How to Create a Free Gmail Email Account & Switch Users (Sign Out)
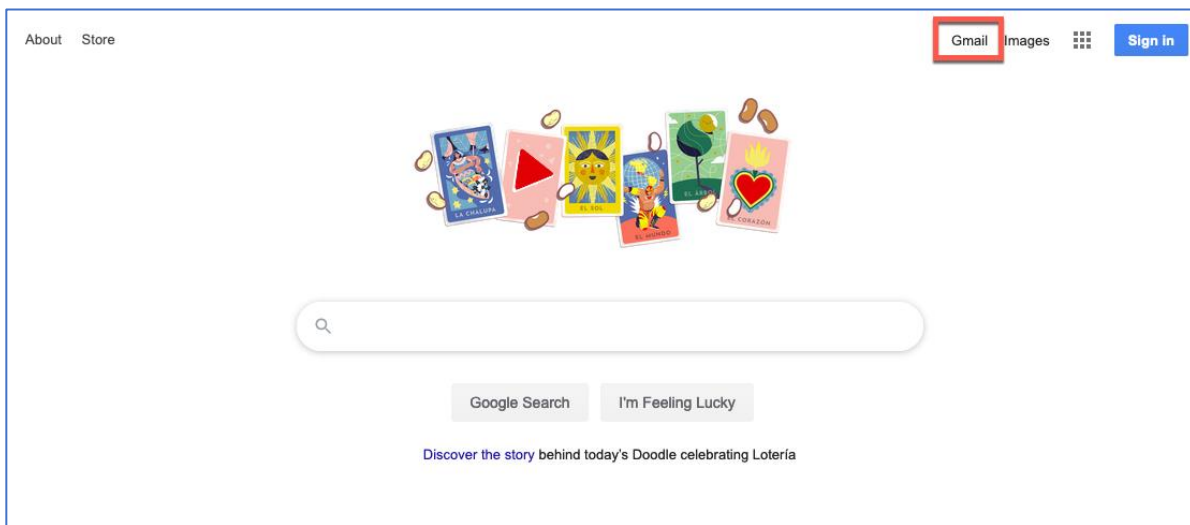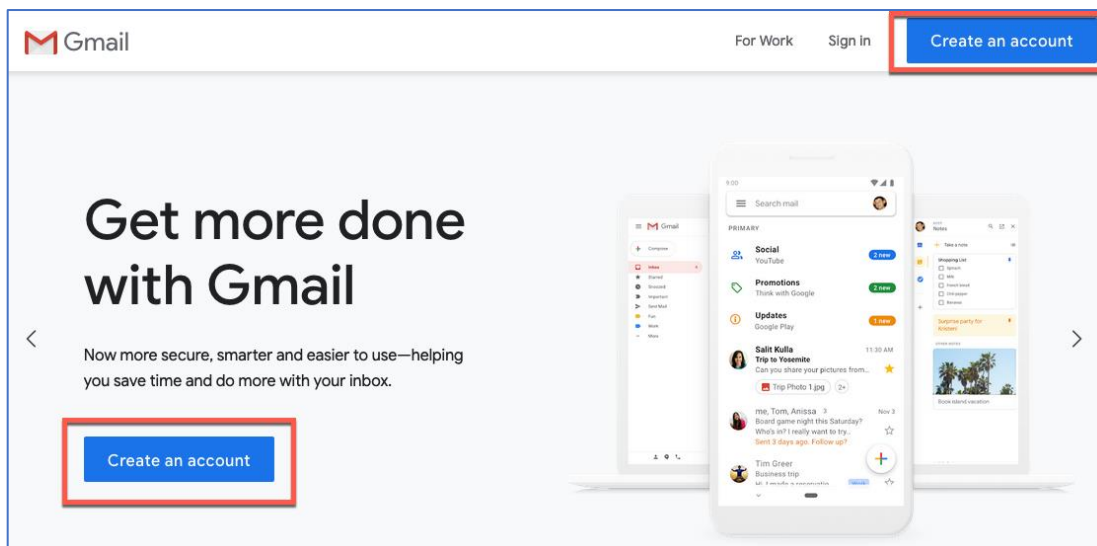
Step 1: Open up your internet browser and go to the Google Home page: http://www.google.com
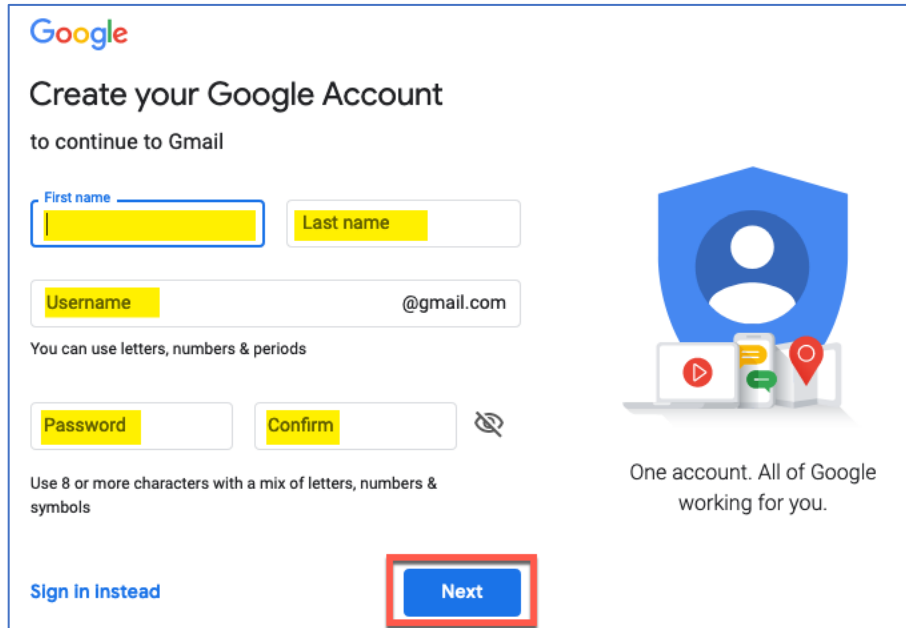
Step 2: Click on **Gmail** at the top right corner of the page

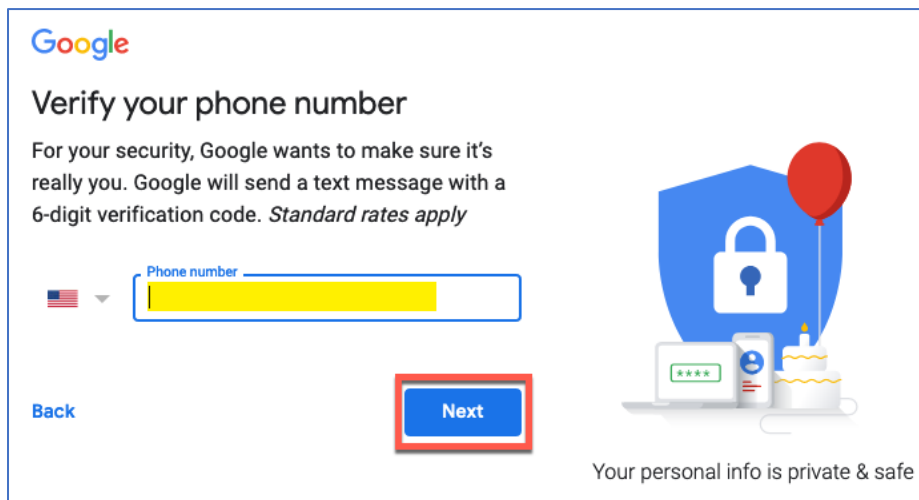**Step 3:** From the Gmail home page click on either of the "Create an account" buttons.

Step 4: To set up your new account, Google needs some information about you – first, your first and last names. The 'username' field is the unique email address that you wish to use, which will be placed before '@gmail.com'. Because it needs to be unique, Google may have to check the availability of any name that you decide on to make sure that no one already has it. Type an email name into the 'username' box and then fill out the rest of your information. Then click Next.
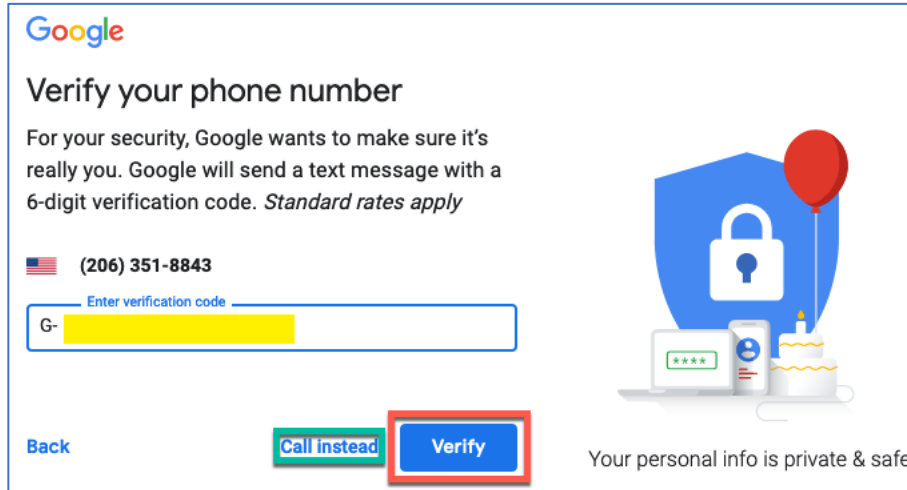

Step 5: Enter your current phone number. If your phone number does not accept text messages (SMS), there is a call option to receive the 6-digit verification code.
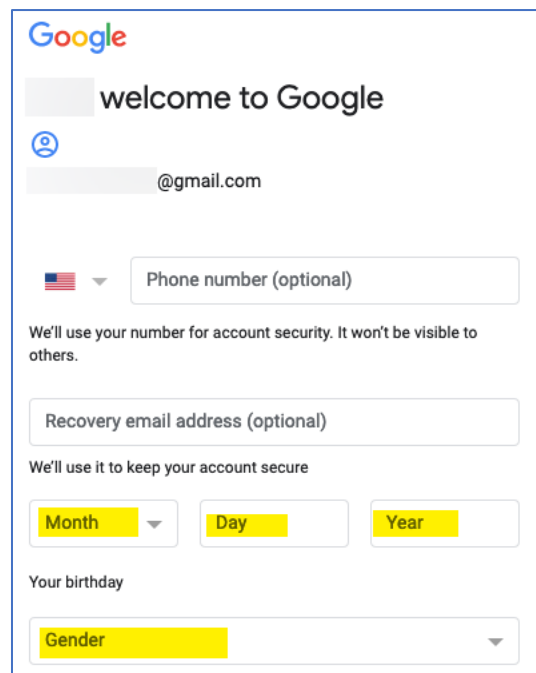
Step 6: Google will send you a text message that includes a 6-digit verification code. Enter this into the 'Enter Verification Code' section. Do not include the G- as it's already included for you. If your phone number does not receive text messages select the 'Call Instead' option at the bottom. Once the verification code has been entered click on **Verify**.
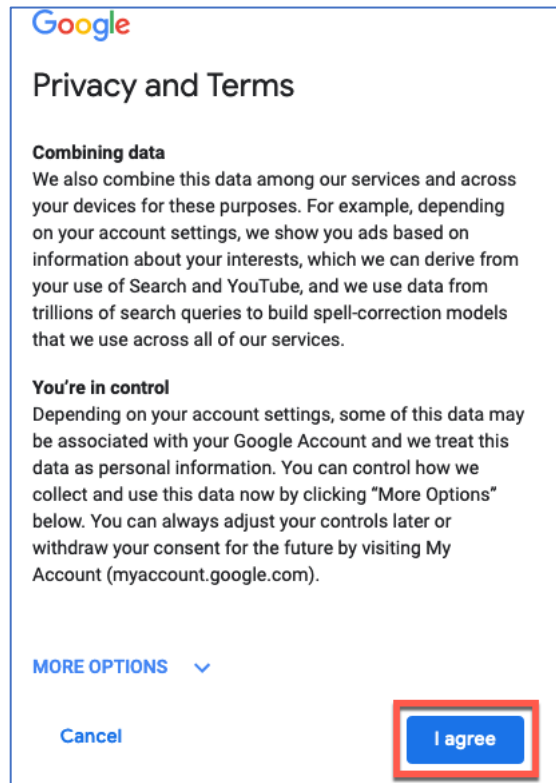

Step 7: You can choose to provide an alternative phone number or email address for security and account recovery purposes. Complete the birthday and gender fields then click **Next**.

Step 8: Review the Privacy and Terms policy by scrolling down to the bottom, then click on **I agree**.
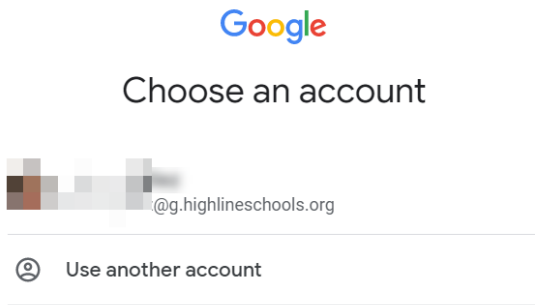

Step 9: The system will then open up your new gmail account with a popup that can walk you through various features in the system. For more assistance with using and navigating your new gmail email account, please go to the G Suite Learning Center for Gmail: https://support.google.com/a/users/answer/9297685

Switch User Accounts

To log out and log in as another user.

1. Click on **Use another account**.

Google

Choose an account

@g.highlineschools.org

Use another account

2. Enter the email address and click **Next**.

Google

Sign in

Use your Google Account

Email or phone

Forgot email?

Not your computer? Use Guest mode to sign in privately.
Learn more

Create account   Next
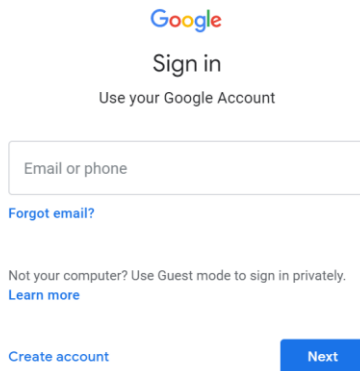
3. Enter your password and click Next.

Google

Hi

Enter your password

Forgot password?   Next
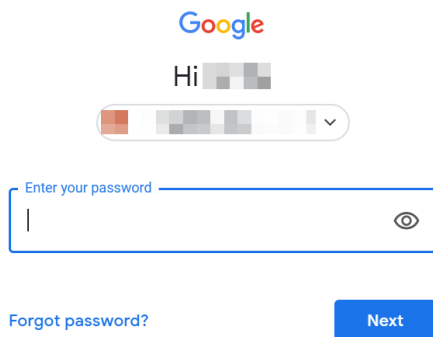
Log out of Chrome Browser

You can sign out of your Google Account from Chrome.

     1. On your computer, open Chrome.
     2. At the top right, click Profile 👤 › Sign out.

If you have sync turned on, you can turn it off. This will also sign you out of your Google Account services, like Gmail.

     1. On your computer, open Chrome.
     2. At the top right, click Profile 👤 › Syncing to [email].
     3. Under "People," click Turn off › Turn off.

Note: If you turned sync on in Chrome and sign out of a Google service, like Gmail, you'll also be signed out of Chrome. This will pause sync until you sign back in with the same account.