Outlook.com Sign Up Tips Will Guide You Through the Process

The following guide will guide you through the whole sign up Outlook process, so that it's easy for you to understand. Once you've read our article, which includes a helpful link to Outlook itself, you'll be able to sign up for your own free email account in just minutes. Without further ado, let's talk about the simple, step-by-step process that you will need to follow.

We've divided the whole process into four simple steps. It's really easy to follow them and we've made sure that our instructions are clear and simple for everyone to understand. We want to make things easier for you!
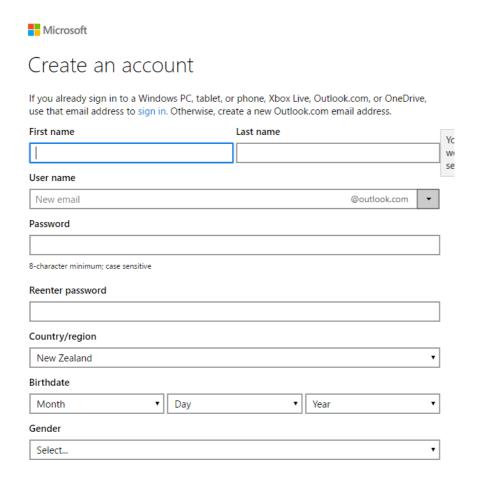
Outlook sign up process

- **Step One** – Visit the Official Outlook Website.

Outlook is part of the Microsoft suite of services and it's free to use. Just visit the link we've posted above in order to create your own account. If you already have a Microsoft account for other purposes, such as playing video games or buying software, this isn't the right page to visit. Instead, you'll need to visit the sign in page, where you'll add your valid ID and then access Outlook services.

If you don't have that type of account, let's proceed to Step Two.

- **Step Two** – **Fill Out the Required Fields**.

Microsoft

Create an account

If you already sign in to a Windows PC, tablet, or phone, Xbox Live, Outlook.com, or OneDrive, use that email address to sign in. Otherwise, create a new Outlook.com email address.

First name

Last name

Yo
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se

User name

New email   @outlook.com

Password

8-character minimum; case sensitive

Reenter password

Country/region

New Zealand

Birthdate

Month   Day   Year

Gender

Select...

During Step Two, you'll need to fill out all of the required fields on the Create Account page. This includes the usual personal information, such as name, address, birthdate and so on.

Your user name will be used to create the email address if you don't want the address to end in @Outlook.com you can use the drop down menu to select a number of different options including Hotmail.com.

Once you have filled in your User name the page will tell you if this name is available this is because only one person in the world can have the same address. If you find out that the User name you wanted is taken try changing the ending I instead of @Outlook.com try @Hotmail.com instead, also you can try using your name with or without a full stop between your first and last name ie   Joeblogs@Outlook.com or Joe.blogs@Outlook.com you could also try using your trust name as a third part of the address instead of your surname. Ie Joe.blogstrust@outlook.com

Note you are only allowed one full stop and all though you can't use a space in your address you can use an Underscore instead ie joe_blogs@outlook.com

Also note using capitals doesn't matter in an email address ie Joe.Bloggs is the same as joe.bloggs.

The password you fill in here will be used to login into the account in the future so even though you will want the password to be easy to remember you don't want to easy to guess ie Password1234 may be easy to remember but it will also be the first thing anyone trying to get into your account will use. Also remember when it comes to passwords the computer will see a capital letter and a lowercase letter as two different letters ie a P is different from a p (you will need to remember where you put the capitals when you go to use the password in the future)

Once you have chosen your password you will need enter that password twice.

The country/region, Birthdate and Gender fields will be used to further identify you. Fill in these fields with the correct details

Help us protect your info

Your phone number helps us keep your account secure.

Country code

New Zealand (+64)

Phone number

Alternate email address

The next three fields are used in case you forget your password and need to change it in order to access your email

We recommend that the Phone number you user here should be an active New Zealand mobile cell phone as the easiest way to reset your password is to get Microsoft to Text you with a code that you need to enter in the website to be able to change the password. You can use a Landline here but in this case you will need to be at home to answer a call that will read a code out to you.

The Alternate email address is another option Microsoft can use to email a change of password code enter an existing email address here that you have easy access to.

Before completing the form you will need to complete the following field to prove that you are indeed a human and not an automated system. The reason for this is Microsoft is trying to stop Spammers creating hundreds of addresses at a go and then sending out meaning less emails to everyone.

- **Step Three – Submit Your Account Details.**

Before proceeding, we need to make sure a real person is creating this account.

dmqxgyk

| New |
| Audio |

Enter the characters you see

On this case I would enter dmqxgyk   capitals don't matter in this case if you can't read the letters you can press the new button to get a different code.

☑ Send me promotional offers from Microsoft. You can unsubscribe at any time.

Clicking **Create account** means that you agree to the Microsoft Services Agreement and privacy and cookies statement.

Create account

Before clicking the blue Create account button you will need to decide if you wish to received advertising from Microsoft.

- **Step Four – Enjoy Your New Inbox**.

Once you've sign up in your new Outlook account, you'll be taken to your Inbox automatically and you may configure it as you wish (use Settings to create the ideal space for digital mail) and use it immediately.

Once you're inside of Outlook, you'll have lots of options. You'll have the power to create Contacts lists, send email, create a design for your Inbox and so much more. You'll also be to save or delete messages. There are tons of features to check out and they are well worth looking at. Some people use Outlook for personal email and others use it for business. Some use it for both. It's a versatile interface which is designed to serve the needs of people all over the world and it's the kind of quality interface that Microsoft is known for producing.

For Help on how to use your new email Inbox you can click on the ? Mark that is in the top right hand corner of the Outlook Screen