

Instructions to Register You Non-Gmail Account with Google to Access Google Docs

Google is a great (and often free) resource, but if you do not want to create a gmail account, accessing Google Docs and other items can be difficult.

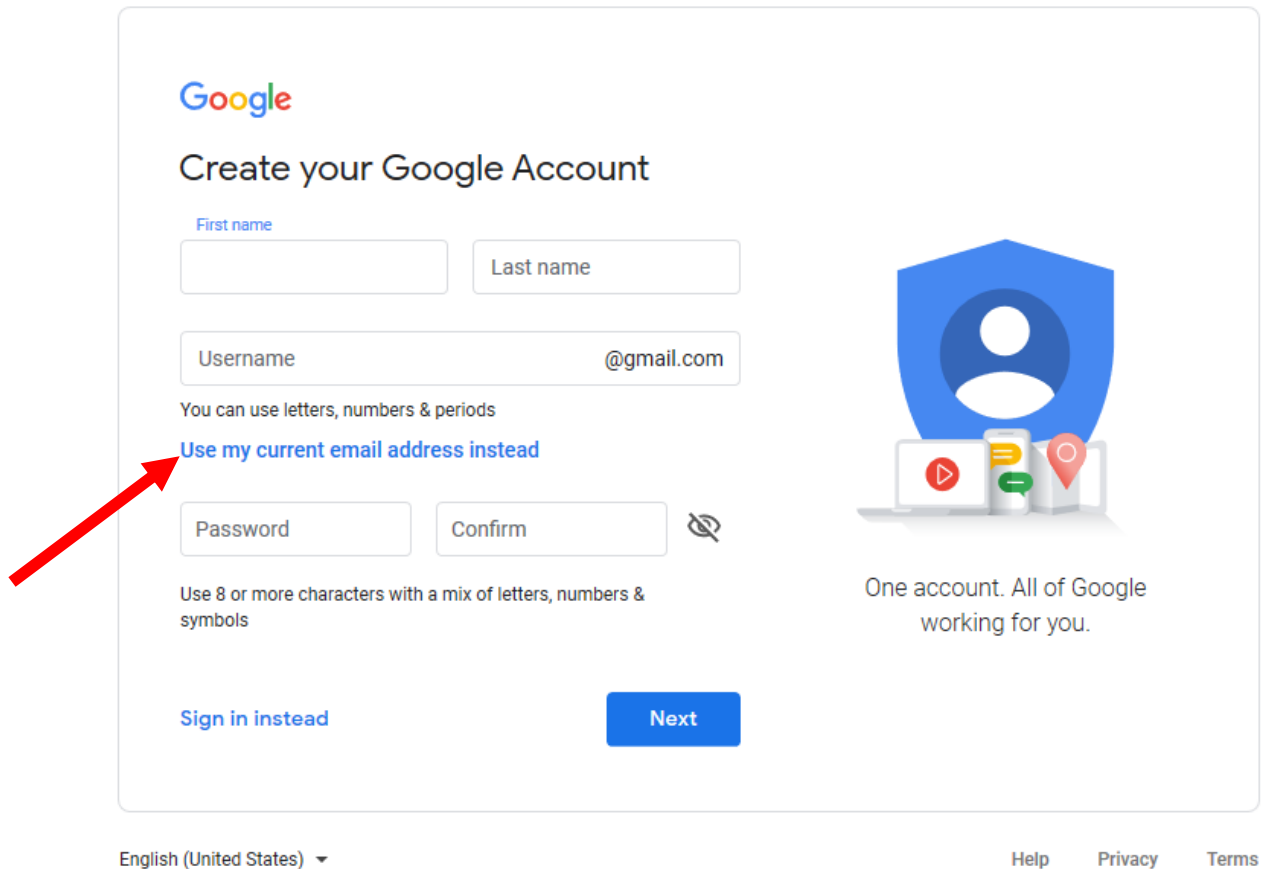
There is a way to access the google resources, without creating a new @gmail.com account. You would simply have to register your non-gmail email address with google. Here's how to do that:

1. Go to the google doc you would like to access, or go to <https://accounts.google.com>. You should see an image similar to this when you do:

The screenshot shows the Google sign-in page for Forms. At the top is the Google logo, followed by the text "Sign in to continue to Forms". Below this is a text input field labeled "Email or phone" containing the email address "info@mountairymd.gov". A red error message below the input field reads "Couldn't find your Google Account". Below the error message are two links: "Forgot email?" and "Learn more". At the bottom of the page, there are two buttons: "Create account" and "Next". A dropdown menu is open under the "Create account" button, showing two options: "For myself" and "To manage my business". At the very bottom of the page, there are links for "English", "Help", "Privacy", and "Terms".

2. Enter the non-gmail account that you would like to use as shown in the red box and click on Create Account. A drop down will appear. You can choose either "For myself" or "To manage my business". The second option identifies your account as used for business purposes to Google. As a consequence, Business Personalization setting on your new account will be enabled. With Business Personalization, Google may provide customized recommendations for products that can help support your business, but your choice makes little difference in the account set up. Click Next.

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The screenshot shows the Google Account creation interface. At the top left is the Google logo. Below it is the heading "Create your Google Account". The form includes fields for "First name", "Last name", and "Username @gmail.com". A red arrow points to the link "Use my current email address instead" below the "You can use letters, numbers & periods" text. Below this are fields for "Password" and "Confirm" with a "Next" button. To the right is a graphic of a blue shield with a person icon and various Google service icons (YouTube, Gmail, Maps). Below the graphic is the text "One account. All of Google working for you." At the bottom left is a language selector "English (United States)" and at the bottom right are links for "Help", "Privacy", and "Terms".

Google

Create your Google Account


First name

Last name

Username @gmail.com

You can use letters, numbers & periods

[Use my current email address instead](#)

Password Confirm 

Use 8 or more characters with a mix of letters, numbers & symbols

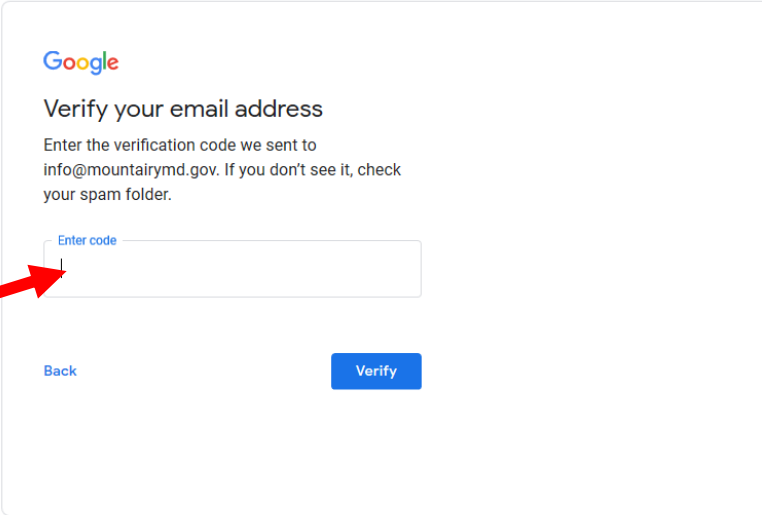
[Sign in instead](#)

One account. All of Google working for you.

English (United States) ▾ [Help](#) [Privacy](#) [Terms](#)

3. Enter your First Name and Last Name, then click on "Use my current email address instead". This will remove the "@gmail.com" in the blank and allow you to enter your full already-created-non-gmail email address.
4. Enter a Password and Confirm. This password should not match the current password for your email address and should be entirely new for security reasons. Click Next.

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Google

Verify your email address

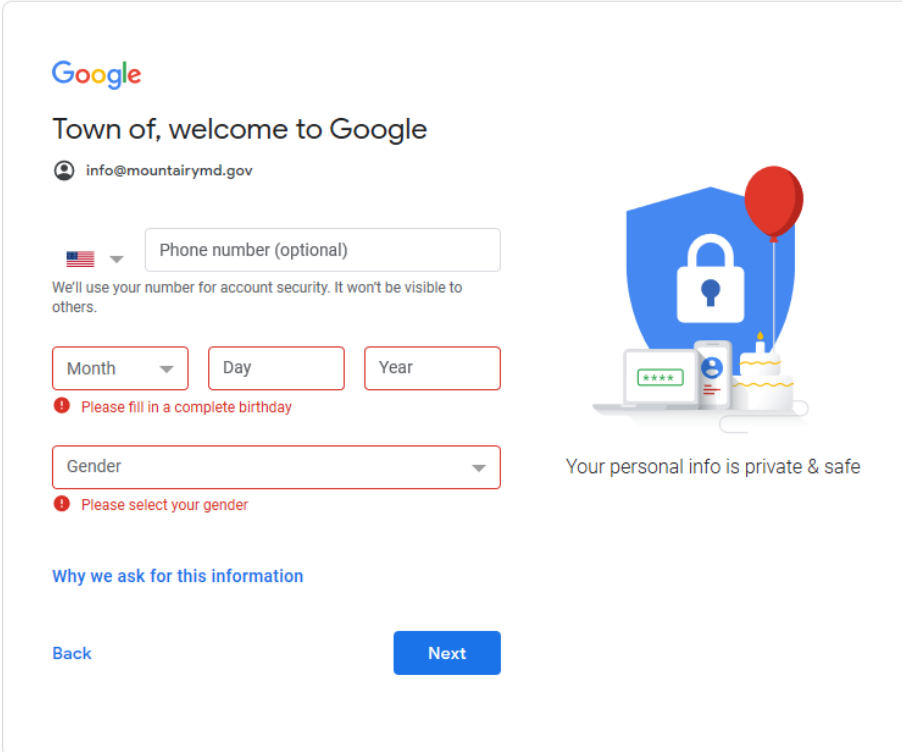
Enter the verification code we sent to info@mountairymd.gov. If you don't see it, check your spam folder.

Enter code

Back Verify

English (United States) Help Privacy Terms

5. Google will send a verification code to your email. You will have to log into your email account and retrieve this code. Copy and paste in the field indicated with a red arrow above and click Verify.



Google

Town of, welcome to Google

info@mountairymd.gov

Phone number (optional)

We'll use your number for account security. It won't be visible to others.

Month Day Year

Please fill in a complete birthday

Gender

Please select your gender

Why we ask for this information

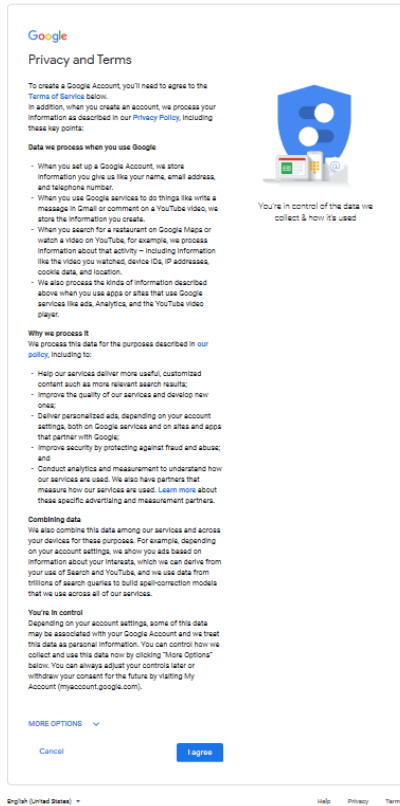
Back Next

Your personal info is private & safe

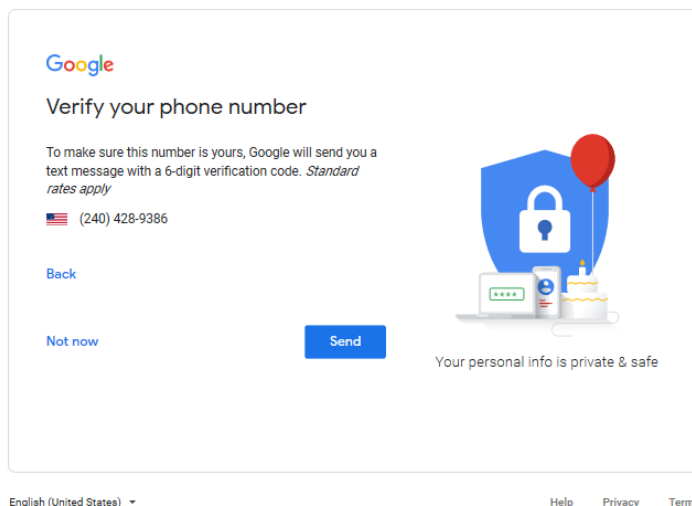
6. Phone Number is not required, but is recommended to retrieve a lost password. Birth Month, Day and year as well as Gender are required. Click Next when complete.

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7. If you did not enter a phone number, the following screen will appear and you will simply need to click on “I agree”.

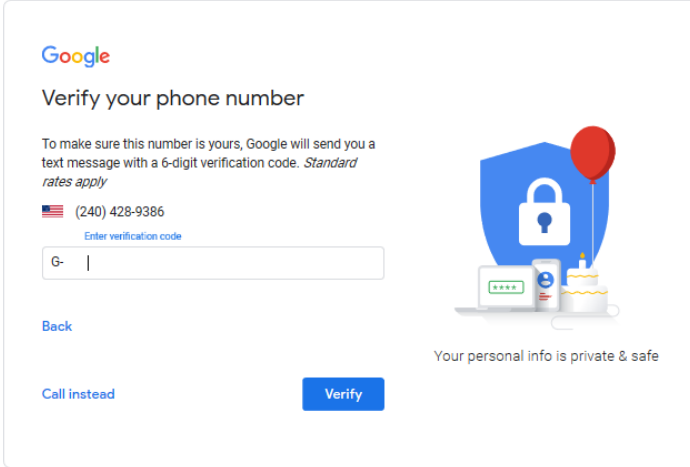


8. If you entered a phone number, you will see the screen below. Google is asking you to verify the number. Make sure you entered your phone number correctly and press Send.



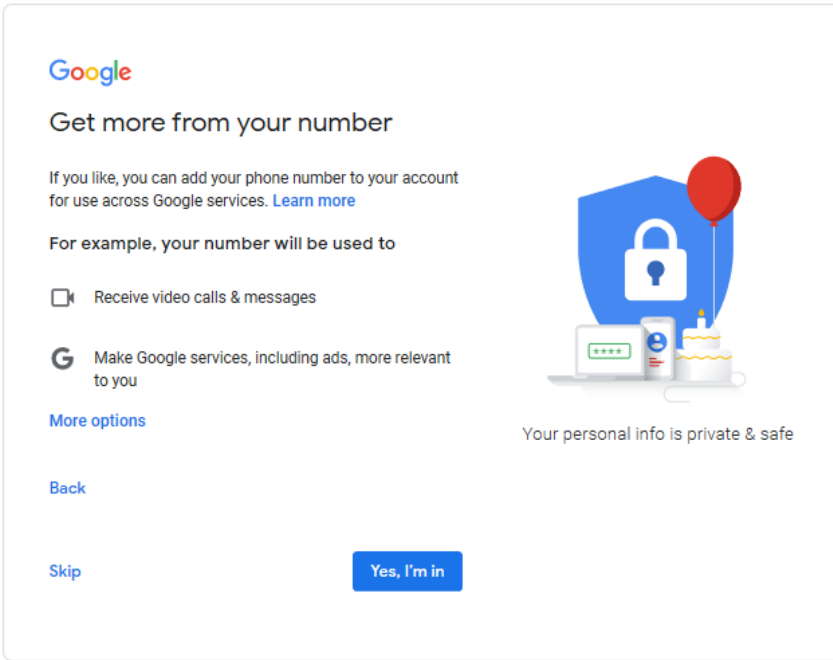
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9. Enter the code sent to your phone number and click on Verify.



The screenshot shows the Google verification interface. At the top left is the Google logo. Below it, the heading reads "Verify your phone number". A sub-heading states: "To make sure this number is yours, Google will send you a text message with a 6-digit verification code. *Standard rates apply*". Below this, the phone number "(240) 428-9386" is displayed with a US flag icon and a link "Enter verification code". A text input field contains "G- |". To the right is an illustration of a blue shield with a white padlock, a red balloon, a smartphone, and a laptop. Below the illustration, the text "Your personal info is private & safe" is shown. At the bottom left are links for "Back" and "Call instead". At the bottom right is a blue "Verify" button. At the very bottom of the page, there is a language selector "English (United States)" and links for "Help", "Privacy", and "Terms".

10. You should see the above screen next. If you would like the ability to receive video calls and other Google services, click "Yes, I'm in" otherwise click Skip. Either way, the next screen will be the last screen.



The screenshot shows the Google screen for adding a phone number. At the top left is the Google logo. Below it, the heading reads "Get more from your number". A sub-heading states: "If you like, you can add your phone number to your account for use across Google services. [Learn more](#)". Below this, the text "For example, your number will be used to" is followed by two options: "Receive video calls & messages" (with a checkbox icon) and "Make Google services, including ads, more relevant to you" (with a Google 'G' icon). Below these options is a link "More options". To the right is the same illustration as in the previous screenshot. Below the illustration, the text "Your personal info is private & safe" is shown. At the bottom left are links for "Back" and "Skip". At the bottom right is a blue "Yes, I'm in" button. At the very bottom of the page, there is a language selector "English (United States)" and links for "Help", "Privacy", and "Terms".

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11. Click on "I agree". You should be all set to access google services using your existing email!

