

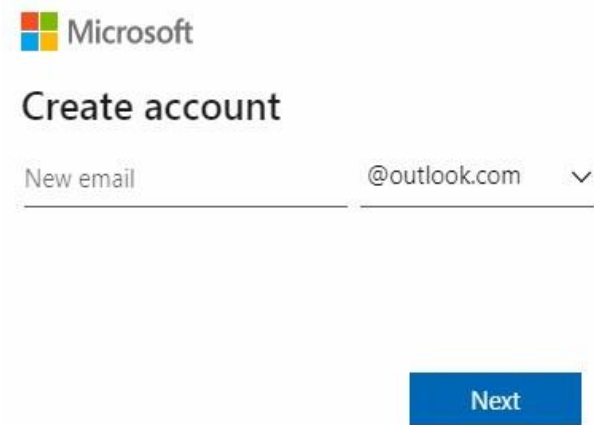
Email – Creating an Outlook Account



1. Go to www.outlook.com
2. Click on “Create free account”



3. Enter in an email address you would like to use. Remember to keep it professional looking. Once completed, select Next.



4. Create a password, remember your password must be at least 8 characters long, use a selection of upper- and lower-case text and some numbers. Once completed, select Next.



5. Enter your first & last name and then select next.

Email – Creating an Outlook Account



What's your name?

We need just a little more info to set up your account.

First name

Last name

Next

6. Enter your date of birth and then select Next.

What's your birth date?

We need just a little more info to set up your account.

Country/region

Australia

Birthdate

Month



Day



Year



Next

7. Enter the security code as shown in the bow and then select next.

Create account

Before proceeding, we need to make sure a real person is creating this account.



New

Audio

Enter the characters you see

Next

8. Congratulations, you have now successfully set up your own email address. You can now go to www.outlook.com and sign in with your user name and password.