

How to create a Google Account using an existing email address

(e.g. @icloud.com, @hotmail.com, @yahoo.ca, etc)

In some cases, a Google Account is required in order to access City of Edmonton content (Eg. the Group Fitness Virtual Library). A Google account allows you to use [Google products](#) (e.g. Google Docs, Sheets, Slides, Sites, etc) that the City regularly uses.

Did you know?

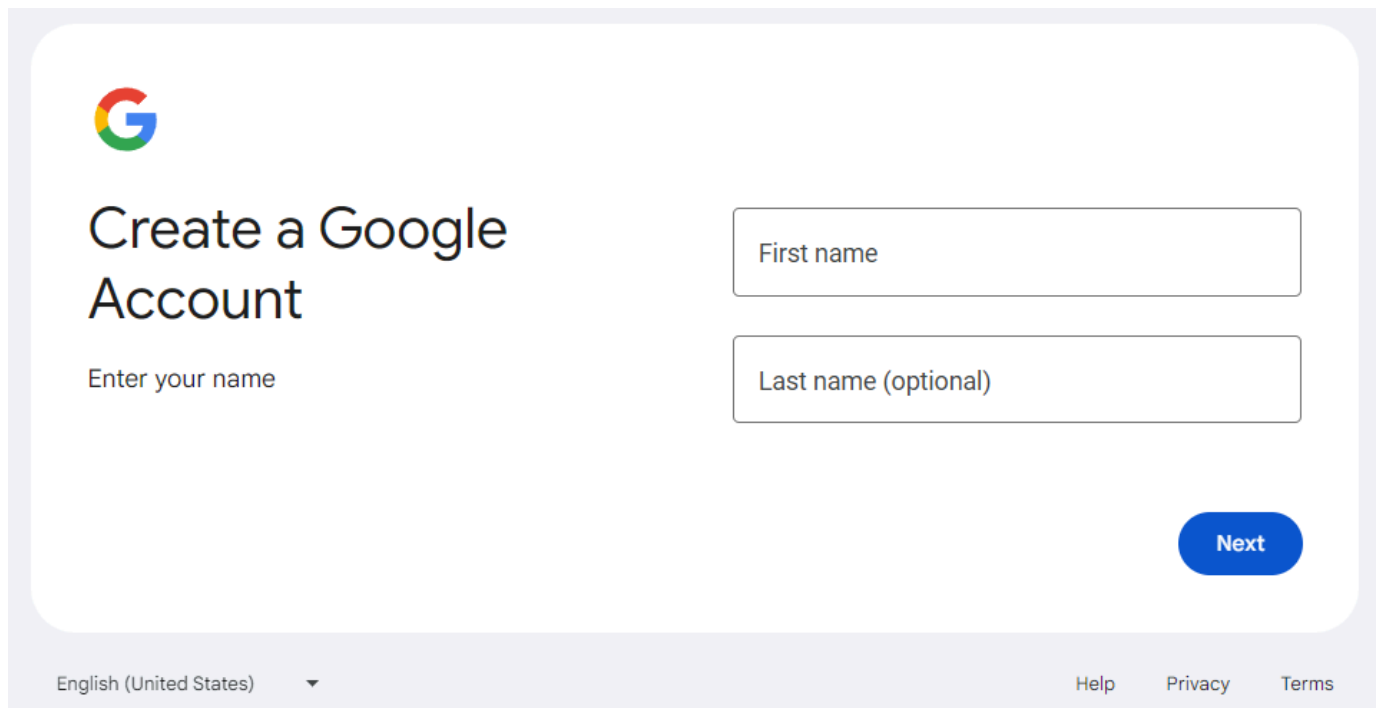
You don't have to have a Gmail account (@gmail.com) to access Google products.

If you'd like to access Google's products without creating another email address, you can [create a new Google Account](#) with an existing email address (e.g. @hotmail.com, @live.com, @yahoo.ca, etc) instead.

How to create a new Google Account using an existing email address

To create a new Google Account, do the following:

1. Go to accounts.google.com/signup.



The screenshot shows the Google Account creation interface. On the left, there is the Google logo and the heading 'Create a Google Account' with the instruction 'Enter your name'. On the right, there are two input fields: 'First name' and 'Last name (optional)'. A blue 'Next' button is located at the bottom right of the form area. At the bottom of the page, there is a language selector set to 'English (United States)' and links for 'Help', 'Privacy', and 'Terms'.

2. Enter your **first name** and **last name (optional)**.
3. Click **Next**.

The screenshot shows the 'Basic information' step of the Gmail setup. At the top left is the Google 'G' logo. Below it, the heading 'Basic information' is followed by the instruction 'Enter your birthday and gender'. To the right, there are three input fields for 'Month', 'Day', and 'Year', and a larger dropdown menu for 'Gender'. Below the 'Gender' field is a blue link that reads 'Why we ask for birthday and gender'. At the bottom right of the main content area is a blue 'Next' button. At the very bottom of the page, there is a footer with 'English (United States)' on the left and 'Help', 'Privacy', and 'Terms' on the right.

4. Enter your **birthday and gender** ([Why Google asks for birthday and gender](#)).
5. Click **Next**.

The screenshot shows the 'Choose your Gmail address' step of the Gmail setup. At the top left is the Google 'G' logo. Below it, the heading 'Choose your Gmail address' is followed by the instruction 'Pick a Gmail address or create your own'. To the right, there are three radio button options: 'j42193464@gmail.com', 'j88356290@gmail.com', and 'Create your own Gmail address'. Below the 'Create your own Gmail address' option is a yellow button that reads 'Use your existing email'. At the bottom right of the main content area is a blue 'Next' button. At the very bottom of the page, there is a footer with 'English (United States)' on the left and 'Help', 'Privacy', and 'Terms' on the right.

6. Click **Use your existing email**.

The screenshot shows the Google account creation interface. At the top left is the Google logo. The main heading is "Use your existing email". Below it, the text says "Enter the email address you want to use for your Google Account". To the right, there is a text input field labeled "Email address". Below the input field, it says "You'll need to confirm that this email belongs to you" and provides a link "Get a Gmail address instead". A blue "Next" button is located at the bottom right of the main content area. At the bottom of the page, there is a footer with "English (United States)" and a dropdown arrow, and links for "Help", "Privacy", and "Terms".

7. Enter your existing email address.
8. Click **Next**.
9. Verify your email address.
10. Click **Next**.
11. Complete the rest of the account creation process to gain access to Google's products with your existing email address.

When finished, you should now have access to Google's products by signing in with your existing email address.

Resources

For more information, see Google's support documentation:

- [How do I create a new Google Account?](#)
- [Why Google asks for certain info to create an account](#)
- [Learn how to avoid getting locked out of your account](#)
- [Google Privacy Policy](#)