

Creating an Outlook.com Email Account

To get a new Outlook.com account and email address:

1. Visit [Sign up - Microsoft account](https://signup.live.com/signup.aspx?cbcxt=mail&lic=1)
<https://signup.live.com/signup.aspx?cbcxt=mail&lic=1>

2. Key in your First and Last Name.

Name

First	Last
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3. Click ***Or get a new email address*** under *Microsoft account User name*.

User name

someone@example.com

[Or get a new email address](#)

4. Enter the desired user name (what comes before "@outlook.com") under *Microsoft account name*.
[example: *doej@outlook.com*]
5. Type the desired password for your Outlook.com account under *Create a password*. (8-character minimum; case sensitive)
6. Reenter Password.
7. Select Country/region & Zip Code
8. Select your birthday under *Birth date*.
9. Make a choice under *Gender*.
10. Help protect your information by entering the Country code and Phone number.
11. Enter the characters you see (making sure you are a real person).
12. Click Create account to finish.

*****Make sure you remember your new user name [example: *doej@outlook.com*] and the password you created for your new account!***