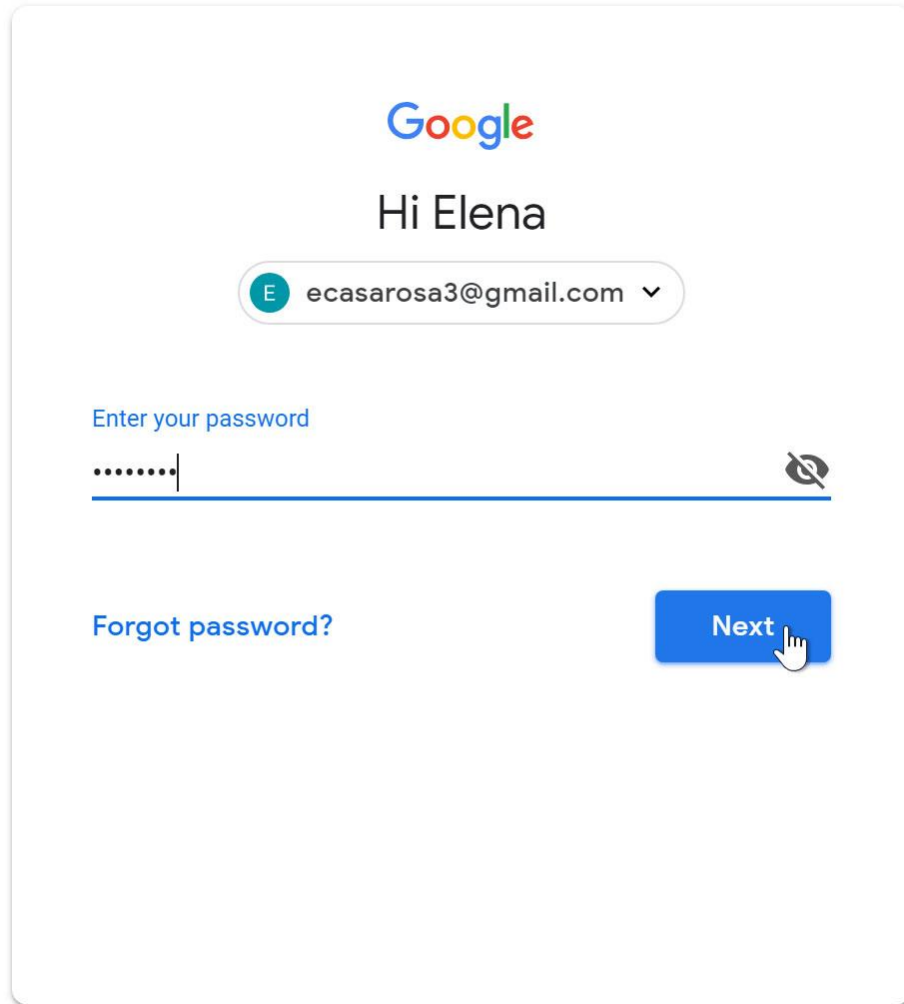


Signing in to your account

When you first create your account, you will be automatically signed in. Most of the time, however, you'll need to **sign in** to your account and **sign out** when you're done with it. Signing out is especially important if you're using a shared computer (for example, at a **library** or **office**) because it prevents others from viewing your emails.

To sign in:

1. Go to www.gmail.com.
2. Type your **user name** (your email address) and **password**, then click **Next**.



The image shows a Google sign-in interface. At the top is the Google logo. Below it, the text "Hi Elena" is displayed. A dropdown menu shows the email address "ecasarosa3@gmail.com" with a small downward arrow. Below the email is a password field with the placeholder text "Enter your password" and a series of dots representing the password. To the right of the password field is a toggle icon for visibility. At the bottom left is a link for "Forgot password?". At the bottom right is a blue "Next" button with a hand cursor icon over it.

To sign out:

In the top-right corner of the page, locate the circle that has your first initial (if you've already selected an avatar image, it will show the image instead). To sign out, click the circle and select **Sign out**.



Elena Casarosa

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[Privacy](#)

Google Account

Add account

Sign out