

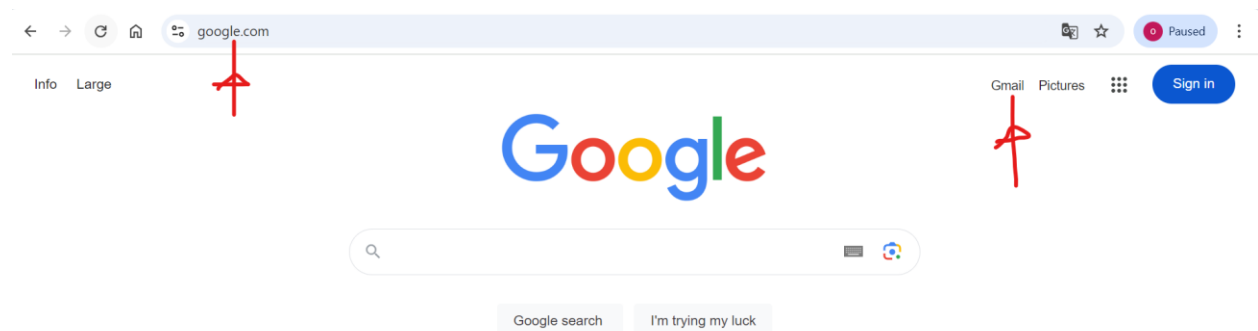
# How to register an email account at Google. Uko umuntu yuguruza konti ya email:

Written by Olivier Ntibarufata, found at [www.muhotu.com](http://www.muhotu.com)

Vyanditswe na Olivier Ntibarufata, musanga kuri [www.muhotu.com](http://www.muhotu.com)




Follow the instructions of the 16 pages to start opening your own email account bellow:

Kurikirana amabwiriza kuri izo foto ziri kunkaratasi 16 ngaho muni mukuguruza email kuri [google.com](http://google.com):



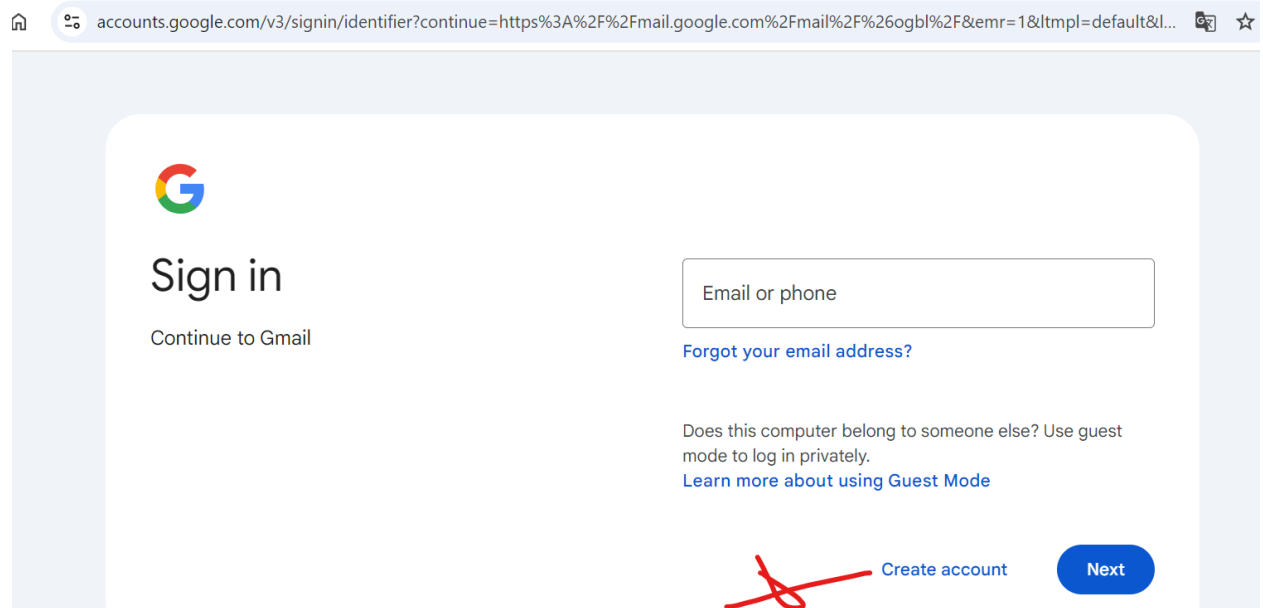


## Select an account

-  olivier ntibarufata Signe  
olivierntibarufata@gmail.com
-  Use a different account
-  Remove an account

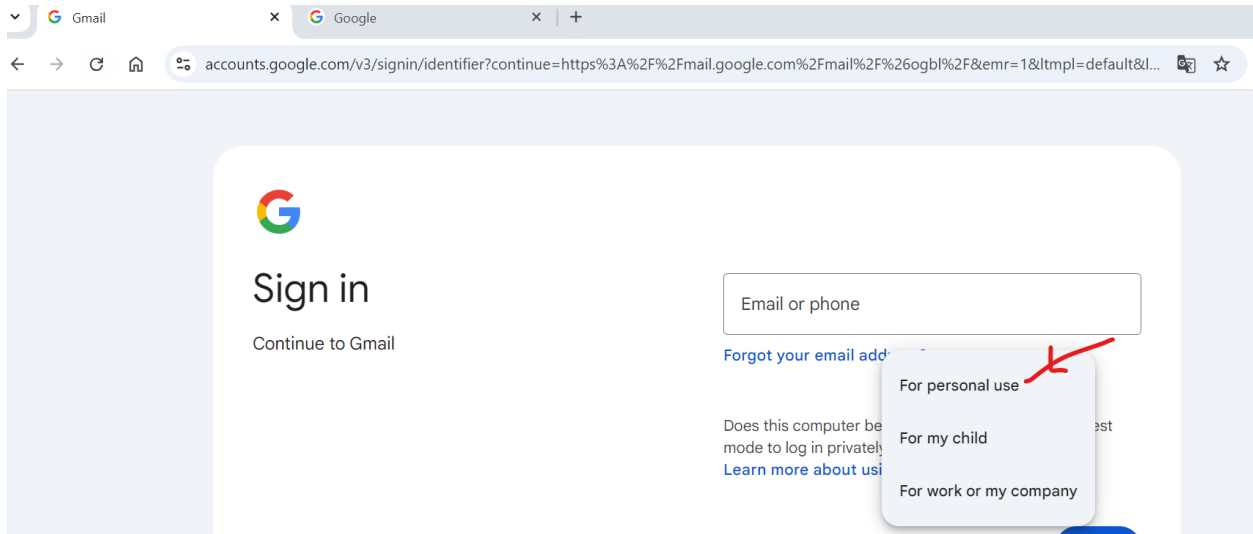


Fyonda kuri “ create account” bisigura kuguruzza konti, ariyo konti ya email.



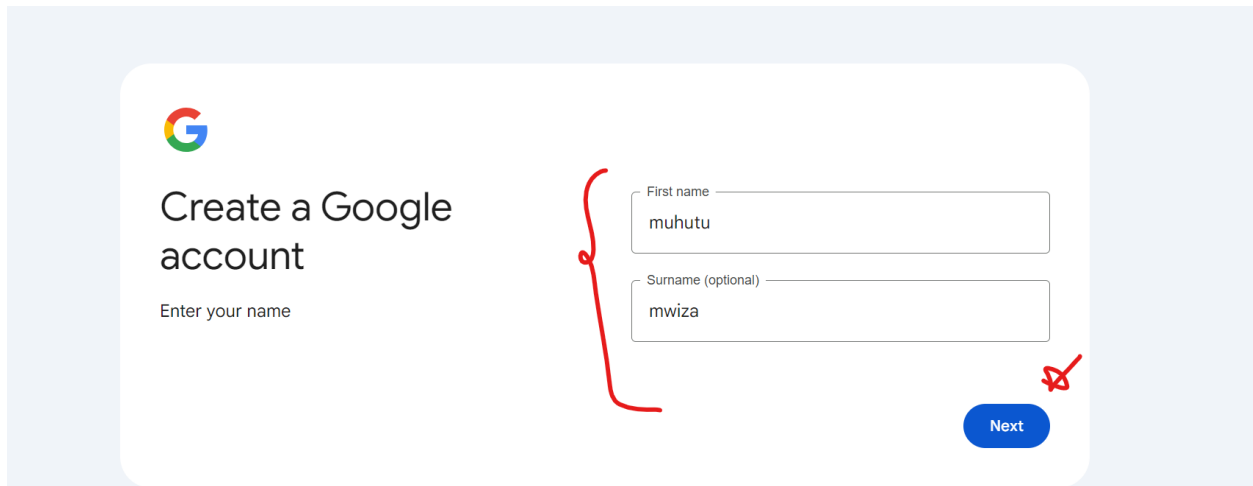
Choose from bellow if the email is for you personally, your child or your company. In most cases is the email personally and we choose that opson bellow:

Munsi twacaguye ko ari konti y` umuntu ubwiwe ( for personal use) bitandukanye na konti woba wugururije umwana wawe( For my child) canke ubudandaji ( for company or work):



Give your first name and your needed surname bellow:

Andika amazina yawe ngaho muni. Izina ry` ikizungu/ iritazirano ( first name) n` izina ry` umuryango canke izina ry` ikirundi ( surname):



Then press next to continue. Uce ufyonda “ next” bisigura ibikurikira.

Register data of birth and gender as shown bellow:

Andika amatariki yawe yamavuko ahanditse “ day” ni umunsi mwitariki wavukiyeko , ahanditse “month” wuzuzamo ukwezi wavukiye ko, naho ahanditse “year” wuzuzako umwaka wavukiyeko. unacagure nimba uri umugore canke umugabo ahanditse “ gender”

ngaho muni. Umugore ni “ Woman” naho umugabo ni “ Man”. Ngaho muni niho ubicagura:

The image shows a Google form titled "Basic information" with the instruction "Enter date of birth and gender". The form contains four input fields: "Day", "Month" (a dropdown menu), "Year", and "Sex" (a dropdown menu). A red bracket highlights the "Day", "Month", and "Sex" fields. Below the "Sex" field is a link that says "Why do we ask for date of birth and gender?". At the bottom right of the form is a blue "Next" button with a red checkmark above it.

Amezi mucongereza yashire mukirundi wifashishije uburyo bwo gusigura buri ngaho muni :

Ukwezi kwa mbere ni “ january”

Ukwezi kwa 2 ni “ february”

Ukwezi kwa 3 ni “ march”

Ukwezi kwa 4 ni “ april”

Ukwezi kwa 5 ni “ may”

Ukwezi kwa 6 ni “ june”

Ukwezi kwa 7 ni “ july”

Ukwezi kwa 8 ni “ august”

Ukwezi kwa 9 ni “ september”

Ukwezi kwa 10 ni “ october”

Ukwezi kwa 11 ni “ november”

Ukwezi kwa 12 ni “ december”

The picture above is before date and gender is registered. Bellow you see when registered date and gender:

Munsi urabona akarorero kukungene uyumuntu yujuje amatariki yamavuko, ko yavutse itarik 3 zukwezi kwa 8 mumwaka wi 1960. Kansi ko igitsina ciwe ( sex) ari umuphasoni/umugore/umukobwa arivyo “ woman” ( umugore/umuphasoni).



## Basic information

Enter date of birth and gender

Day  Month  Year

Sex

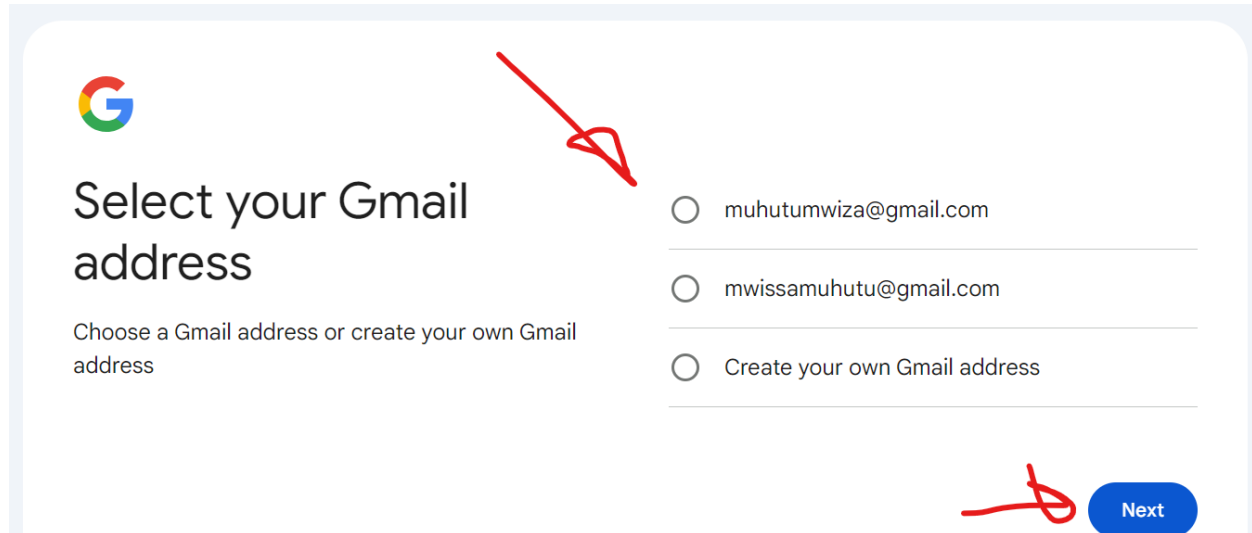
[Why do we ask for date of birth and gender?](#)



Next, is a suggestion from gmail on available e-mail adress you can choose from.

I like the given address as the first option in the picture below:

Aho muni google iguhaye adresse za email wocaguramo. Nikuvuga yuko Google yakoresheje amazina yawe mukugukorera email adresse, kandi wibuke yuko udakeneye gutanga amazina yawe yukuri naho ntaco vyonona mugutanga amazina yukuri mugihe ntabintu vyamabanga unyegera. Mugihe ushaka kwiwandikira adresse ukoresheje nkibiharuro canke izindi ndome, vyonda ahanyuma hagira 3 ngaho muni.



The screenshot shows the Gmail address selection interface. On the left, there is the Google logo and the heading "Select your Gmail address". Below the heading, it says "Choose a Gmail address or create your own Gmail address". On the right, there are three radio button options: "muhutumwiza@gmail.com", "mwissamuhutu@gmail.com", and "Create your own Gmail address". A red arrow points to the first option, and a red checkmark is next to the "Next" button.

In case you want to use another address than the proposed, then choose the option from the picture above saying "Create your own Gmail address".

You will then write in whatever address and Gmail will check if no one else uses the address before you get it. In case someone else is using the address, then Gmail will ask you to write in a new address name. In our case, the proposed e-mail address is good, no need to use last option on the picture above, but we keep the first option with given address of "[muhutumwiza@gmail.com](mailto:muhutumwiza@gmail.com)" and click "next" to continue:

Give a password you want to use for the email address and then confirm the same password in the following picture:

Uciye usabwa gutanga ijamba ry'ibanga uzokoresha kuri email adresse yawe. Uryandika ahanditse "password", ukongerera kurisubiramo nkuko wariyanditse hariya handitse "confirm" muni:



## Create a secure password

Use a mix of letters, numbers and symbols to create a secure password

 Show the password  


Next you get possibility to strenthen security of your email account, by giving google another way to help you with a recovery password, in case you forget the password written above.

You can use your another email you know you cant forget its password, or you can use a telefon if you want google to sende u a new password on sms, in case you forget your email password:

If you think you will not forget your password, because you wrote down and kept it safe, then you dont need give Google your telefon or anothe alternative email. But it is recommended to give google at least one of the alternative way to reach you if you later may need a most powerfull email security that i will cover better in later version to this document.

Bellow i choose to give only my telefon for sms contact with google, and gives no alternative email since i think many of you reading the document, are trying to make your first email, or need an isolated email from your daily working email.

Mugihe wibagiye ijambo ry`ibanga, urashobora kurungikirwa uburyo bwo kwandikisha irindi jambo kugira wame ushobora gukoresha email adresse yawe. Ufise iyindi email bokunyurizako ubutumwa bwuko wandika irindi jambo ryibanga, uyitanga ngaho muni,ahanditse “recovery adress”. Mugihe ntayindi email wari usanzwe ufise, fyonda ahanditse “ Skip over “ bisigura kureeengana.



## Add recovery address

The email address Google can contact you at if unusual activity is registered on your account, or if you are locked out.

[Skip over](#) [Next](#)

Next i give a telefon number i want google to use in case i forget my password.

First i find the country in which my telefon is registered. Remember that u can use use a telefon number from any country this days, and use the same telefon in any other country. So try to get a telefon to use for your increased email security.


Munsi wotanga numero za telefone wiphuza ko ijambo ry` ibanga woba wibagiye, borinyuzako hakoreshejwe “ sms”. Bica bigusaba gucagura igihugu urimo nkuko vyerekanywe munsi. Munyuma ugaca uronka aho wandika numero za telefon zawe:








## Add phone number


Telephone number


 Norway (+47)

 Afghanistan (+93)

 Albania (+355)

 Algeria (+213)


 American Samoa (+1)

 Andorra (+376)


Norwegian

Once a country is chosen above, give your local telephone number without prefix since Google found the prefix for you above: Below I register a local Norwegian address:

Munsi uca wandikamo nr za telfon munyuma yuko wamaze gucagura igihugu urimo:



## Add phone number



Telephone number

Google only uses this number for account security. The number will not be visible to others. Later, you can choose whether you want to use it for other purposes.

Wibuke ko mugihe udashaka gutanga nummero ya telefon ufyonda aho handitse “ skip over” kuko telefon uyitanga kubushake. Kanatsinda harigihe usanga sms itarungikwa mubihugu vyose. Uhejeje ca ufyonda “next”. Haca haza ibara ritabona neza, hamwe nakarongo kubururu hejuru kagendagenda, bisigurako email adresse yawe iri gutunganywa. Rindira gatoya uca uronka ifoto isa niyo iri munsi:

When finished klikk next to continue.

Google starts to initialize your new email adresse. The screen turns to weak grey color with a blue moving line on the top to signalize an ongoing process. Be patient since the process can take i while. You will then get a confirmation of the given telefon number. Klikk next then u come here:

Aho munsi badusavye nimba twifuza ko ivyankenerwa vyose babidushirire muri email canke nimba ushaka kuvyikorera. Cagura babigukorere aho hambere nimba udasanze ukora muvya mudasobwa ( informatique).



## Select settings



- Express (1 step)  
Select settings in one step. The settings you turn on or off are used to tailor the content and ad experiences you see.
- Manual (4 steps)  
Select settings step by step. The settings you turn on or off are used to tailor the content and ad experiences you see.

You can change your settings at any time at [account.google.com](https://account.google.com)



Next

You will get conditions term you just leave them as they are for now and go to the bottom where you klikk on “ accept all”:

Ibikurikira genda ufyonda nkuko nafyonze ngaho muni, ni ibijanye n` amasezerano udakeneye gusoma. Ca ugenda muni aho ayo majambo arangirira ufyonde nkuko nafyonze kugira unyarutse :



## Select settings

Depending on what you choose, your choices are used to give you more personalized experiences and more control over the personalized ads you see.



### Web and app activity

Gives you, among other things, faster searches, more relevant search results and more useful recommendations about apps and content.

[Learn more about web and app activity](#)



### YouTube log

With this setting, you get, among other things, recommendations for the YouTube start page and help to remember where you left off watching last.

[Learn more about the YouTube history](#)



### Personalized ads

These provide more relevant ads and control over the information used to display such ads.

[Learn more about personalized ads](#)

[Learn more about personalized ads](#)

## What data is used?

Web and app activity stores information about your activity on Google websites and in Google apps such as Search and Maps, including related information such as location. It also stores synchronized Chrome history and activity from websites, apps, and devices that use Google services.

The YouTube history saves the videos you watch and the things you search for when you use YouTube.

Personalized ads use information stored in your Google Account (such as activity, age group and gender) as well as interactions with advertisers. We may also use your activity on other websites and in other apps that use our advertising services.

## How we use this data

When you are signed in and these settings are on, personal data is stored in your account and used to customize your experience in Search, YouTube, Maps and other Google services, including for

- to help you remember where you left off
- to give you more personalized recommendations in

- to give you recommendations on the YouTube home page

When this setting is off, YouTube features that use history to customize your experience are turned off.

We also use your information to display advertisements. Ads are tailored for you in Google services and on websites and apps that partner with Google, so you can

- see ads based on topics that may be of interest to you
- block specific topics and advertisers

We do not sell your personal data to others.

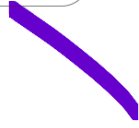
### How to manage your data

In addition to manually deleting your activity at any time, web and app activity older than 18 months and YouTube history entries older than 36 months are automatically deleted.

You can view your data, delete it, change your settings and withdraw your consent at [account.google.com](https://account.google.com).

Reject all

Accept all



Next picture is to confirm settings below:



## Confirm the settings

You can change the settings in your Google Account at any time

- Web and app activity  
This setting will be turned off
- YouTube log  
This setting will be turned off
- Personalized ads  
This setting will be turned off

### About cookies and similar technologies

We use [information cookies](#) and similar technologies ("cookies") to remember your settings and other preferences on all devices you are logged into. We also use cookies to collect data so that we can

- provide and maintain services, such as service interruption tracking and protection against spam, fraud and misuse
- measure user engagement and website statistics to

- measure user engagement and website statistics to understand how our services are used

If you consent, we also use cookies to collect data so that we can

- improve the quality of our services and develop new services
- deliver and measure the effectiveness of advertisements
- display personalized content, depending on your settings
- display personalized or generic ads, depending on your preferences, on Google and across the web

For non-personalized content and ads, what you see may be influenced by, among other things, the content you're viewing and your location (ad delivery is based on general location). Content and ads that are personalized may also be based on these things as well as your activity, such as Google searches and videos you watch on YouTube. Content and ads that are personalized include more relevant searches and recommendations, a customized YouTube home page, and ads tailored to your interests.

You can change your browser settings to block all or some cookies.



### Privacy Notice

We'll send you a reminder to review these settings in a couple of weeks

[Back](#)

[Confirm](#)

Norwegian



[Help](#)

[Privacy](#)

[Terms](#)



Next is about the privacy and terms. Just go to the bottom and click accept:



## Privacy and terms

We publish [Google's terms of use](#) and [the terms of use of YouTube](#) (both of which contain information about the 14-day right of withdrawal), so you know what to expect when using Google services, including YouTube. You accept these terms by selecting "Accept".

With a Google account, you get access to many Google services, including Gmail and Google Drive. With an account, you can also use other features that require a login. When you log in to Google Maps, you can save your home and work address, for example. And when you sign in to YouTube, you can like videos, subscribe to channels and create your own YouTube channel. Google's terms of use apply to [the services on this list](#), which also contains links to additional service-specific terms and guidelines about what you can expect when you use the Google Services and what we expect from you.

And remember that [Google's privacy policy](#) describes how Google handles information generated when you use Google services.

They also include information about why we process data, for example when working with legitimate interests while implementing appropriate security measures that safeguard your privacy. This means that we process your information for, among other things,

- deliver, maintain and improve our services to meet users' needs
- develop new products and services that are useful for users
- understand how people use our services, to ensure and improve the functionality of the services
- adapt our services to deliver better user experiences (and, if relevant, make the experience appropriate for the age group)
- market us, to inform users about our services
- deliver advertisements, so that we can offer many of our services free of charge (and when advertisements are personalized, we ask for consent)
- detect, prevent or otherwise address fraud, misuse, security issues or technical problems with our Services



- protect the rights, property or safety of Google, our users and the public from harm, as required or permitted by law and right, including by disclosing information to government authorities
- conduct research that improves our services for users and benefits the general public
- fulfill obligations towards partners such as developers and rights holders
- enforce legal requirements, including investigating potential violations of applicable terms of use

You can go to your Google account ([account.google.com](https://account.google.com)) to take a privacy check or adjust your privacy settings.

Do you have questions? [Contact us](#)

Cancel

Accept

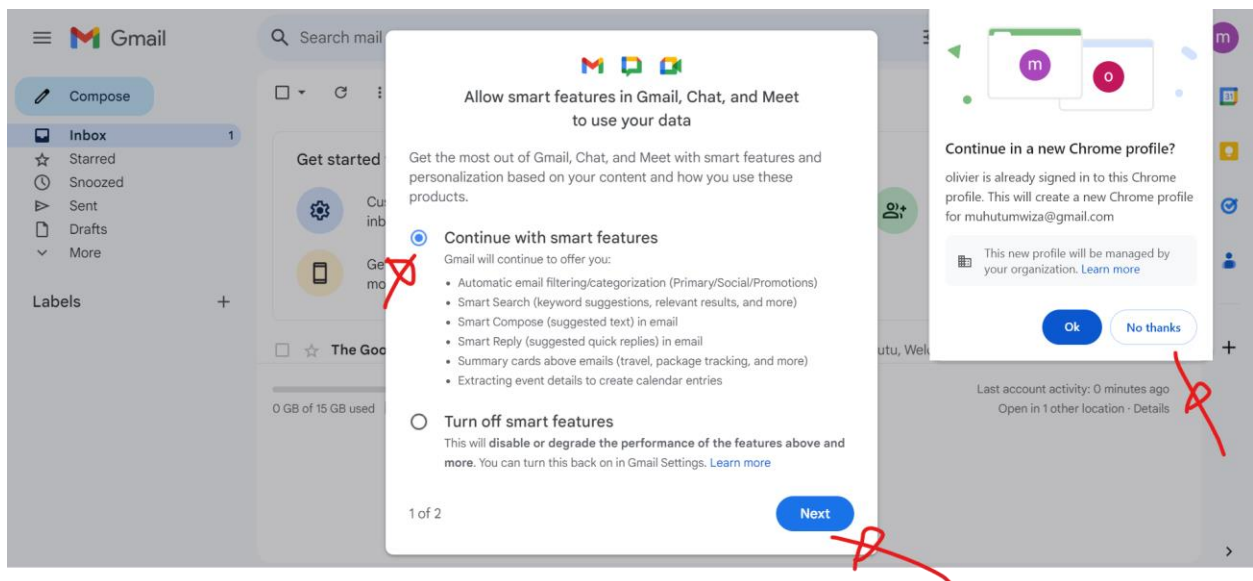
orwegian

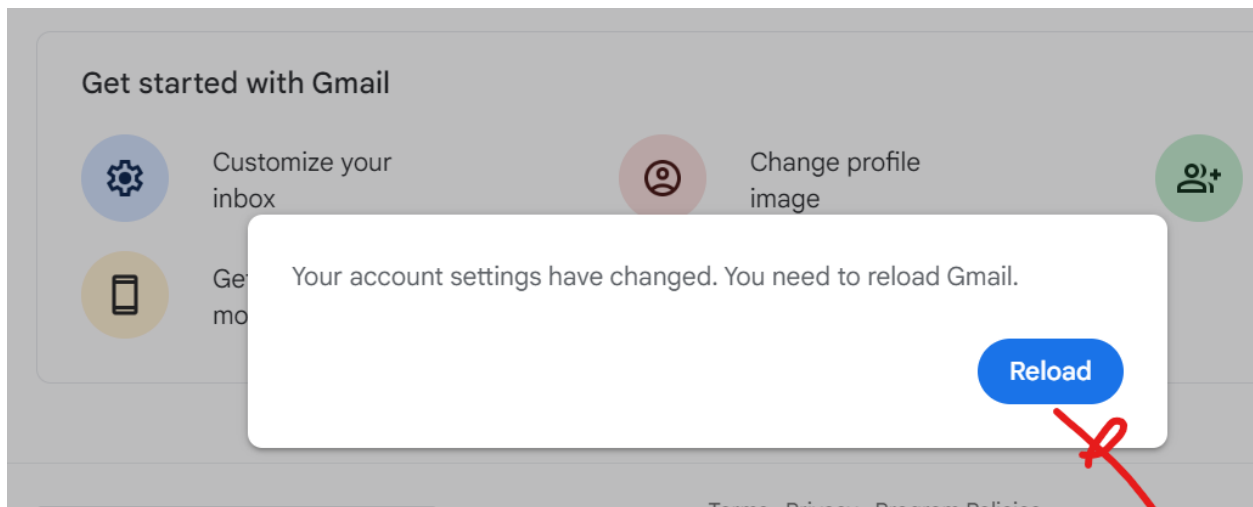
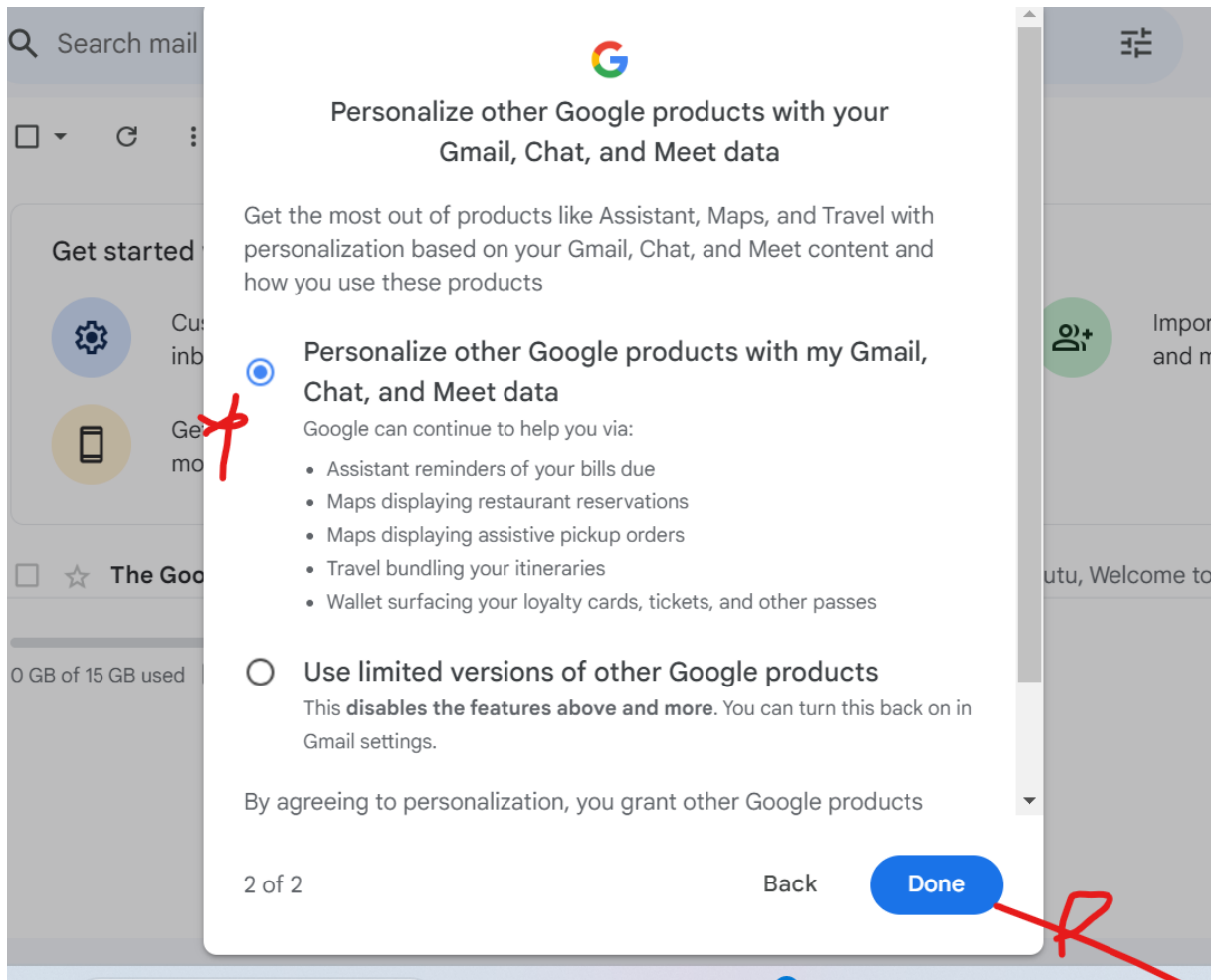
Help

Privacy

Terms

You now is in your email account . Answer the last google questions as you want. My answers are as the follow:





Here is the finished email account for [muhutumwiza@gmail.com](mailto:muhutumwiza@gmail.com) . It is bellow pointing to its inbox:

☰ Gmail

Search mail

☰ ? ⚙️ ☰

Compose

Inbox 1

Starred

Snoozed

Sent

Drafts

More

Labels +

Primary Promotions Social

1-1 of 1 < >

### Get started with Gmail

- Customize your inbox
- Change profile image
- Import contacts and mail
- Get Gmail for mobile

☆ The Google Account . Information about your new Google Account - Hi Muhutu, Welcome to Google. Your ... 12:37 PM

0 GB of 15 GB used [🔗](#) [Terms](#) - [Privacy](#) - [Program Policies](#) Last account activity: 0 minutes ago  
[Open in 1 other location](#) - [Details](#)