

Creating an Email Account with Hotmail.

Type in www.hotmail.com in the address bar to find this page.



Begin by reading through all the form boxes, if you know\have all the information they require, you can begin.

The most important step is always the first one, Pick an ID (username, email) that you will remember. Click inside the white box next to the word “Windows Live ID. An example of a good ID would be your first name and middle initial with your last name and Date of Birth: john.r.smith1975 . If it’s taken try another combination.

1) Windows Live ID: @

Make sure you check that this ID is available, by clicking after you type the ID name.

After you type a username that the system will verify isn’t being used by anyone else you will need to create a password that you will remember. Refer to the handout on password creation to assist you. You will be asked to type it twice for verification.

2) Create a password:
6-character minimum; case sensitive

Remember to write down your username and password and keep them in a safe place (wallet or purse). You may choose to enter an alternate email address but it is not required. It is suggested that you click

[Or choose a security question for password reset](#)

and set a security question. You must choose the question based on the list provided in the drop down menu and you must create an answer that you will remember. Write **it** down and keep **it** with your password.

3) Question:
Secret answer:
5-character minimum; not case sensitive

If you forget your password you can use your secret answer to verify your identity.
[More about secret answers](#)

In the field marked 4, type your first name, (Example: John).

4) First name:

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In the field marked 5, type your last name, (Example: Smith).

5) Last name:

In the field marked 6, select the Country you currently live in.

6) Country/region:

In the field marked 7, select the state you currently live in (Example: Florida)

7) State:

In the field marked 8, type the zip code of the city you are living in. If you do not know it, ask a librarian for assistance.

8) ZIP code:

In the field marked 9, select your gender, by clicking the circle before the word male or female.

9) Gender: Male Female

In the field marked 10, enter the year you were born, such as 1990 or 1951.

10) Birth year:

In the field marked 11, you will see a box of letters jumbled together. Look at them and see if you can make out the 8 characters. If you need help call a librarian for assistance. .

11) 

12) Characters:
Enter the 8 characters you see

The last step is to simply click I accept. – Then your account is made and ready to be checked!

Clicking **I accept** means that you agree to the [Microsoft service agreement](#) and [privacy statement](#). You also agree to receive e-mail from Windows Live, Bing, and MSN with service updates, special offers, and survey invitations. You can unsubscribe at any time.