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

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


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.

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.

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

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