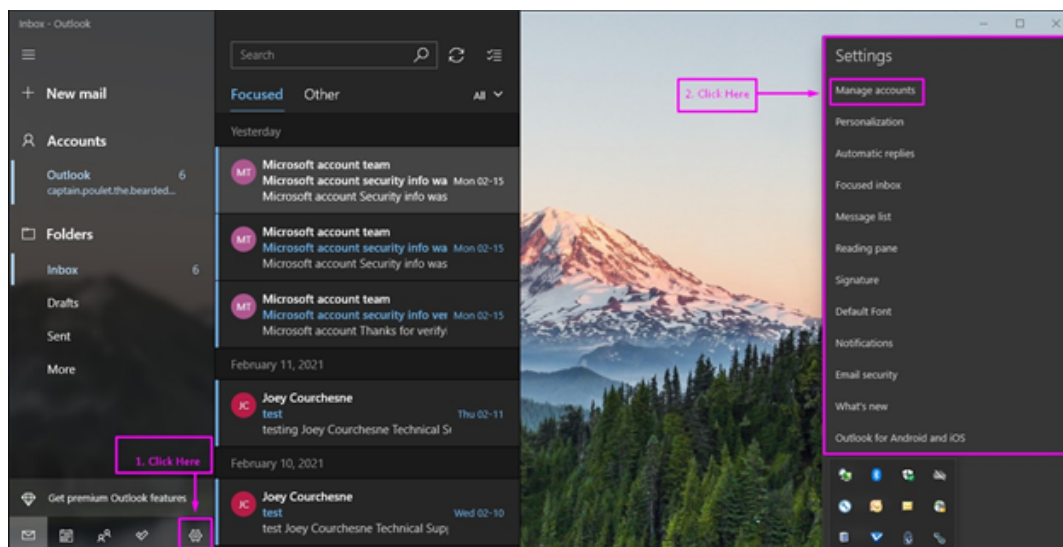


How to integrate your new Gmail account with Windows 10

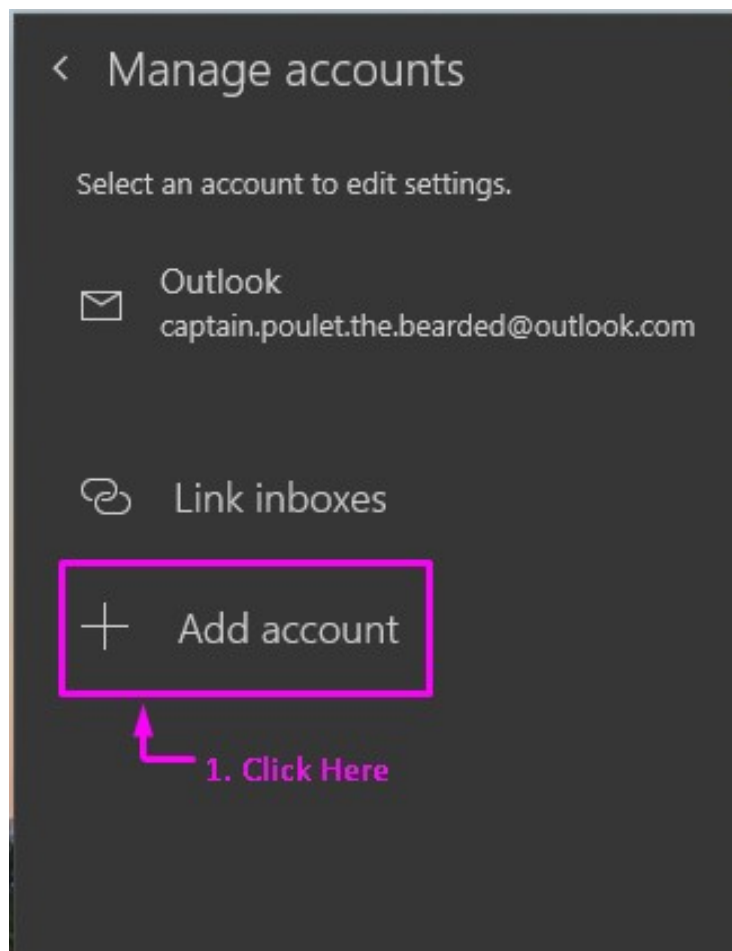
Step 1

1. Click on the settings icon (the gear or sprocket shaped icon indicated below near the bottom left of the screen)
2. Click on 'Manage accounts' in the settings sub-window on the right hand side of the screen



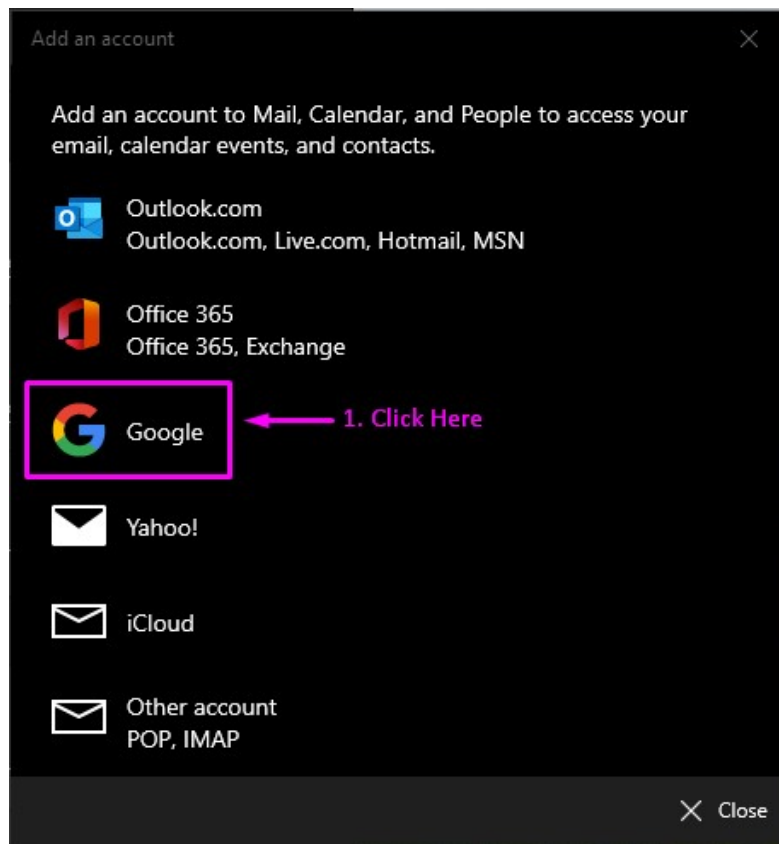
Step 2

1. Click on the 'Add account' option in the Manage accounts window



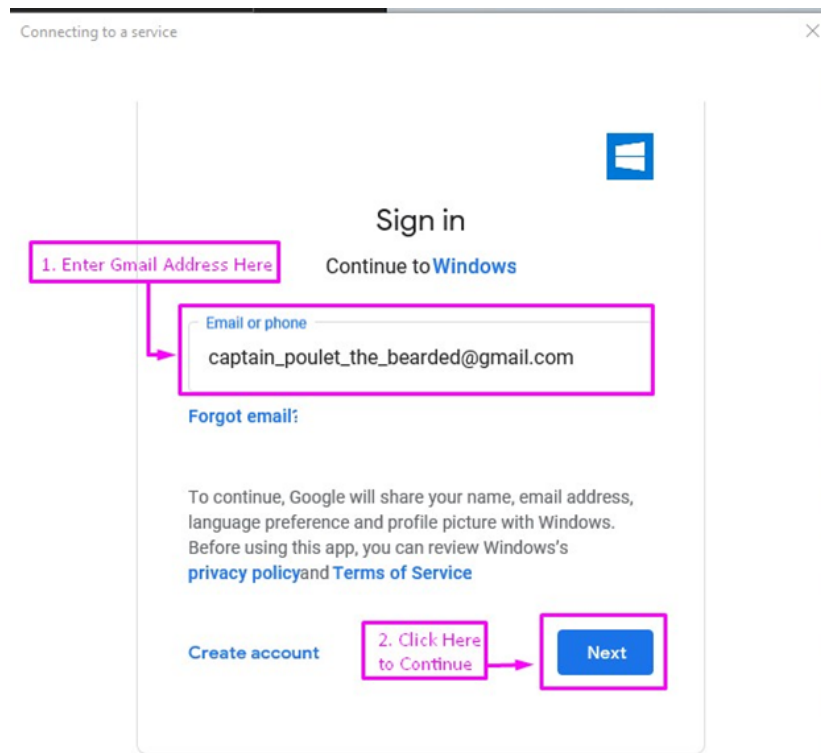
Step 3

1. Click on the Google Icon



Step 4

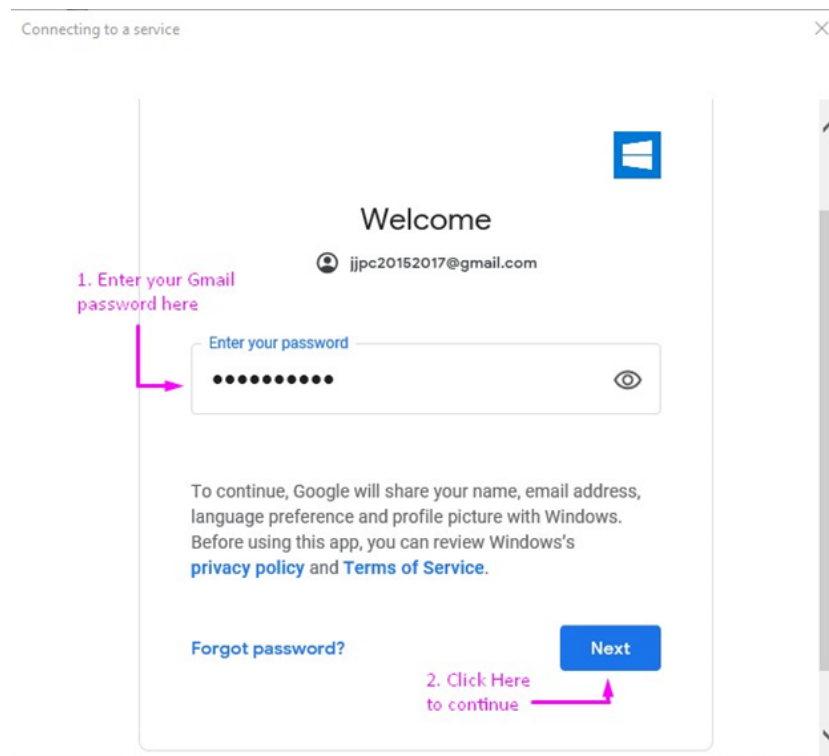
1. Enter your complete Gmail Address in the indicated field
2. Click on the blue 'Next' button to continue



The screenshot shows a Windows sign-in window titled "Connecting to a service". The main heading is "Sign in" with the Windows logo to the right. Below the heading is the text "Continue to Windows". A text input field labeled "Email or phone" contains the email address "captain_poulet_the_bearded@gmail.com". A pink box with the text "1. Enter Gmail Address Here" has an arrow pointing to the input field. Below the input field is a link "Forgot email:". Further down, there is a paragraph of text: "To continue, Google will share your name, email address, language preference and profile picture with Windows. Before using this app, you can review Windows's [privacy policy](#) and [Terms of Service](#)". At the bottom left is a link "Create account". At the bottom right is a blue button labeled "Next". A pink box with the text "2. Click Here to Continue" has an arrow pointing to the "Next" button.

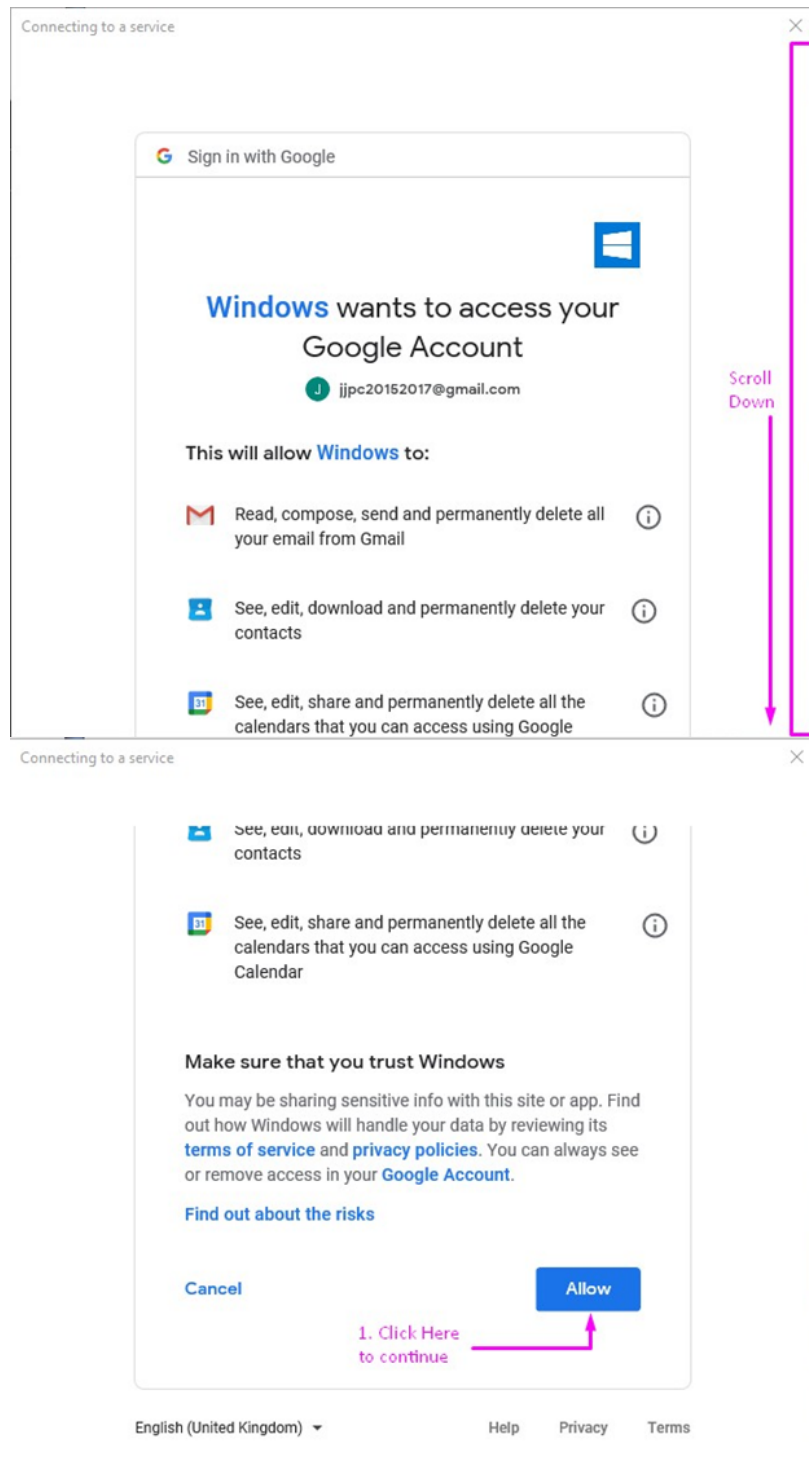
Step 5

1. Enter your new Gmail email password in the indicated field
2. Click or tap on the blue 'Next' button to continue



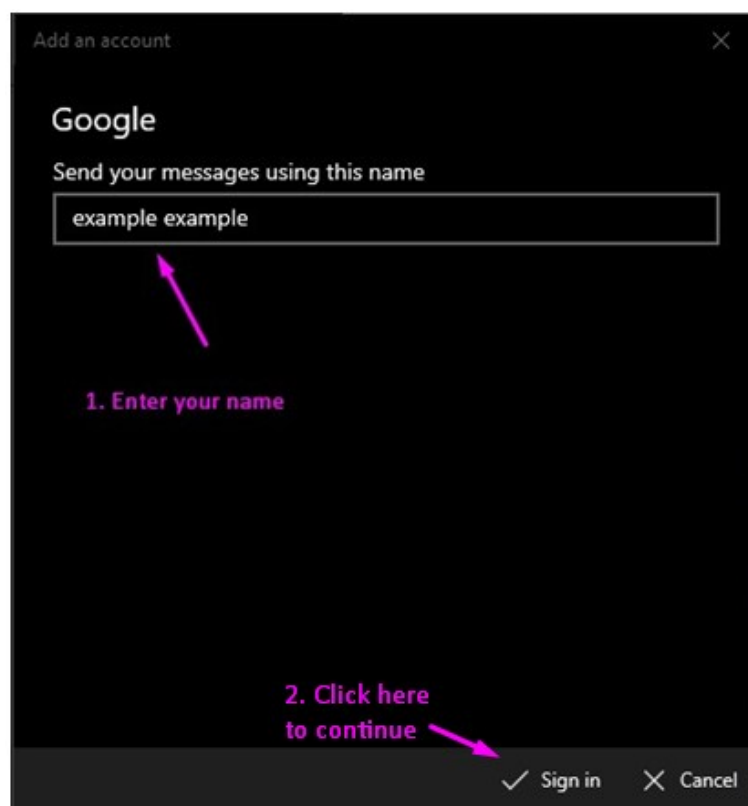
Step 6

1. Scroll to the bottom of the page and click on the blue 'Allow' button



Step 7

1. Enter the name you would like attached to the emails you send (the name that appears next to the email title in the recipients mailbox)
2. Click on 'Sign in' in the bottom right corner



Step 8

Click on the 'Done' option in the bottom right to finish!

