

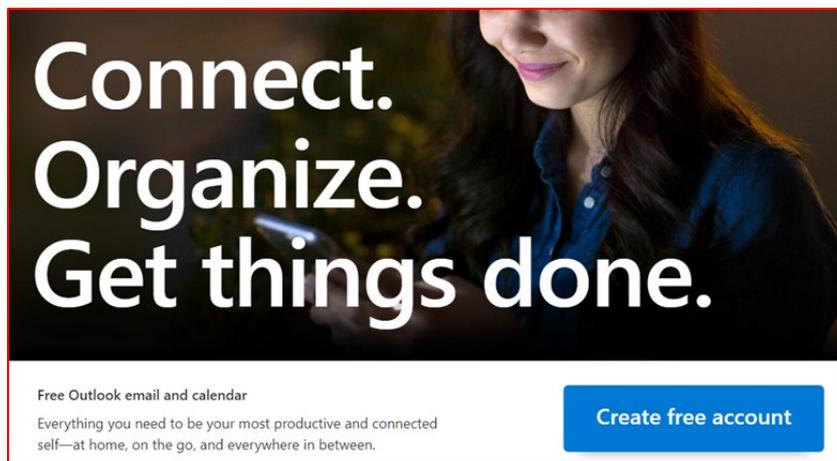
Help with Outlook

This guide will show you how to set up an account with Outlook (formerly known as Hotmail).

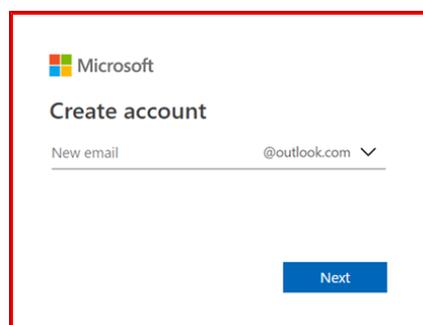
It's free to set up and with it you'll be able to send messages or photos all over the world in seconds. You'll also be able to access a number of other online resources.

Please note there are other email providers to choose from such as Yahoo and Gmail.

Begin by typing the [Outlook address](#) into the address bar of your web browser to get to the website. Then click the **Create free account** button, shown in the screenshot below:

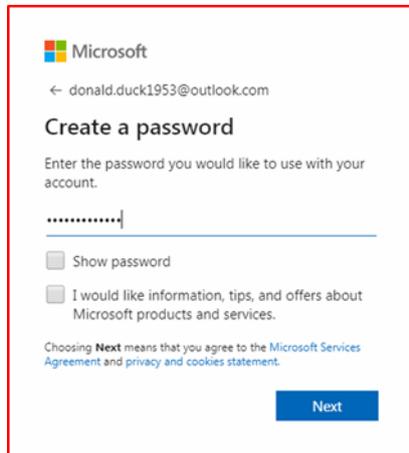


To begin, type a username where you see the words **New email**. Note that your username will appear on all emails that you send out, even to prospective employers, so names like **gothgirl98** are best avoided.



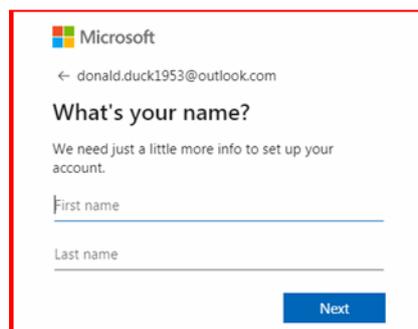
Now you need to choose a password for your account. This should include numbers and letters and be difficult for a hacker to guess. It

must be something that *you* can remember, although you should avoid writing it down anywhere. You can find out more about choosing a password in our free guide, [Help with Staying Safe Online](#) available in all libraries and online at. Note that current basic practice is to use three random words.



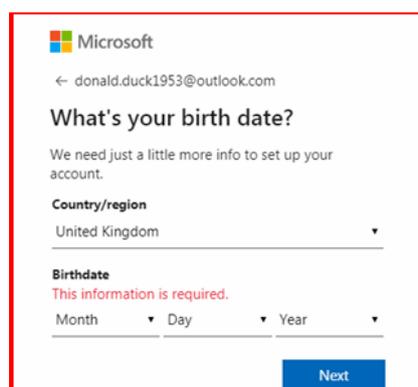
The screenshot shows the Microsoft account creation interface. At the top, it displays the Microsoft logo and the email address 'donald.duck1953@outlook.com'. The main heading is 'Create a password'. Below this, there is a text input field containing a series of dots, indicating a password has been entered. There are two checkboxes: 'Show password' (unchecked) and 'I would like information, tips, and offers about Microsoft products and services.' (unchecked). At the bottom, there is a blue 'Next' button. A small note at the bottom left states: 'Choosing Next means that you agree to the Microsoft Services Agreement and privacy and cookies statement.'

Next, you need to enter your first and last names.



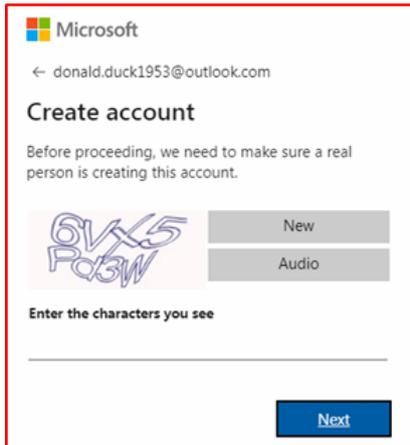
The screenshot shows the Microsoft account creation interface. At the top, it displays the Microsoft logo and the email address 'donald.duck1953@outlook.com'. The main heading is 'What's your name?'. Below this, there is a text input field for 'First name' and another for 'Last name'. At the bottom, there is a blue 'Next' button.

Outlook requires you to enter your date of birth. You also need to specify which country you are based in.



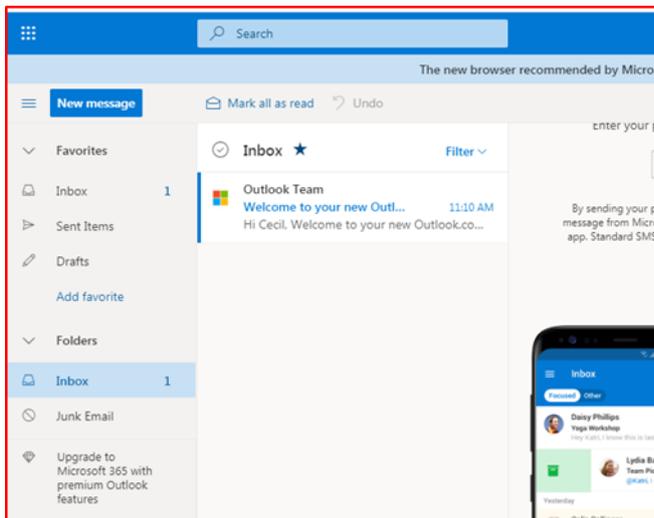
The screenshot shows the Microsoft account creation interface. At the top, it displays the Microsoft logo and the email address 'donald.duck1953@outlook.com'. The main heading is 'What's your birth date?'. Below this, there is a text input field for 'Country/region' with 'United Kingdom' selected. Below that, there is a 'Birthdate' section with the text 'This information is required.' and three dropdown menus for 'Month', 'Day', and 'Year'. At the bottom, there is a blue 'Next' button.

Finally you need to prove that you are not a robot by identifying, then typing, the letters shown in the picture.



That's it, you now have an email account with Outlook. As you can see, you already have your first email - a welcome from the Outlook team.

Welcome to the world of email. Have fun!



For help with online services please email:
library.digital.support@westsussex.gov.uk

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