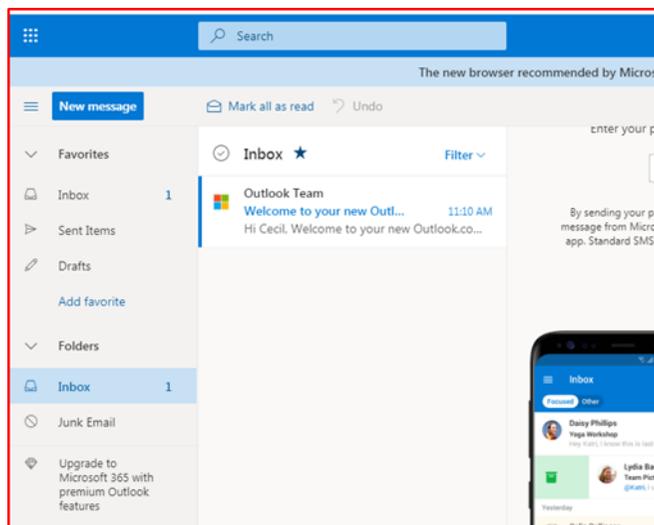


7. That's it, you now have an email account with Outlook. As you can see, you already have your first email—a welcome from the Outlook team.

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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09.20

Help With...

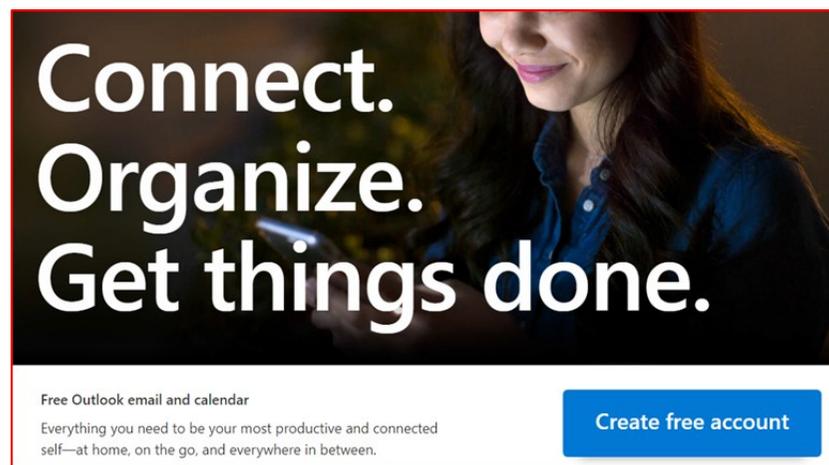


This guide will show you how to set up an account with Outlook (formerly known as Hotmail).

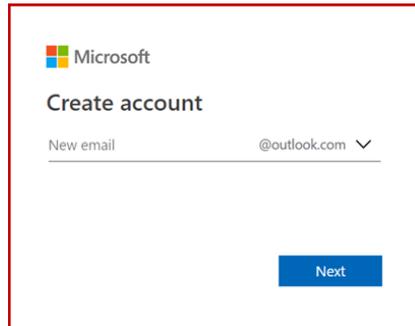
It's free to set up and with it you'll be able to send messages or photos all over the world in seconds. You'll also be able to access a number of other online resources.

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

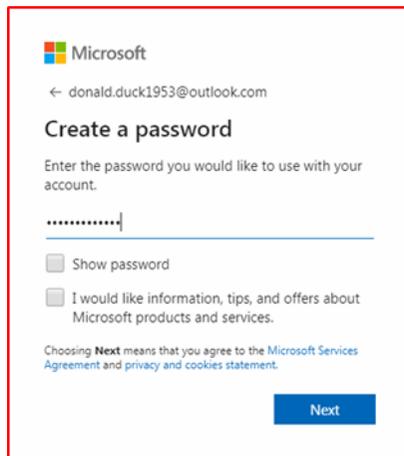
1. Begin by typing www.outlook.com into the address bar of your web browser to get to the Outlook website. Then click the **Create free account** button, shown in the screenshot below:



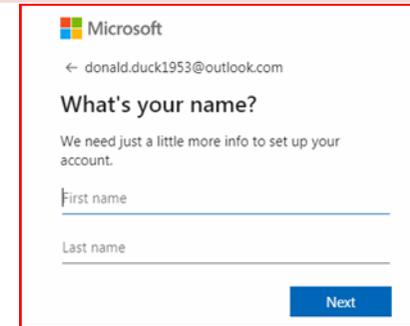
2. To begin, type a username where you see the words **New email**. Note that your username will appear on all emails that you send out, even to prospective employers, so names like **gothgirl98** are best avoided.



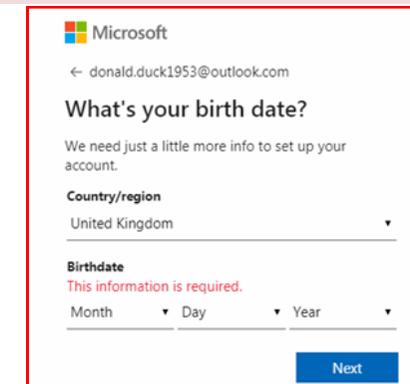
3. Now you need to choose a password for your account. This should include numbers and letters and be difficult for a hacker to guess. It must be something that *you* can remember, although you should avoid writing it down anywhere. You can find out more about choosing a password in our free guide, *Help with Staying Safe Online* available in all libraries and online at <https://www.westsussex.gov.uk/campaigns/staying-safe-online/>. Note that current basic practice is to use three random words.



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



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



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

