Email - Creating an Outlook Account



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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:

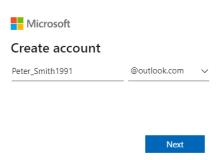
1. Go to www.outlook.com



2. Select 'Create free account'.



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'.



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'.

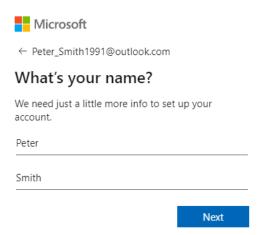


5. Next, enter your 'first and last name' and once complete, select 'Next'.

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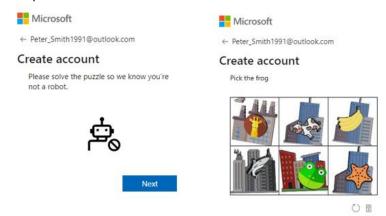
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6. Enter your 'date of birth' and once complete, select 'Next'.



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



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.