Gmail User Guide

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Introduction

Gmail provides a range of powerful features, including large storage capacity, advanced spam filtering, powerful search functionality, and seamless integration with other Google services such as Google Drive, Google Calendar, and Google Meet. It can be accessed through web browsers as well as mobile applications on smartphones and tablets.

Creating a Gmail account allows users not only to communicate via email but also to access a wide range of Google products and services. A Gmail account serves as a single sign-in credential for various platforms, making it an essential tool for personal, educational, and professional use.

Account Creation

This task involves creating a new Gmail account by following the required registration steps. It includes entering personal details, choosing a unique email address, setting a secure password, verifying identity, and completing the setup process to successfully create and access the Gmail account.

1. Open Microsoft Edge.
2. Search for create Gmail account.
3. Click on **Create a Gmail Account** powered by Google.
4. Click on **Create an account**.
5. Click **Create account** and then select **For my personal use**.
6. Enter first name and last name.
7. Click on **Next**.
8. Select birthday and gender.
9. Click on **Next**.
10. Click on suggested **Gmail address** or click on **Create your own Gmail address** to enter a custom Gmail address.
11. Enter desired Gmail address and check for the address availability.
12. Click on **Next**.
13. Create strong password and confirm with the same password.

    Note: To check the password, select the **Show password** option if required.

14. Click on **Next** to complete the account creation process.