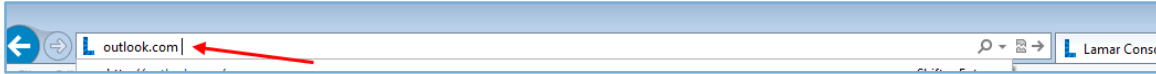


### Create an Account

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

4. Enter your personal 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).*

5. 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!**

6. 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.*

### 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.

**Make sure that you make note of your email address and password in a secure place. You will need your email address (username) and 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.

