

Email - Creating an Outlook Account

Having an email account is one of the first steps in the job applications process!

Your email needs to be a simple professional name as employers will see this.

To create an Outlook account, follow the below steps:

1. Go to www.outlook.com



2. Select '**Create free account**'.

Free Outlook email and calendar
Everything you need to be your most productive and connected self—at home, on the go, and everywhere in between.

Create free account

3. Enter in an '**email address**' that you would like to use. Remember to keep it professional, example: Peter_Smith1991@outlook.com. Once completed, select '**Next**'.



Create account

Peter_Smith1991 @outlook.com

Next

4. Create a password, remember your password must be at least 8 characters and contain at least two of the following: upper case letters, lower case letters, numbers and symbols. Once completed, select '**Next**'.



← Peter_Smith1991@outlook.com

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

5. Next, enter your '**first and last name**' and once complete, select '**Next**'.

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← Peter_Smith1991@outlook.com

What's your name?

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

Peter

Smith

Next

6. Enter your **'date of birth'** and once complete, select **'Next'**.



← Peter_Smith1991@outlook.com

What's your date of birth?

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

Country/region

Australia

Date of birth

Day Month Year

Next

7. You may be asked a security question such as **'Complete the security puzzle that appears on the screen'**. Complete this and then select **'Next'**.



← Peter_Smith1991@outlook.com

Create account

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



Next



← Peter_Smith1991@outlook.com

Create account

Pick the frog



8. Congratulations, you have now successfully set up your own email address. You can now go to www.outlook.com and sign in with your user name and password.