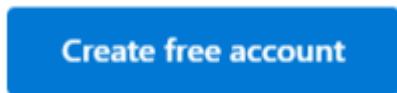


# Creating an Outlook Account

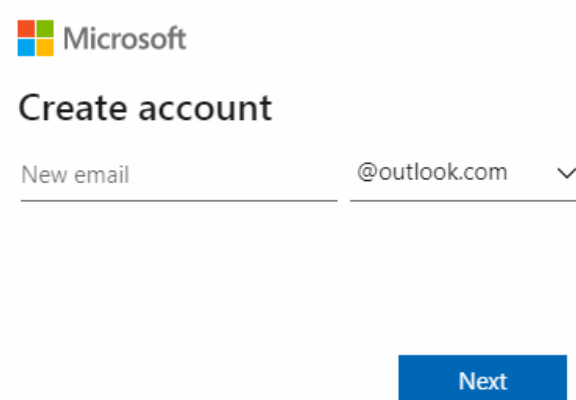
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**Step 1** – Go to [www.outlook.com](http://www.outlook.com)

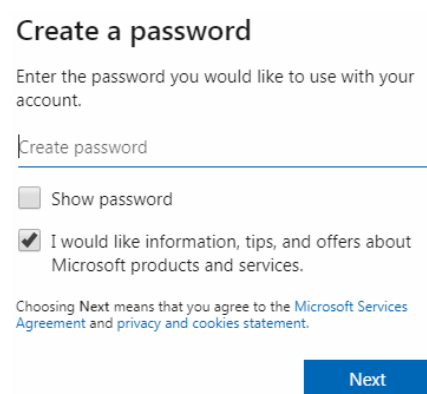
**Step 2** – Click on “Create free account”



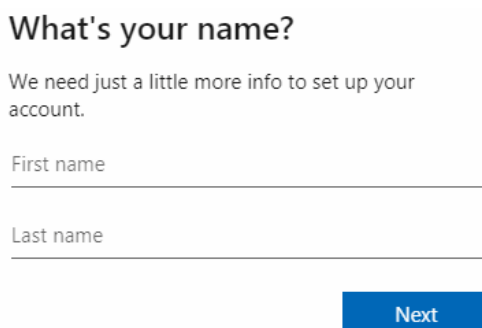
**Step 3** – Enter in an email address you would like to use. Remember to keep it professional looking. Once completed, select Next.



**Step 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.



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



# Creating an Outlook Account

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**Step 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

**Step 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

**Step 7** – Congratulations, you have now successfully set up your own email address. You can now go to [www.outlook.com](http://www.outlook.com) and sign in with your user name and password.