

HOW TO CREATE A FREE MICROSOFT OUTLOOK.COM EMAIL ACCOUNT



SUMMARY

Would you like to create a new, free email account using Microsoft outlook.com?

Here's how you can open a new email account. Although you will also be asked to "Open a Microsoft Account," you can use this same web page to create a new @outlook.com email account.

INSTRUCTIONS ON CREATING A NEW EMAIL

1. Connect to Microsoft outlook.com using this link <https://signup.live.com>.

Note: This link will lead you to the Microsoft Account page which is where you will create a new outlook.com email account. Please see image below for an example of what the page looks like.

2. Click on "Get a new email address" and then type in the email name you'd like to use.

Microsoft
Create account
someone@example.com
Use a phone number instead
Get a new email address
Next

Note: The site will let you know if this email name is available or if, by chance, someone else has already selected this same email name. Select a new, unique email name if someone else is already using it.

Microsoft
Create account
New email @outlook.com
Use a phone number instead
Use your email instead
Next

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INSTRUCTIONS ON CREATING A NEW EMAIL

3. Create your password to your new outlook.com email address.

Microsoft

<

Create a password

Enter the password you would like to use with your account.

.....|

Show password

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

4. Create your new Outlook Account. Provide your first and last name and birthdate. Please see the images below for an example of what those promptings look like as you create your account.



What's your name?

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

First name

Last name

Next



What's your birthdate?

We need just a little more info to set up your account. Your date of birth helps us to provide you with age-appropriate settings.

Country/region

United States



Birthdate

Month



Day



Year

Next

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INSTRUCTIONS ON CREATING A NEW EMAIL

5. Once you have provided your personal information in step 4, you will Create your new Outlook Account. You will be given a problem to solve to ensure you are not a robot. Please see the images below for an example.



Create account

Please solve the puzzle so we know you're not a robot.



Next



Create account

Pick the snake



6. After you complete the steps, a new @outlook.com email address will be created. You will be automatically connected to your new Microsoft account. You may also select to stay signed in to your account on your device. If you use the same computer, you used when creating your new email, you won't have to enter your password. However, when you use a different computer, laptop, tablet, or phone - you can quickly check your email by entering your email address and password.



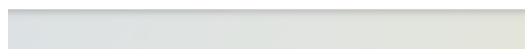
Stay signed in?

Stay signed in so you don't have to sign in again next time.

Don't show this again

No

Yes

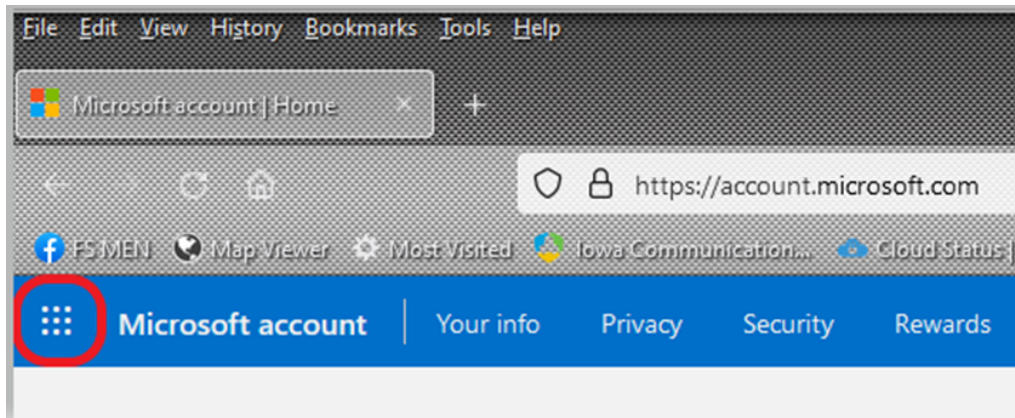


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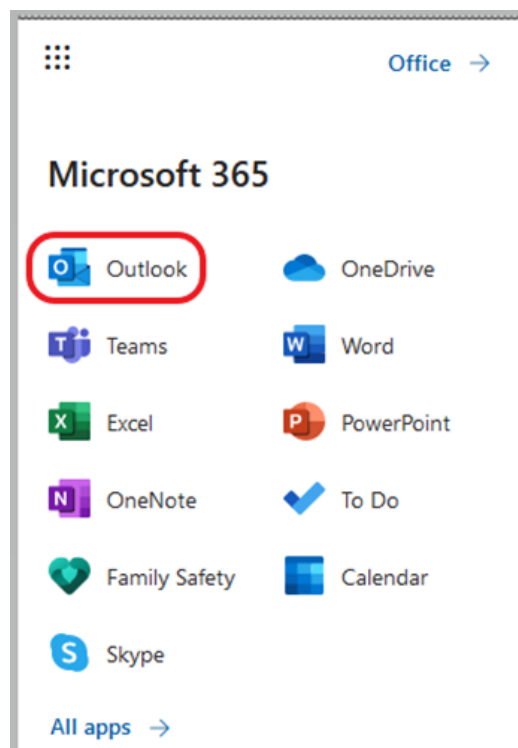


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7. Click on the App Launcher on the upper left side of your account screen, circled in red below in the image.



8. Select the Outlook icon to open your new Outlook email screen, as shown in the image below.

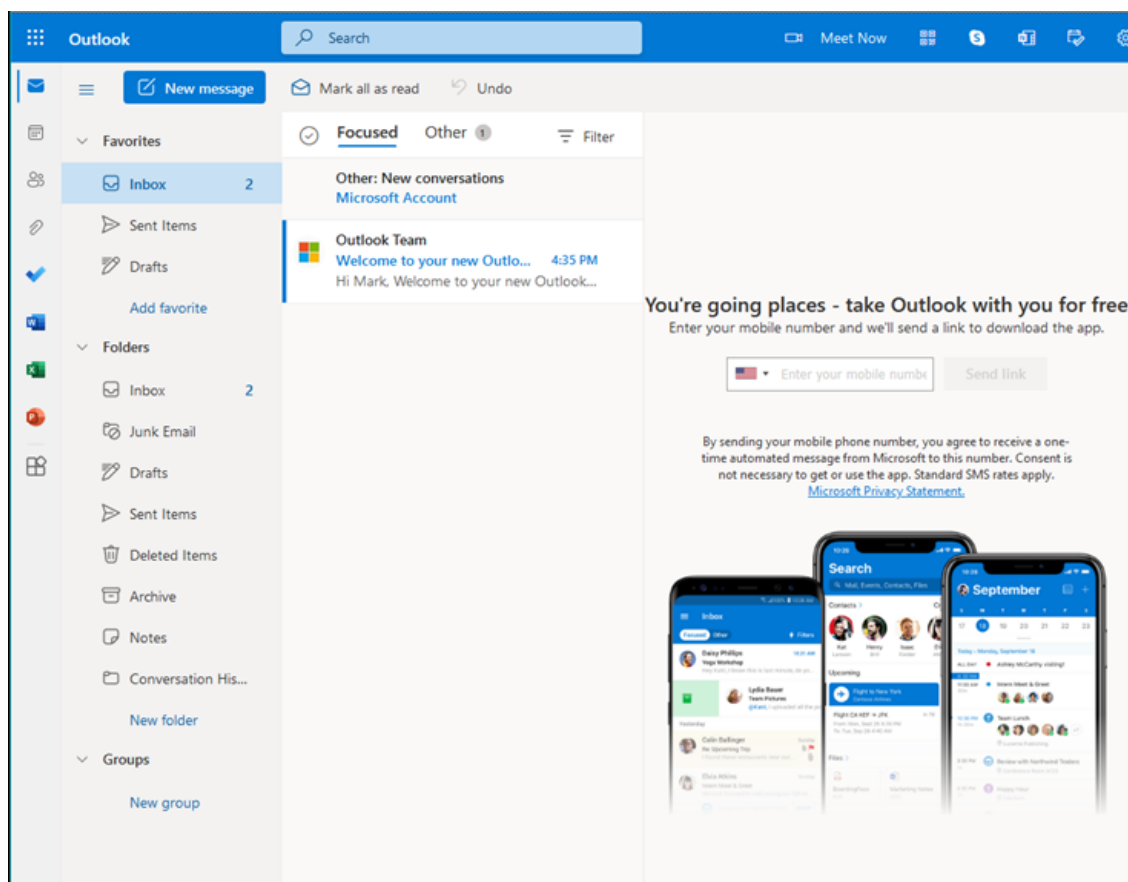


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9. Select to send your first email from your new account by selecting the blue button that says, New Message, as shown in the image below.



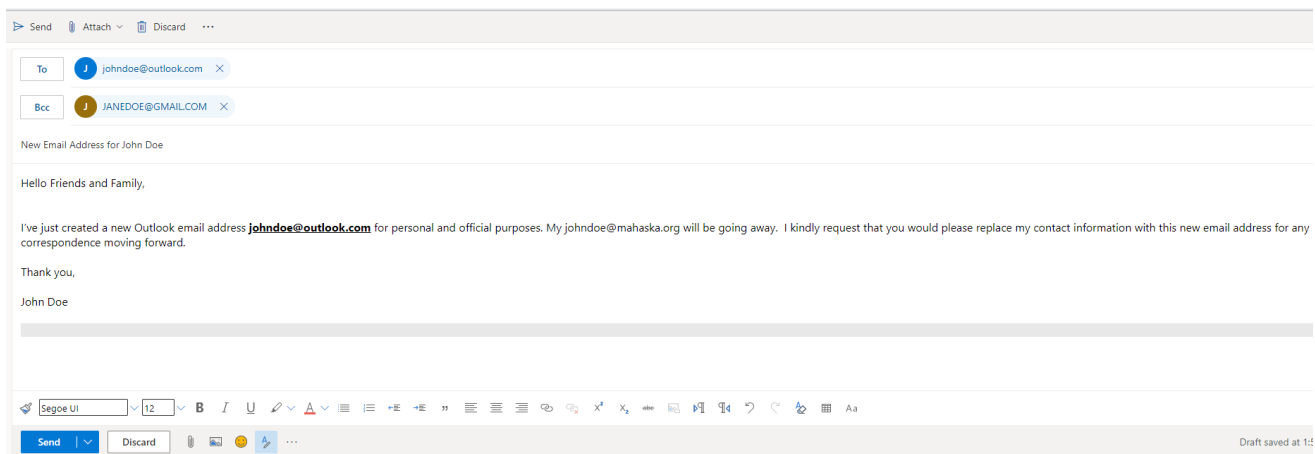
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SENDING YOUR NEW EMAIL TO YOUR CONTACTS

Below is an example of what your new email may look like when you send it to all of your contacts notifying them of your new email address. The next page shows some additional options you might also like to use.

Note: It's important to send that email to yourself using your new email address and then BCC all of your friends and family you are sending the email message to.



10. Lastly, you can check your new email from anywhere by connecting to <http://outlook.com>.

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EXAMPLE EMAIL TEMPLATES

Hello Friends and Family,

I've just created a new Outlook email address johndoe@outlook.com for personal and official purposes. My johndoe@mahaska.org will be going away. I kindly request that you would please replace my contact information with this new email address for any correspondence moving forward.

Thank you,

John Doe

Dear All,

Please note my new email address johndoe@outlook.com. I will have all future email communication through this email. I regret any inconvenience and will be thankful for your cooperation.

Sincerely,
John Doe

Hey everyone,

I've just gone OUTLOOK and am the proud owner of a shiny new outlook email address: johndoe@outlook.com for personal and official purposes. Please use this address to email me from now on, and get in touch whenever you want.

John Doe