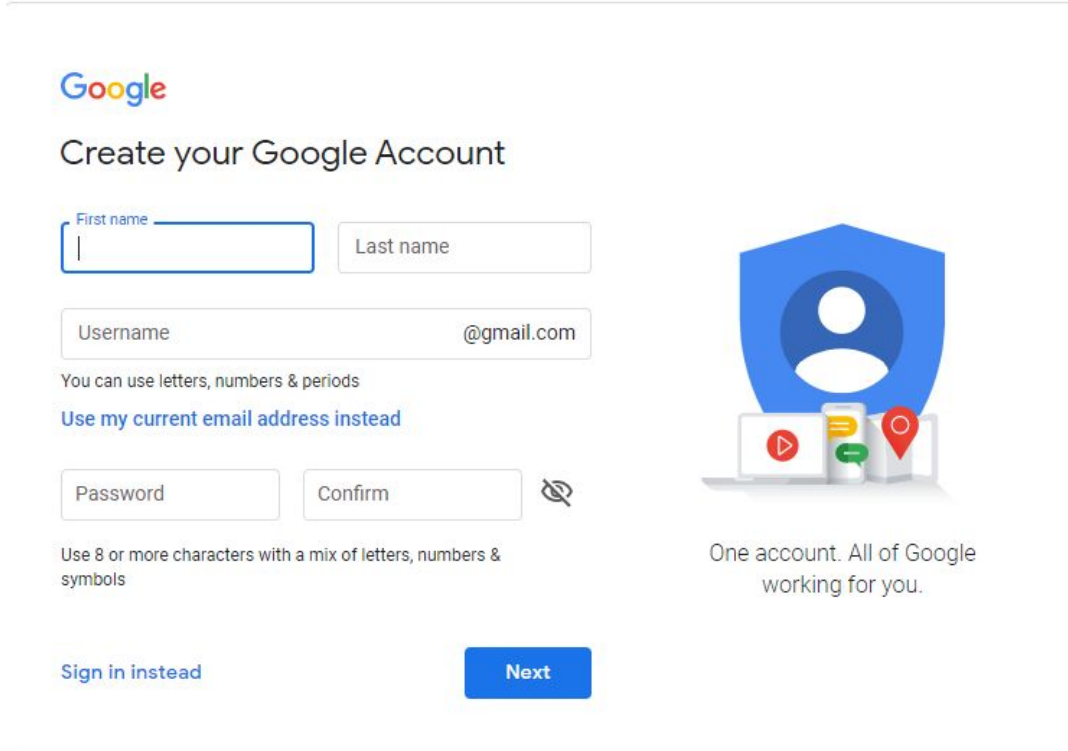
Español: <https://youtu.be/qiHT4bfCCzA>

Creating a Gmail Account:

[Para español haga click aquí.](#)

Step 1: Go to <https://accounts.google.com/SignUp>

Step 2: The sign-up form will appear. Follow the directions by entering the required information.



The screenshot shows the Google Account creation interface. At the top left is the Google logo. Below it is the heading "Create your Google Account". The form consists of several input fields: "First name" and "Last name" (two separate boxes), "Username" (with "@gmail.com" pre-filled), "Password" and "Confirm" (two separate boxes), and a "Sign in instead" link. There are also instructions: "You can use letters, numbers & periods" and "Use 8 or more characters with a mix of letters, numbers & symbols". A blue "Next" button is at the bottom right. On the right side of the form, there is an illustration of a blue shield with a white person icon, and below it, icons for YouTube, Gmail, and Maps. Below the illustration is the text "One account. All of Google working for you."



Username: In an email address like user@example.com, the user part is a name that you choose, and the example.com part is based on the organization that provides your email service.

Ideas for a user name

(if your name is Oprah Gail Winfrey)

First + Last

oprahwinfrey
oprah.winfrey
oprah_winfrey

Initials + Last

owinfrey
ogwinfrey
o.g.winfrey

If the username you inputted is already taken, Google will let you know and will suggest some available usernames.

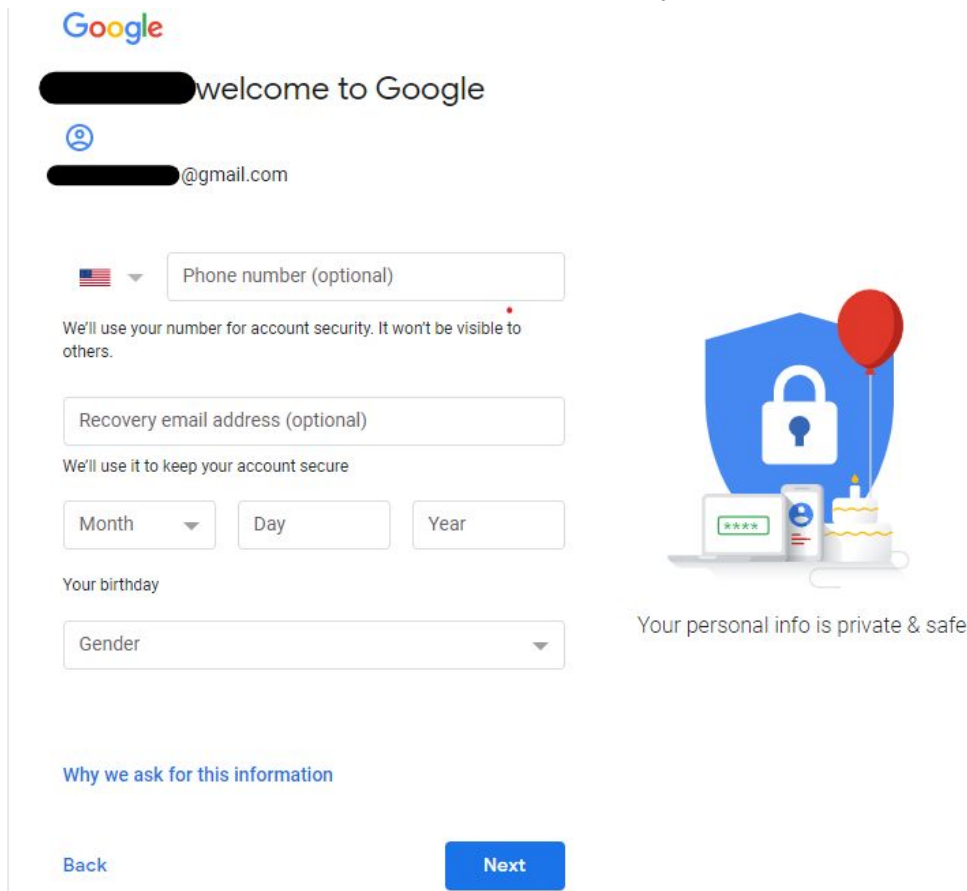
Password: A pretty good password is hard for a person to guess; a great password is hard for a computer program to guess. Here are some tips for making a stronger password:

- Don't use real words, names, or dates
- Include letters, numbers, and other symbols (like \$, %, !, ?)
- Use a mix of capital and lowercase letters
- Longer is stronger

WRITE DOWN YOUR USERNAME AND PASSWORD SO YOU DO NOT FORGET THEM!



Step 3: Next, enter some personal information to create your account:



The screenshot shows the Google account creation interface. At the top, the Google logo is displayed. Below it, a blacked-out name is followed by "welcome to Google". A profile icon and a blacked-out email address "@gmail.com" are shown. There is a field for "Phone number (optional)" with a US flag icon and a dropdown arrow. Below this is a text box for "Recovery email address (optional)". Further down are fields for "Month", "Day", and "Year" to enter the birthday. A "Gender" dropdown menu is also present. On the right side, there is an illustration of a blue shield with a white padlock, a red balloon, a laptop with a password field, and a birthday cake. Below the illustration, the text reads "Your personal info is private & safe". At the bottom left, there is a "Back" link, and at the bottom right, there is a blue "Next" button.

Phone Number: If you have a mobile phone, this info is optional but highly recommended. Depending on how you add a phone number to your account, your number can be used on different Google services. For example, if you forget your password, your recovery phone number helps you get back into your account.

**If you input your phone number, Google will set up a two-step verification process for your security. You will receive a text message from Google with a verification code. Enter the code to complete the account verification.*

Recovery email: This is optional. It is to make sure you can get back into your Google Account if you ever can't sign in. A recovery email address helps you reset your password if:

- *You forget your password*
- *Someone else is using your account*
- *You're locked out of your account for another reason*

**Choose an email address that:*

- *You use regularly*
- *Is different from the one you use to sign in to your Google Account*



Birthyear: Enter your date of birth. Some Google services have age requirements. Your age isn't visible to others unless you share your birthday publicly or with specific people.

Gender: Select your gender or decide not to say. Your gender isn't visible to others unless you share it publicly or with specific people.



facebook.com/humanitofficial



twitter.com/human_i_t



instagram.com/human_i_t



linkedin.com/company/human-i-t

Step 4: Review Google's Terms of Service and Privacy Policy, then click **I agree**.



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:

Data we process when you use Google

- When you set up a Google Account, we store information you give us like your name, email address, and telephone number.
- When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.
- When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity – including information like the video you watched, device IDs, IP addresses, cookie data, and location.
- We also process the kinds of information described above when you use apps or sites that use Google



You're in control of the data we collect & how it's used

[Cancel](#)

I agree

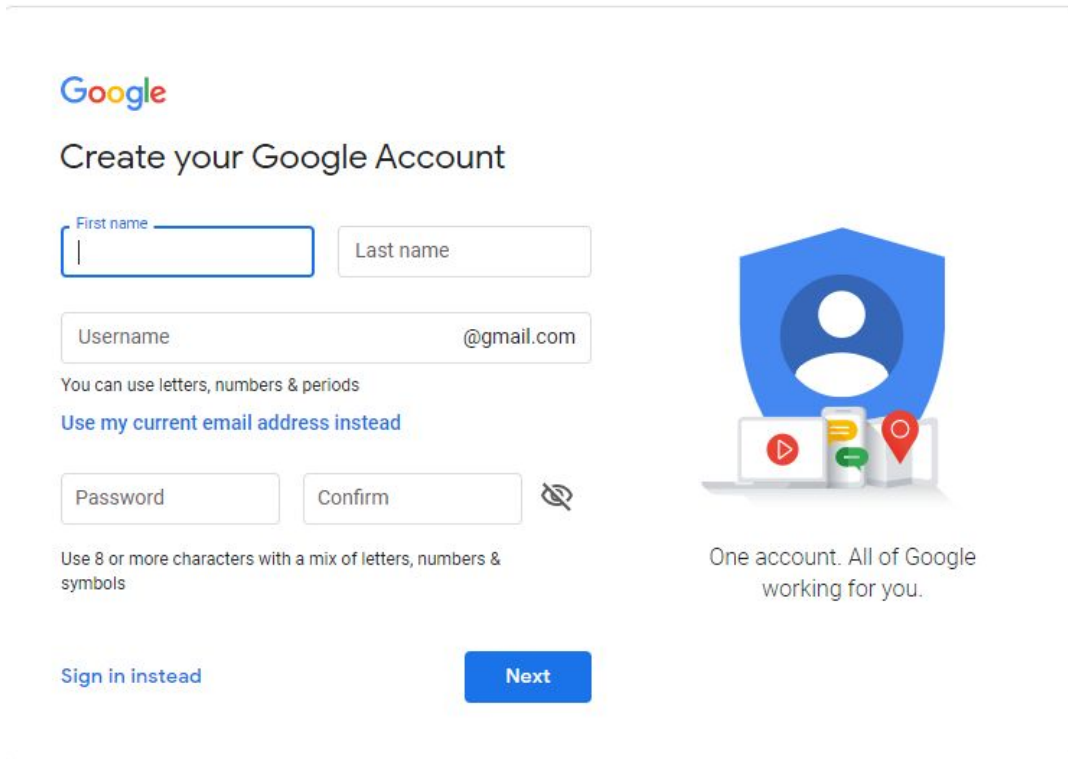
Congratulations! You have successfully created a Google account!



Crear una cuenta de Gmail:

Paso 1: Vaya a <https://accounts.google.com/SignUp>

Paso 2: Aparecerá el formulario de registro. Siga las instrucciones ingresando la información requerida.



The screenshot shows the Google Account creation interface. At the top is the Google logo and the text "Create your Google Account". Below this are input fields for "First name" and "Last name". A "Username" field is followed by "@gmail.com". A note states "You can use letters, numbers & periods" and a link "Use my current email address instead" is provided. There are "Password" and "Confirm" fields with an eye icon for visibility. A note below says "Use 8 or more characters with a mix of letters, numbers & symbols". At the bottom left is a "Sign in instead" link, and at the bottom right is a blue "Next" button. On the right side of the form is a blue shield icon with a person silhouette, and below it are icons for YouTube, Gmail, and Maps. Text below these icons reads "One account. All of Google working for you."

Username (Nombre de usuario) en una dirección de correo electrónico como user-example.com, la **parte de usuario** es un nombre que elija y la parte example.com se basa en la organización que proporciona el servicio de correo electrónico.

Ideas para un nombre de usuario

(si su nombre es Oprah Gail Winfrey)

Nombre + Apellido

oprahwinfrey
oprah.winfrey
oprah_winfrey

Iniciales + Apellido

owinfrey
ogwinfrey
o.g.winfrey

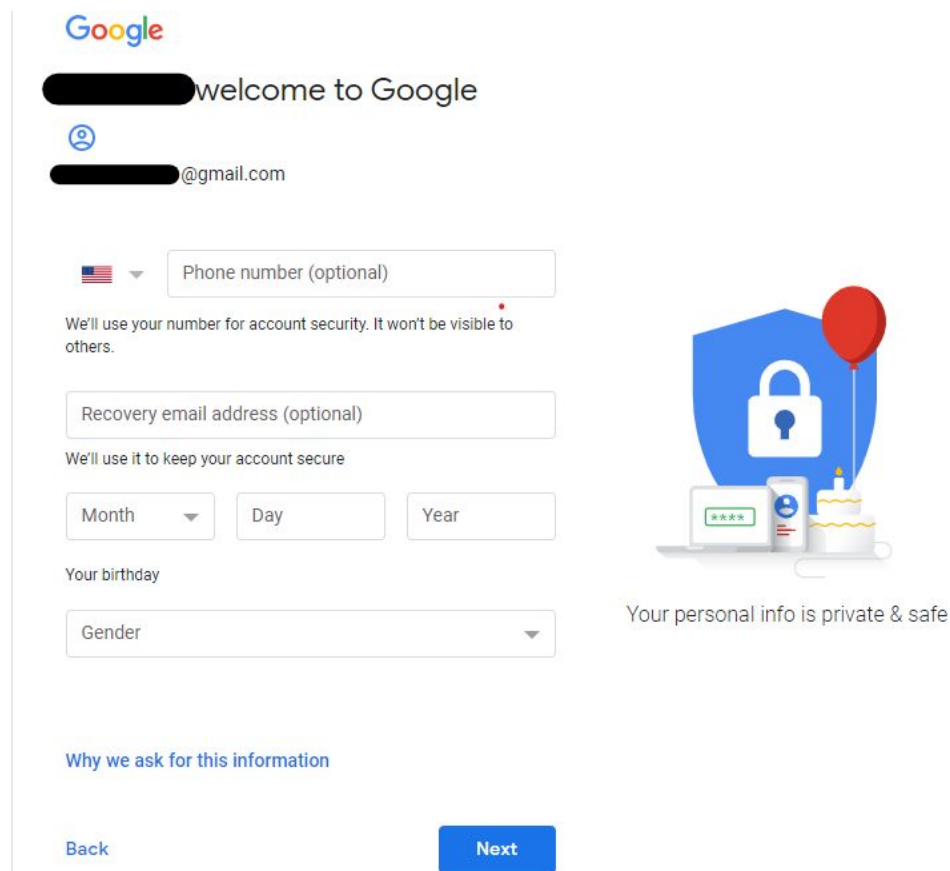
Si el nombre de usuario que has introducido ya está tomado, Google te dejaré saber y te sugerirá algunos nombres de usuario disponibles.

Contraseña: Una contraseña bastante buena es difícil de adivinar para una persona; una gran contraseña es difícil de adivinar para un programa de computadora. Aquí hay algunos consejos para hacer una contraseña más fuerte:

- No use palabras, nombres o fechas reales
- Incluir letras, números y otros símbolos (como \$, %, !, ?)
- Utilice una mezcla de mayúsculas y minúsculas
- Entre más larga la contraseña es más fuerte

¡ANOTE SU NOMBRE DE USUARIO Y CONTRASEÑA PARA QUE NO SE OLVIDE!

Paso 3: Después, entre en un poco de información personal para crear su cuenta:



The image shows a screenshot of the Google account creation process. At the top, the Google logo is visible. Below it, a blacked-out name is followed by "welcome to Google". A profile icon and a blacked-out email address "@gmail.com" are shown. The form includes a "Phone number (optional)" field with a US flag icon and a note: "We'll use your number for account security. It won't be visible to others." Below this is a "Recovery email address (optional)" field with a note: "We'll use it to keep your account secure". The "Your birthday" section has dropdowns for "Month", "Day", and "Year". A "Gender" dropdown is also present. To the right of the form is an illustration of a blue shield with a white padlock, a red balloon, a laptop, a smartphone, and a birthday cake. Below the illustration, the text reads: "Your personal info is private & safe". At the bottom of the form, there is a "Back" link and a blue "Next" button. A link "Why we ask for this information" is also visible.

Número de teléfono: Si tienes un teléfono móvil, esta información es opcional pero muy recomendable. Dependiendo de cómo añades un número de teléfono a tu cuenta, tu número se

puede usar en diferentes servicios de Google. Por ejemplo, si olvida su contraseña, su número de teléfono de recuperación le ayuda a volver a su cuenta.

**Si introduces tu número de teléfono, Google configurará un proceso de verificación en dos pasos para tu seguridad. Recibirás un mensaje de texto de Google con un código de verificación. Introduce el código para completar la verificación de la cuenta.*

Correo electrónico de recuperación: Esto es opcional para asegurarte de que puedes volver a tu cuenta de Google si alguna vez no puedes iniciar sesión. Una dirección de correo electrónico de recuperación le ayuda a restablecer su contraseña si:

- *Olvidas tu contraseña*
- *Alguien más está usando tu cuenta*
- *Estás bloqueado de tu cuenta por otra razón*

**Elige una dirección de correo electrónico que:*

- *Utiliza regularmente*
- *Es diferente de la que usa para iniciar sesión en tu cuenta de Google*

Año de nacimiento: Ingrese su fecha de nacimiento. Algunos servicios de Google tienen requisitos de edad. Tu edad no es visible para los demás a menos que compartas tu cumpleaños públicamente o con personas específicas.

Género: Seleccione su género o decida no decirlo. Tu género no es visible para los demás a menos que lo compartas públicamente o con personas específicas.

Paso 4: Revise los Términos de servicio y la Política de privacidad de Google, luego haga clic en Acepto.



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:

Data we process when you use Google

- When you set up a Google Account, we store information you give us like your name, email address, and telephone number.
- When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.
- When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity – including information like the video you watched, device IDs, IP addresses, cookie data, and location.
- We also process the kinds of information described above when you use apps or sites that use Google



You're in control of the data we collect & how it's used

[Cancel](#)

[I agree](#)

¡Felicidades! ¡Has creado con éxito una cuenta de Google!

