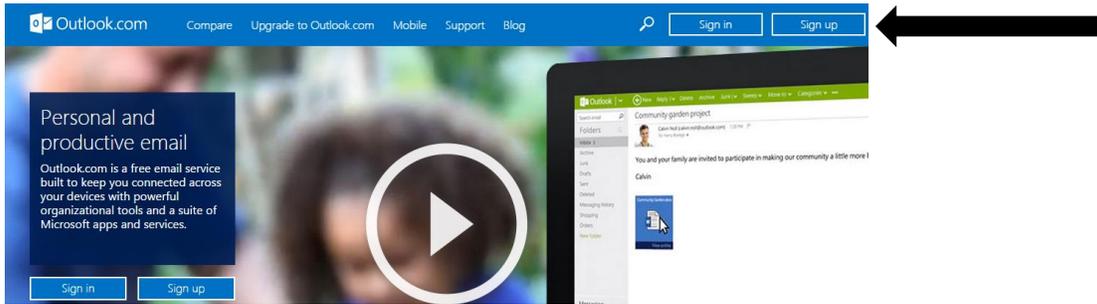


How to Create a New Microsoft Outlook/Hotmail/Live email Account

Step 1: Open up your internet browser and go to the Microsoft page:

<http://www.microsoft.com/en-us/outlook-com/>

Step 2: Click on **Sign Up** at the top right corner of the page.



Step 3: You'll now be in the 'Create an account' section. As you don't have an Outlook account yet, you need to **Create Account**.

Microsoft

Create an account

If you already sign in to a Windows PC, tablet, or phone, Xbox Live, Outlook.com, or OneDrive, use that email address to [sign in](#). Otherwise, create a new Outlook.com email address.

Name
First Last

User name
 @ outlook.com

Create password

8-character minimum; case sensitive

Reenter password

Country/region
United States

ZIP code

Birthdate
Month Day Year

Gender
Select...

Step 4: To set up your new account, Outlook needs some information about you – first, your **first and last name**. The username is the unique email address that you wish to use, which will be placed before 'outlook.com', 'hotmail.com' or 'live.com'. Because it needs to be unique, Outlook may have to check the availability of any name that you decide on to verify that no one already has it. Type an email name into the 'User name' box and then fill out the rest of your information. Once you start typing a username it automatically gives you some options available for a username. You can decide to accept one of the options or type in another name and check its availability once more. You may have to do this a few times. Once you finalize your email address, it's a good idea to make a note of it so that you can refer to it until you remember it.

Name

wshakespeare2014@outlook.com is available. ←

User name
 @ outlook.com

Step 5: If the email name that you requested is not available, you'll get a message saying that the username is not available.

Create an account

If you already sign in to a Windows PC, tablet, or phone, Xbox Live, Outlook.com, or OneDrive, use that email address to [sign in](#). Otherwise, create a new Outlook.com email address.

Name

w shakespeare

wshakespeare@outlook.com is already a Microsoft account. If it's yours, [sign in now](#).

User name

wshakespeare@outlook.com

Someone already has that email address. Try another or use one of these:

- wshakespearewshakespearewshakespeare@outlook.com
- wshakespearewshakespearewshakespeare@hotmail.com
- wshakespeare.wshakespearewshakespeare@outlook.com
- shakespearewshakespearewshakespeare@outlook.com
- wshakespearewshakespearewshakespeare2015@outlook.co

Create a Microsoft account to get a new email inbox and sign in to all Microsoft services.

Step 6: You'll need to come up with a password so that you can log in securely to your account. Outlook may explain that you should try one with at least 8 characters long to be secure. Use letters and numbers to make the password more secure and difficult to guess. You'll need to re-enter your password to ensure that it's you choosing it and not a hacker's (ro)bot. This is why it also asks you to insert random characters at the bottom of the page – this is a CAPTCHA code. You will need to Click **Create account**.

Help us protect your info

Your phone number helps us keep your account secure.

Country code

United States (+1)

Phone number

Alternate email address

We want to make sure that a real person is creating an account.

Enter the characters you see
[New](#) | [Audio](#)



Input field for CAPTCHA characters with an arrow pointing to it.

Send me promotional offers from Microsoft. You can unsubscribe at any time.
Click **Create account** to agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Create account (with arrow pointing to it)

Step 7: Once you have successfully created email account, you will see the following message:

Welcome to your new inbox

- Outlook is modern—you get a fresh, clean design that's intuitive to use.
- Outlook is connected—your conversations come to life with your friends' photos, Tweets, and recent Facebook updates.
- Outlook is productive—you get free Word, Excel, and PowerPoint web apps built-in with 7 GB of free cloud storage on OneDrive.
- Outlook is private—you're in control of your data, and your personal conversations aren't used for ads.

And, of course, Outlook gives you virtually unlimited storage and less spam—and works on your PC, Mac, phone, and tablet.

[Continue to inbox](#)