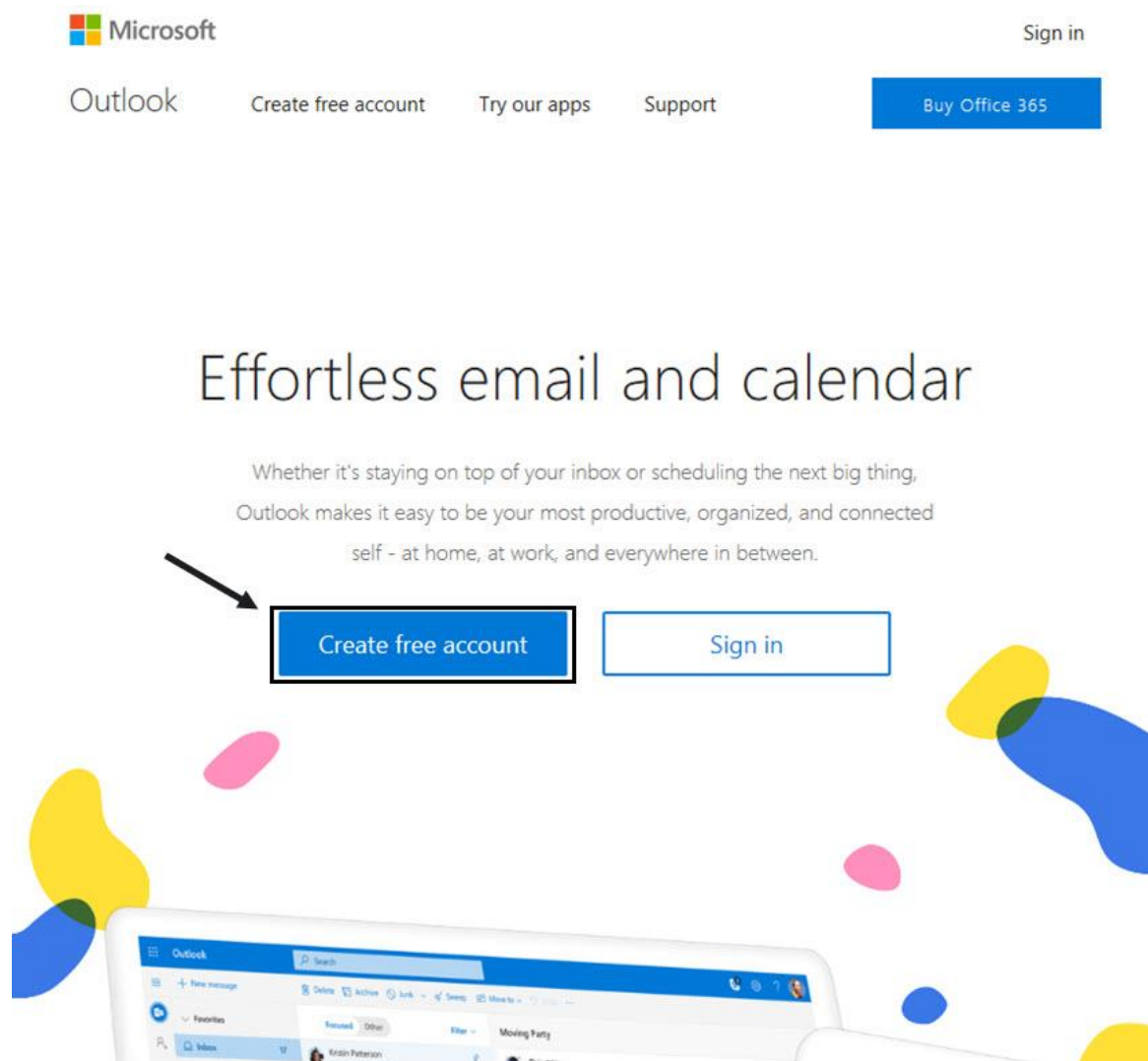


# 1. How to Create a New Outlook.com Account

To create your own Outlook free email account, follow the steps below:

## Step 1. Start at the Outlook Sign up Page

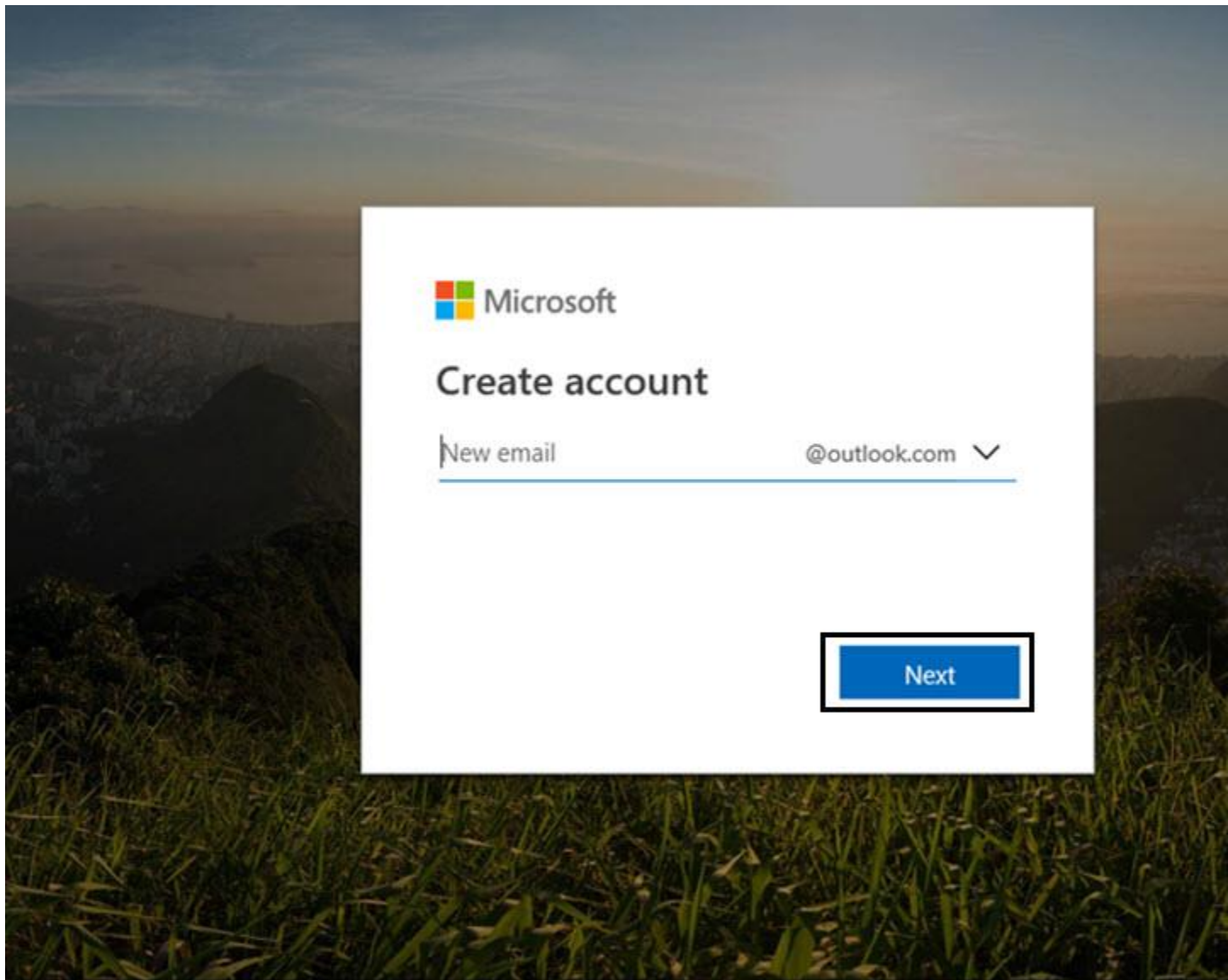
To create your Outlook.com account, go to the URL for the [Outlook sign up page](#). The sign up page looks like this:



Use the Sign up page for Outlook.com to create your new Outlook personal email account. To create an Outlook account, click the **Create free account** button.

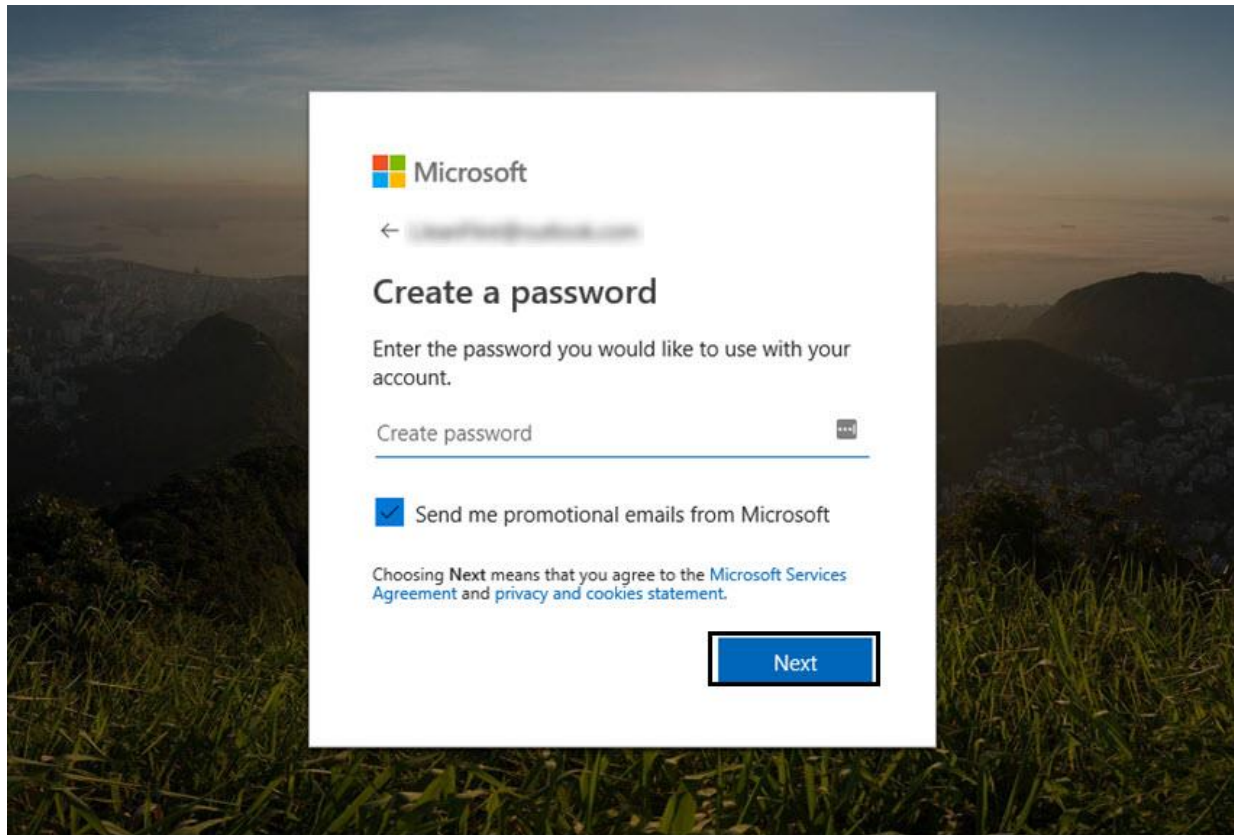
## Step 2. Choose an Account Name and Password

The first prompt that appears after the Outlook sign up page asks you to choose a user name for your new Outlook.com email:



Be sure to choose a user name that's easy to remember. If you'll use this email for business purposes, choose a professional-sounding user name. You may find your desired username has already been claimed. If this is the case, try a variation.

Next, you're prompted to create a password for your new Outlook email:

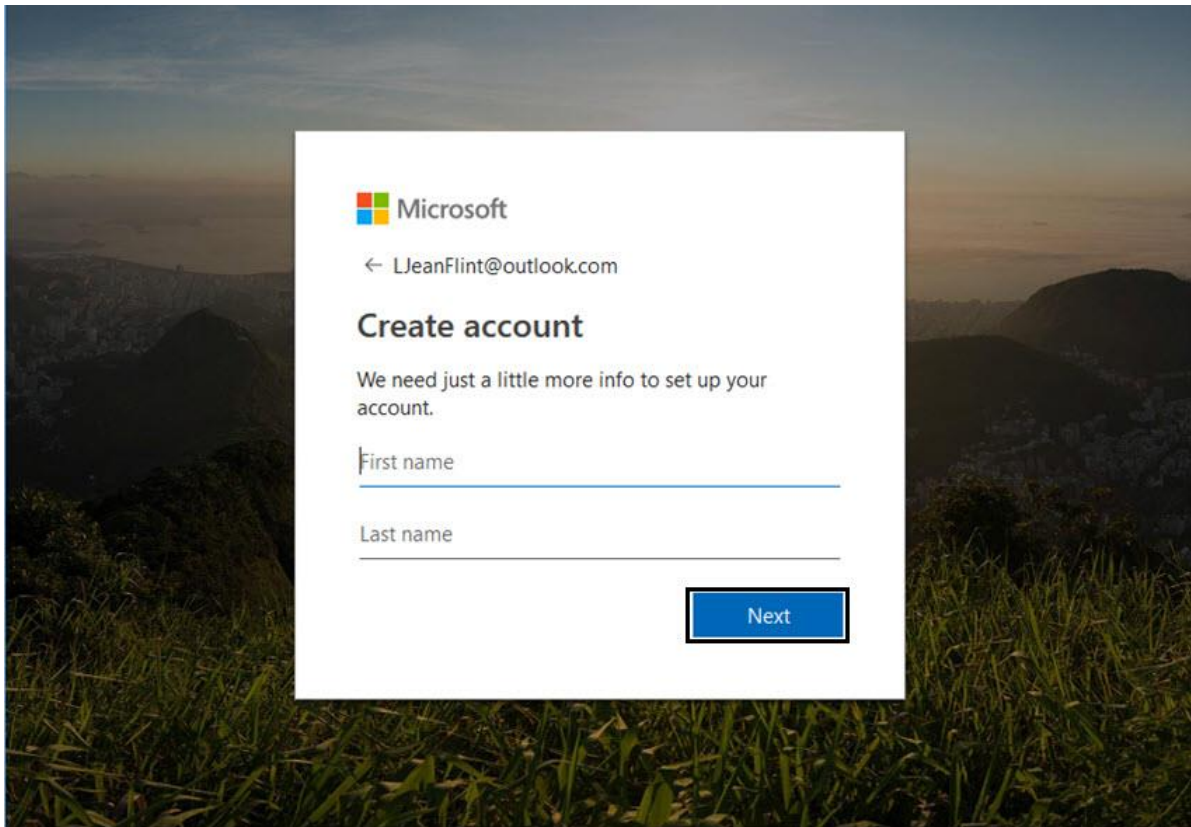


Type a password for your Outlook.com account. Click the **Next** button when you're done.

To keep your account secure, choose a password that won't be easy to guess. This tutorial includes some good tips for creating strong passwords:

### Step 3. Enter Additional Details

Next, Outlook.com prompts you to enter your name:



Microsoft

← LJeanFlint@outlook.com

### Create account

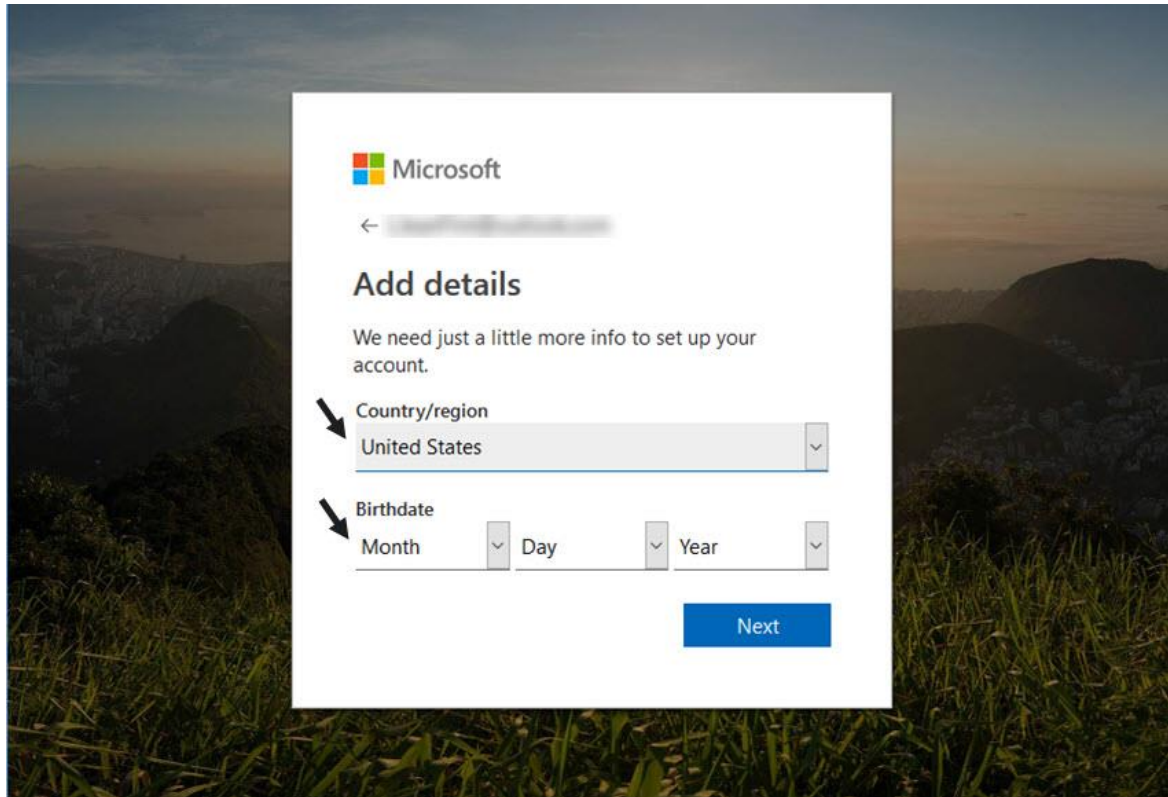
We need just a little more info to set up your account.

First name

Last name

Next

Type your name. This is the name that'll appear in the **from** field on messages you send. Type your first and last name. Click the **Next** button when you've finished. You'll be prompted to add additional details:

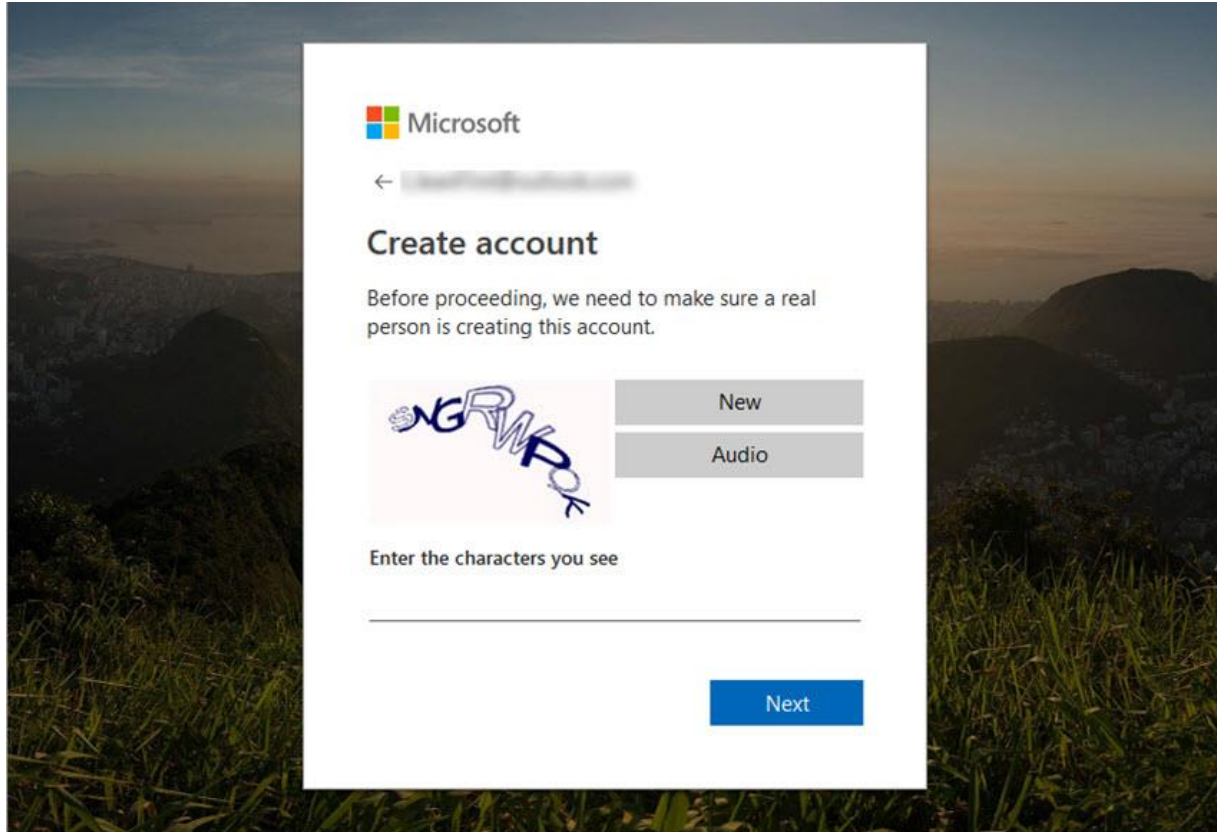


You're prompted to add your country and birthdate.

Select your **Country/region** using the down arrow to the right of the field. Select your birthdate using the down arrows next to the **Month**, **Day**, and **Year** fields. Click the **Next** button when you're done.

## Step 4. Verify that you're a Person

Next, you're ask to verify that you're a person by typing the characters from a CAPTCHA:



Typing the characters verifies that you're not a Bot. Also, you can click on the **Audio** button to have the computer reads words to you instead of typing the characters.

Type the characters from the CAPTCHA. Click the **Next** button when you're done. The **Welcome** screen displays.