

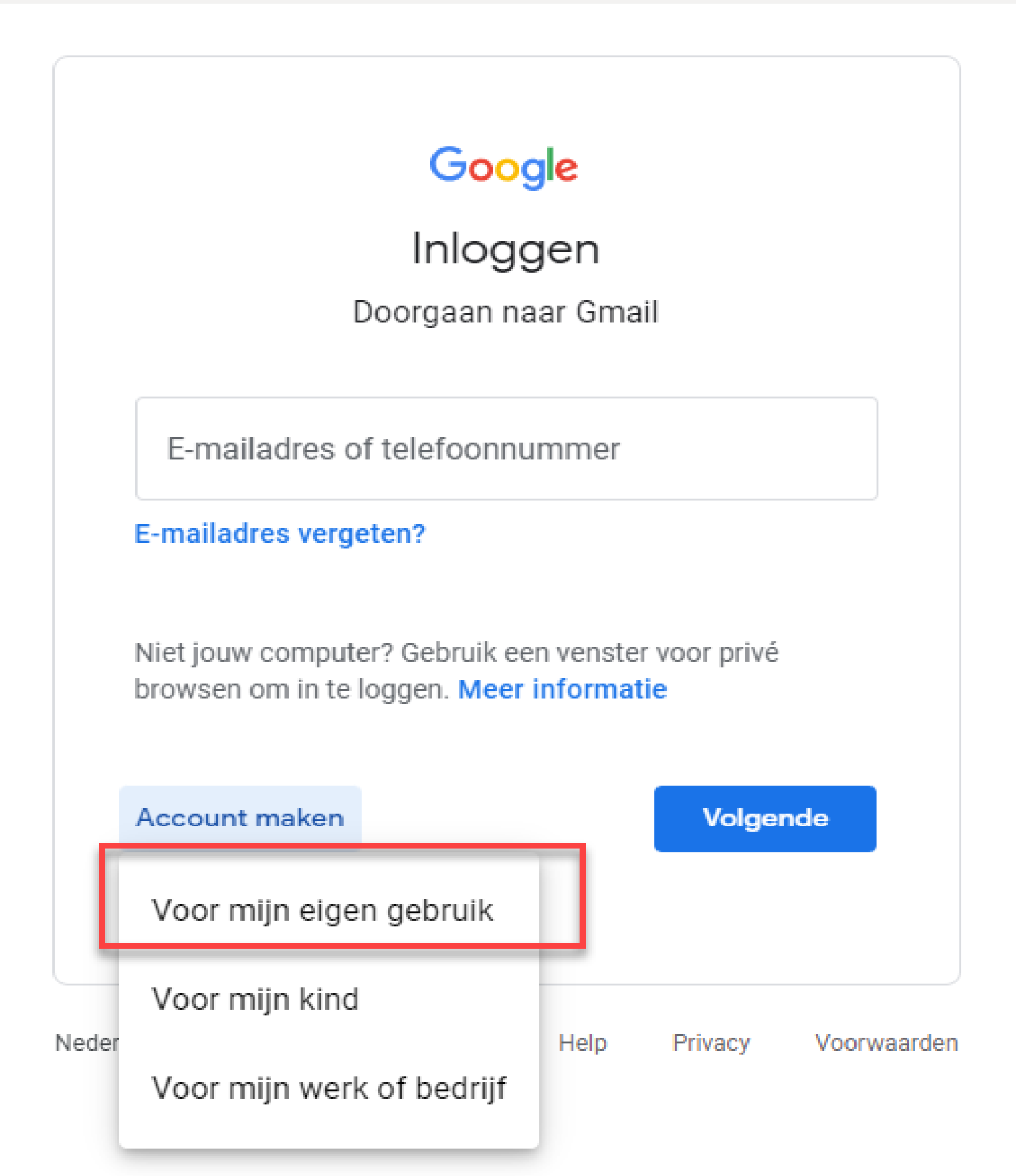
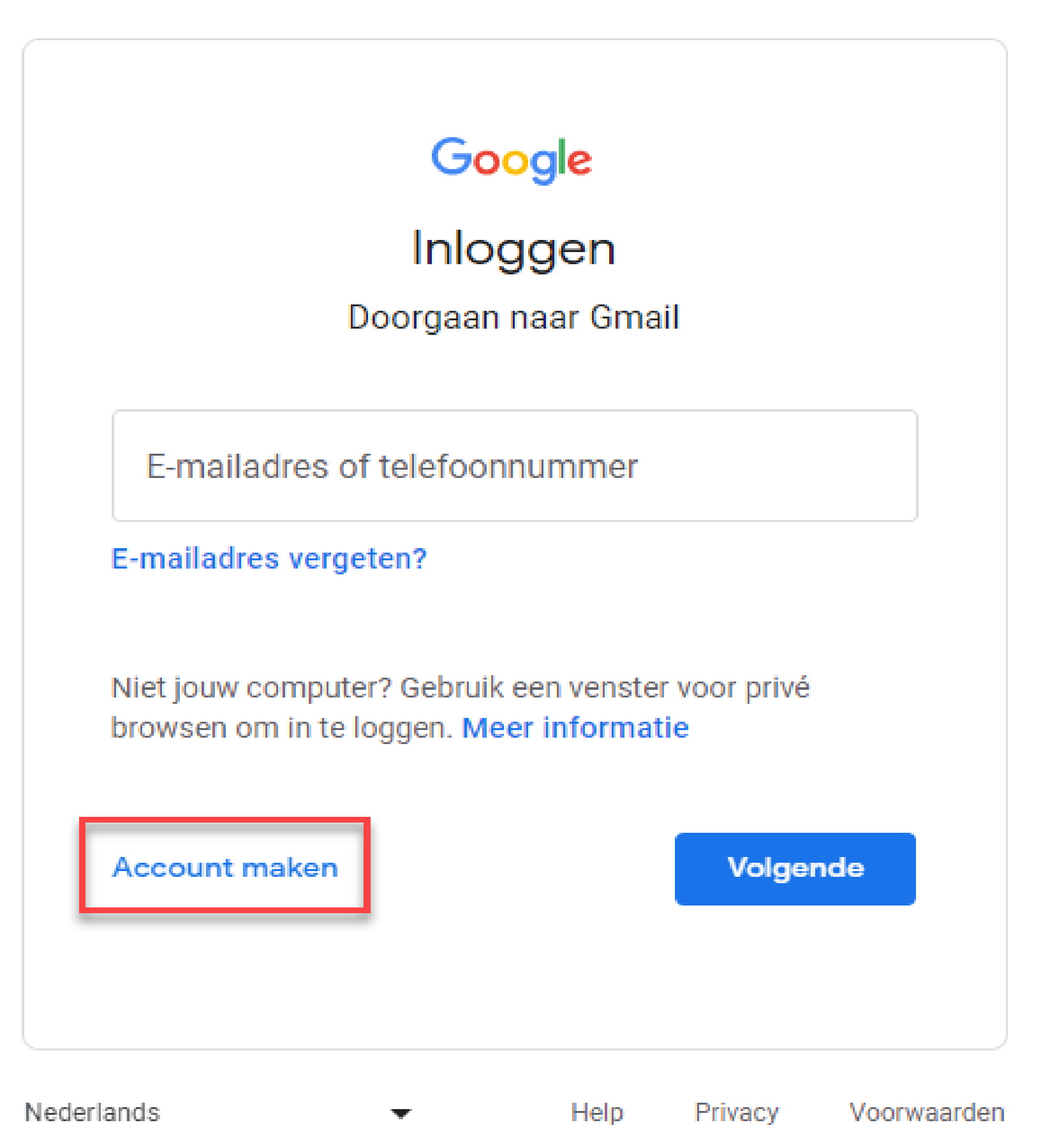
Create Gmail account

What to do if you don't have an email address?

What do you need?
- Your cell phone or a computer/laptop with internet access.

1 Create

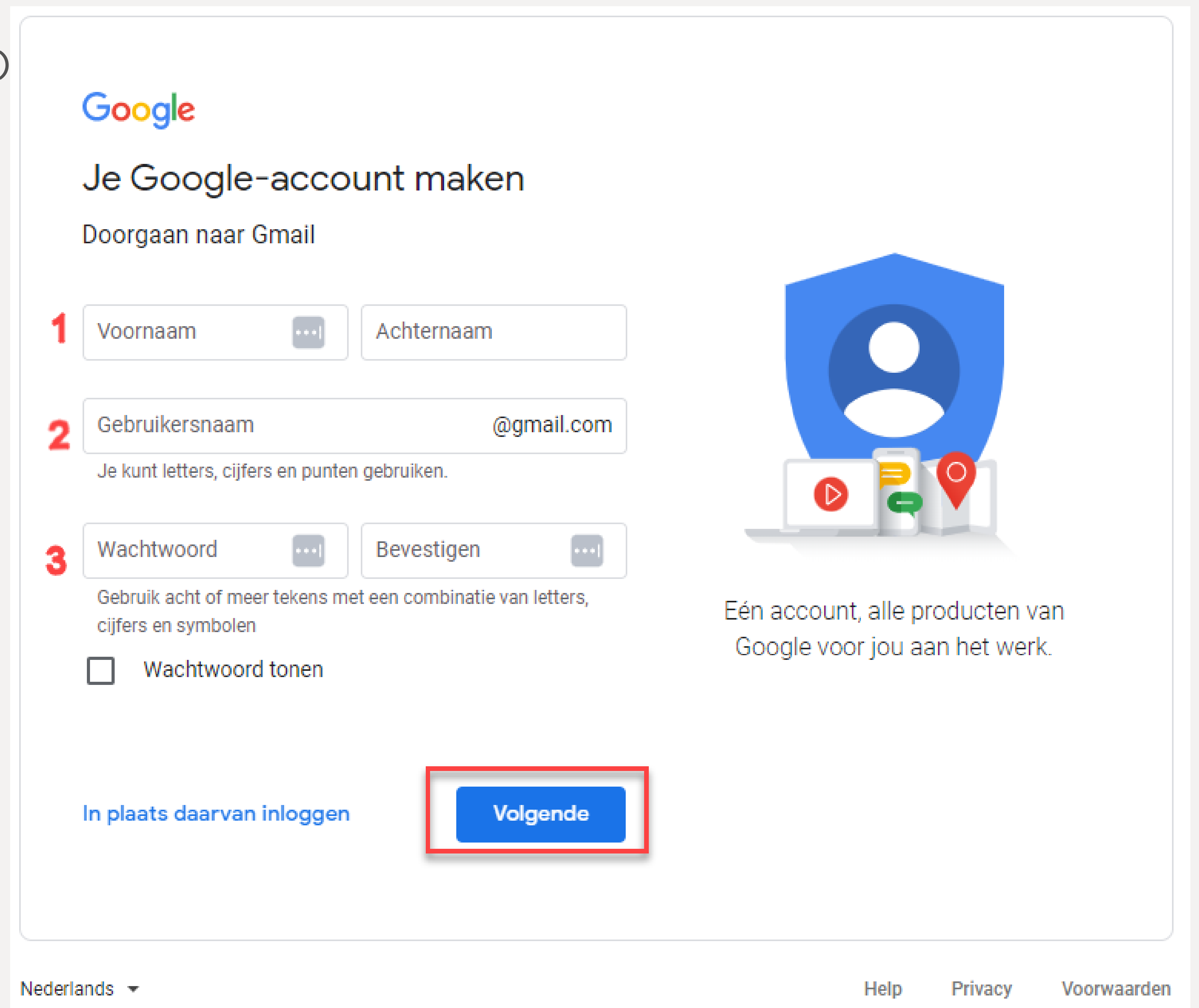
- Go to www.gmail.com on your computer or laptop.
- Click on '**Account aanmaken**' (create account).
- Choose for "**Voor mijn eigen gebruik**" (for personal use).



2 Enter data

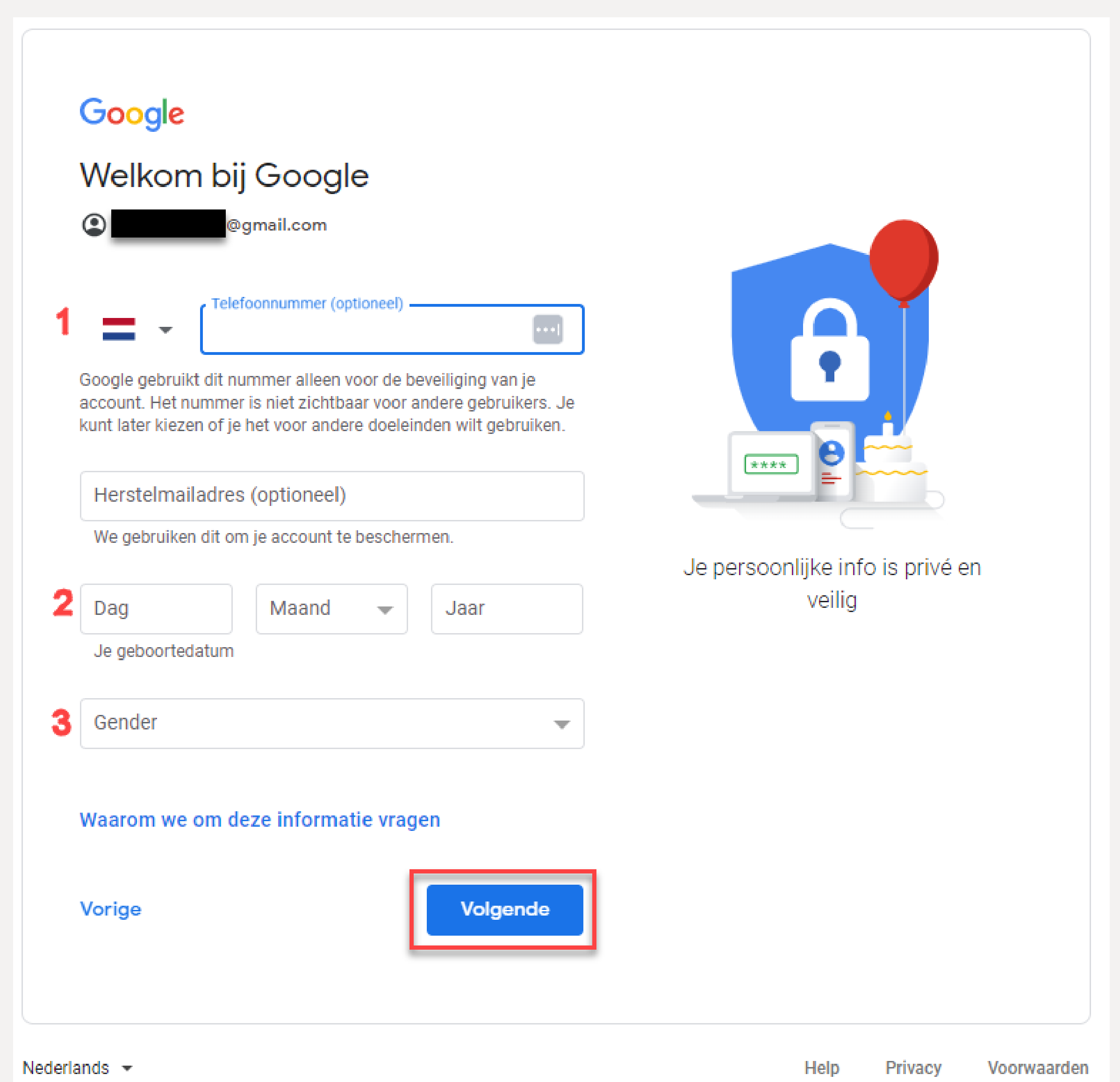
1. Enter your first- and last name
2. Choose a username, this will also be your e-mail address.
3. Choose a password (at least 8 or more characters, with a combination of letters, number and symbols)

and click **'Volgende'** (next)



1. Optional: enter your phone number
2. Enter your date of birth
3. Enter your gender

and click **'Volgende'** (next).



3 Personalize settings

Select '**Snelle personalisatie**' (quick personalization)

and click '**Volgende**' (next).

Choose '**Bevestigen**' (confirm) at the bottom of the cookie settings page

Choose '**Ik ga akkoord**' (I agree) at the bottom of the privacy and terms page

You now have an e-mail adress from Google!

The browser now opens your e-mail inbox.

4 Login to your e-mail adress

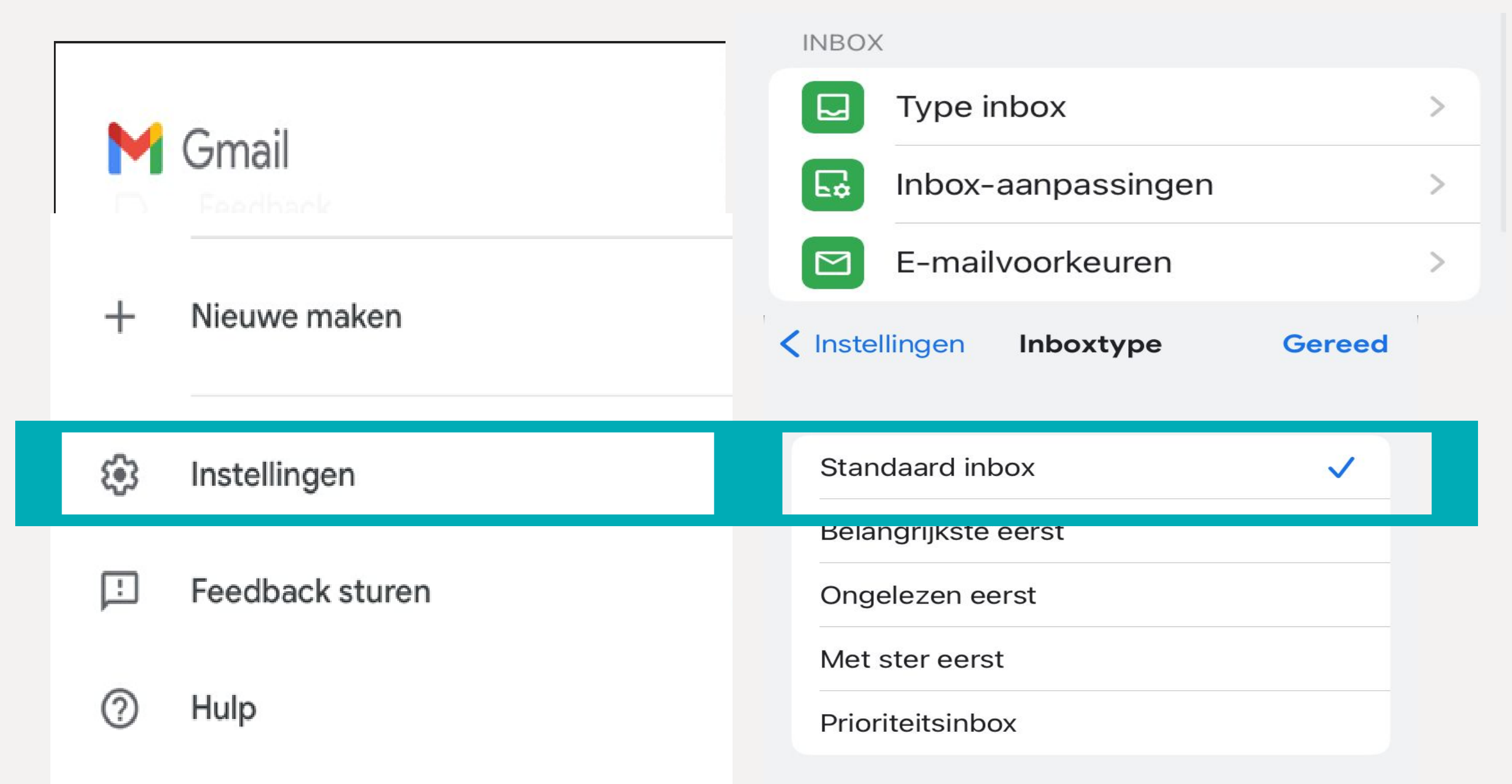
To access your mail in the future, go to <https://mail.google.com>.
Here your log in using your chosen e-mail adress and password.

5 Unify seperate mailboxes

Can't find your AFAS emails in your mailbox? Then search for 'AFAS' in your mailbox to find the email.

It is also possible that your AFAS emails end up in your 'Other' mailbox. Below you can see how to make seperate mailboxes one again:

1. At the top left click 'Instellingen'.
2. Go to the tab 'Inbox'.
3. Select 'Standaard inbox'.
4. Then click 'Gereed'.



6 Go to next instruction

Now go to the instruction "**Create AFAS account, i.c.w. login for the first time**". This instruction will help you step by step how to activate your MyAFAS account.

Click here to go to [Vebego.nl/hoe-werkt-het/](https://vebego.nl/hoe-werkt-het/).

Done