

Getting a Microsoft Account

Recently, Microsoft has changed their old “Hotmail” system to an “Outlook” system. This changed the look of the email page and also changed the name. For those people that have Hotmail accounts, do not worry, they will still work with this new system.

Outlook is owned by Microsoft, and is also now known as a Microsoft account. It can be accessed by visiting <http://www.outlook.com>.

How To Sign Up:

To sign up for an account, go to the address <http://www.outlook.com>. On the right side of the page there is a place to sign in. Click on the blue “Sign Up” button near the bottom of the page to continue (noted in the photo on the right with a red arrow).

The next page allows you to fill out all of your information. After you fill in your name, birthday and gender it will ask you to choose a **username**. Your username is your unique sign-in name, and will be the part of your e-mail address that comes before the @ symbol. After the @ symbol your address will be outlook.com

If you try a **username** and someone else already has it, a message will pop up, telling you to choose a different name. You may choose one of the suggested names, or try something different.

Next, choose a **password**. This should be something you can remember, and can be a combination of numbers and upper and lowercase letters. Outlook requires your password to be at least 8 characters and contain at least two of either: an uppercase letter, a lowercase letter, number and symbols.



Microsoft account What's this?

 Keep me signed in

Can't access your account?

Sign in with a single-use code



Don't have a Microsoft account? [Sign up now](#)

Passwords must have at least 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers, and symbols.

Once you have successfully chosen a password, you must type it in again to confirm your choice. This helps to prevent errors. Whatever you do, do NOT share your password with anyone. Like a PIN on your bank card, if someone else has that information, they can log in to your account.

Password Reset Information: Outlook requires users to provide two ways of recovering password information. You can choose two of the following: A phone number, an alternate email address or a security question.

Your location information: Next, fill out your information about what country you live in and your postal code.

Help us make sure you're not a robot

Enter the characters you see

[New](#) | [Audio](#)

HCSBA GH

Type the characters displayed in the blue letters. If you can't read the letters, click "New" to get a new set of letters. If you are having trouble seeing the letters you can choose "Audio" and if you have speakers or headphones the characters will be read out to you. Doing this proves to Hotmail one last time that a human being is filling out the form, rather than a computer program that wants to send **spam** (junk mail). These letters will be different for everyone.

Finished? Click the "I accept" button at the bottom of the page. You should read the **terms and conditions** before clicking this button. They are provided in a hyperlink near the "I accept" button.