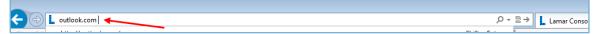






## **Create an Account**

- 1. Open a web browser (ex: Internet Explorer, Firefox, Safari).
- 2. In the address bar, type in outlook.com and press Enter.



3. Click the "Sign up now" button below the log in area.



## **Enter Information and Choose a Username**

information and choose a Microsoft account name. Note: if the username you request is already taken, you can try to enter another or choose from one of the available suggestions by clicking on it (see highlighted area).



- Create and confirm (reenter) your password. Passwords
  must have at least 8 characters and contain at least two of the
  following: uppercase letters, lowercase letters, numbers, and
  symbols. Make a note of the password that you choose!
- You must enter your birthday and gender.
- 7. Enter either your mobile phone or current email or choose security questions to answer and your zip code. Entering your mobile phone will allow you to retrieve your password via text message should you lose or forget.

| ou must provide at least two ways for us to confirm it's you |   |
|--|---|
| Phone number   |   |
| United States (+1)   | ~ |
| 555555555  |   |
| Nternate email address                                       |   |
| fake@fake.com  |   |
| ecurity question   |   |
| Name of first pet  | ~ |
| Answer<br>Sam  |   |
| Sam  |   |
| -character minimum; not case sensitive                       |   |
| Where are you from?  |   |
| Country/region   |   |
| United States  | ~ |
| his information is required.                                 |   |
| IP code  |   |

## **Verification and Privacy**

- 8. Next, type in the text for verification.
- 9. Click the "I accept" button to agree to the Microsoft services agreement and privacy statement.

| Help us ma                    | ke sure you're not a | a robot            |                 |                  |             |
|-------------------------------|----------------------|--------------------|-----------------|------------------|-------------|
| Enter the char<br>New   Audio | acters you see       |                    |                 |                  |             |
|                               | L NED S              | L                  |                 |                  |             |
| - 1                           |                      |                    |                 |                  |             |
| 6kktmnfd)                     | -                    |                    |                 |                  |             |
| ✓ Send m                      | e email with promot  | tional offers from | Microsoft. (You | can unsubscribe  | at any time |
| lick I acce                   | ot to agree to the N | Aicrosoft services | agreement and   | orivacy & cookie | s statement |
| I accept                      |                      |                    |                 |                  |             |

Make sure that you make note of your email address and password in a secure place. You will need your email address (username) <u>and</u> password each time you log in to your account!

## Welcome to Outlook!

10. Your next screen will verify that you have successfully created an Outlook account. Click the "Continue to inbox" button to access your account.



