

Gmail™ Cheat Sheet

by Google

Name

Choose your username

Create a password

Confirm your password

Birthday



Gender



Mobile phone



Your current email address

1. Enter your real name. Make sure you capitalize the first letter of your first and last names.

2. Try to choose a username close to your real name. You can use letters, numbers, and periods.

3. Keep safe with a strong password. Use letters, numbers and symbols. You must enter your password twice. If they don't match, erase both fields and try again.

4. Google asks for your **birthday and gender** to display appropriate content for you.

5. By entering your **mobile phone and a current email address**, it will be a lot easier to recover your password if you ever forget it. Both of these fields are optional.