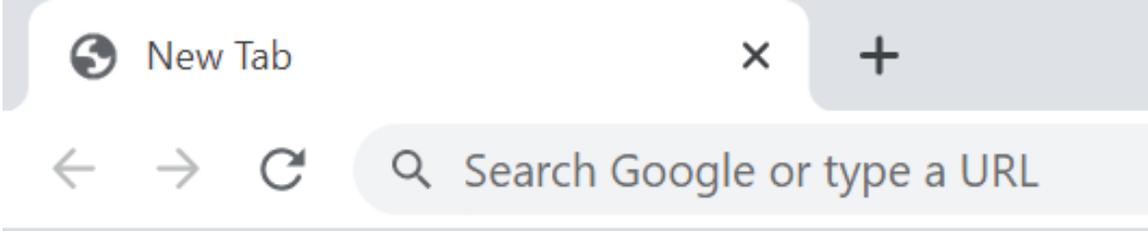


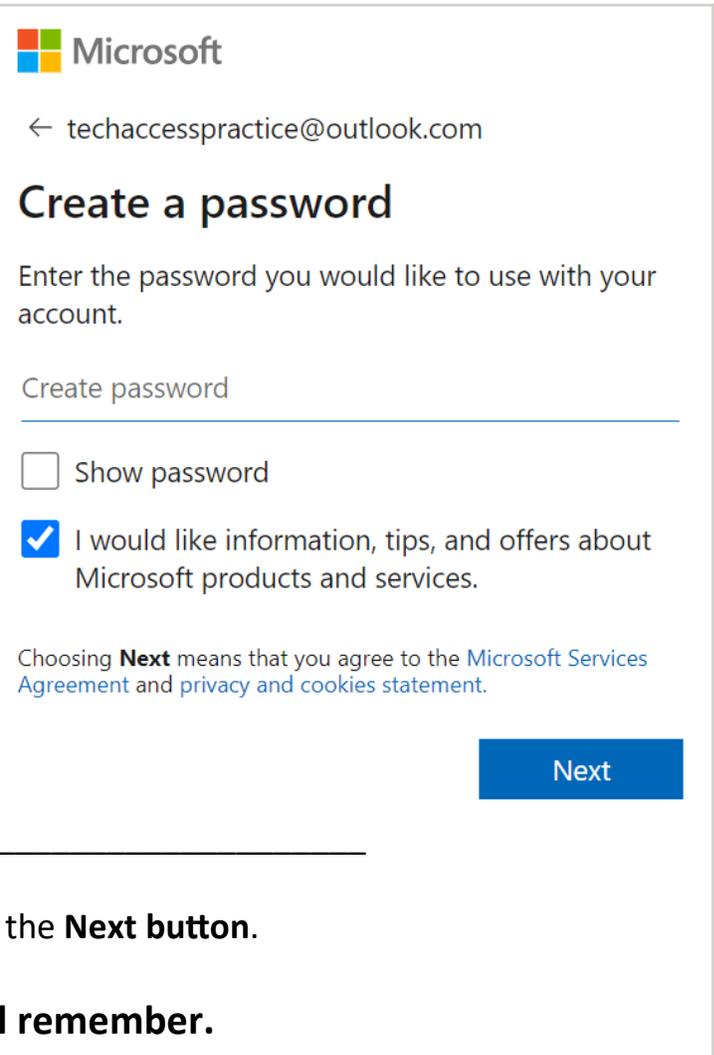
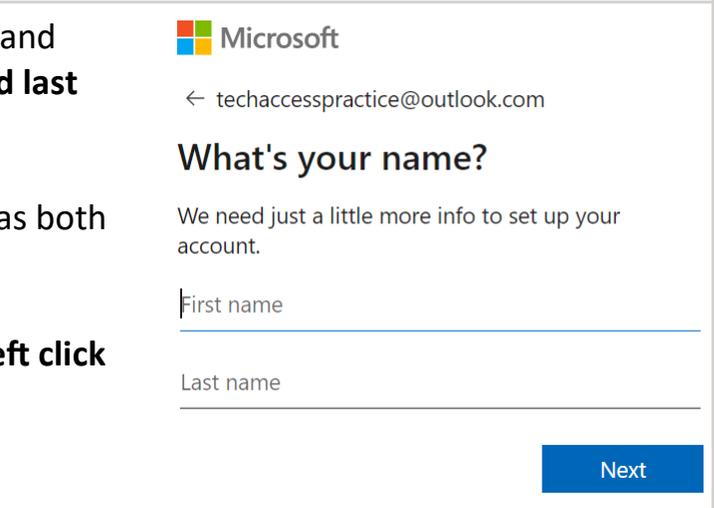
How Do I...

Create an Outlook e-mail account?

1	<p>Open the internet browser of your choice. Examples include <i>Mozilla Firefox, Yahoo!, and Google Chrome.</i></p>	
2	<p>Find the address bar at the top of the browser. Left click in the search bar and type <u>outlook.com</u>. Press the Enter button on the keyboard to be directed to the site.</p> 	
3	<p>You will now see the Outlook homepage. Click on the button that says Create free account.</p> 	
4	<p>On this page, you will need to create your e-mail address – this is the information you can give to others, and that others will use to contact you.</p>  <p>Write your e-mail address here: _____ Next</p> <p>Once you type in the e-mail you would like, left click the Next button.</p> <p>Note: You may choose between using the <i>@outlook.com</i> and <i>@hotmail.com</i> address. Both of them create an Outlook account, the e-mail address name is the only difference.</p>	

How Do I...

Create an Outlook e-mail account?

<p>5</p>	<p>Next, you will create a password for your e-mail. Strong e-mail passwords:</p> <ul style="list-style-type: none"> • Do not contain personal information like family names, ages, street addresses, or hobbies • Are more than eight characters long • Contain uppercase and lowercase letters • Contain at least one symbol <p>You can check the Show password box to make sure there are no typos before confirming it.</p> <p>Write your password here:</p> <hr/> <p>Once you type in your password, left click the Next button.</p> <p>Store this sheet in a safe place you'll remember.</p>	 <p>The screenshot shows the Microsoft account creation interface. At the top, it says "Microsoft" with the logo and the email address "techaccesspractice@outlook.com". The main heading is "Create a password". Below it, it says "Enter the password you would like to use with your account." There is a text input field labeled "Create password" with a blue underline. To the right of the field is a checkbox labeled "Show password" which is currently unchecked. Below the checkbox is a checked checkbox with the text "I would like information, tips, and offers about Microsoft products and services." At the bottom, there is a blue button labeled "Next".</p>
<p>6</p>	<p>After coming up with your e-mail address and password, you need to enter your first and last name.</p> <p>You can use an alias or nickname, as long as both the first and last name spaces are filled in.</p> <p>Once you have filled in this information, left click the Next button.</p>	 <p>The screenshot shows the Microsoft account creation interface. At the top, it says "Microsoft" with the logo and the email address "techaccesspractice@outlook.com". The main heading is "What's your name?". Below it, it says "We need just a little more info to set up your account." There are two text input fields: "First name" and "Last name", both with blue underlines. At the bottom right, there is a blue button labeled "Next".</p>

How Do I...

Create an Outlook e-mail account?

7

Now that you've confirmed your name, choose your country/region from the **drop down selection box**. As we can see in this image, the United States is pre-selected.

Then, confirm your birthdate so that the e-mail settings can be configured.

Once you have filled in this information, **left click the Next button**.



← techaccesspractice@outlook.com

What's your birthdate?

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

Country/region

United States ▾

Birthdate

Month ▾ Day ▾ Year ▾

Next

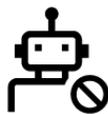
8



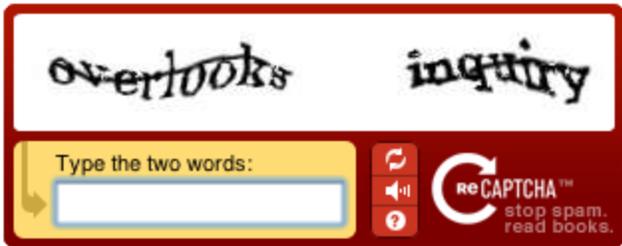
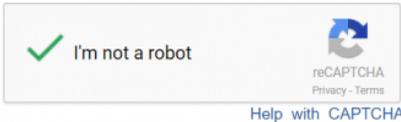
← techaccesspractice@outlook.com

Create account

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

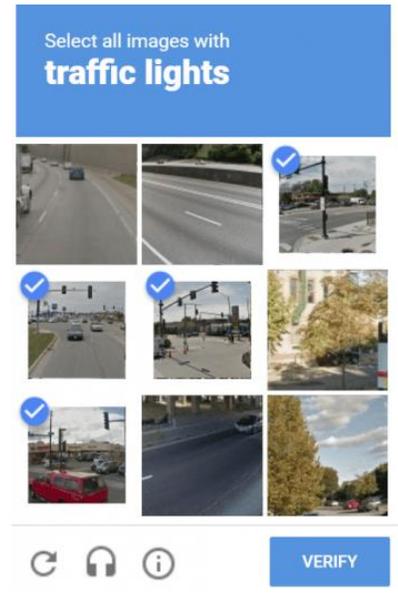


Next



Finally, to confirm that you are not a bot, you have to complete a CAPTCHA, which is a challenge that humans find easy to complete but bots will fail. Your CAPTCHA activity might be selecting all similar images, typing words, or checking a box.

In any case, complete the step, then **left click the Next button**.



How Do I...

Create an Outlook e-mail account?

<p>9</p>	<p>You have completed all the steps required to create an e-mail account through Microsoft Outlook!</p> <p>You will be directed to your Inbox, where incoming e-mail messages will appear once you begin using your account.</p> <p>From here, you can change your e-mail settings, add contacts, sign up for newsletters or social media accounts, and more!</p>
<p>E-mail Terminology</p>	<p>Inbox: The main space where e-mails that come to you will be stored.</p> <p>Attachment: Any file that is added to an e-mail message. Examples include: documents, images, .mp3 (song files), or .PDF.</p> <p>Drafts: E-mail messages that you have started to write but have not sent yet. Can be edited and sent at any time.</p> <p>Folders: A way to sort e-mails into categories, like “From Mom” or “About Technology”. These can be created by you and edited at any time.</p> <p>Contacts/Contact book: Displays list of people and organizations that you have e-mailed or been e-mailed by.</p> <p>Reply: The button that allows you to send an e-mail to someone who has e-mailed you.</p> <p>Reply All: The button that allows you to send an e-mail to everyone who received the e-mail, not just the sender.</p> <p>Forward: The button that allows you to share a message to another person, without having to write the e-mail yourself.</p> <p>To CC someone: Pronounced like “see-see”. A copy of the e-mail is sent to the recipient whose e-mail address appears in the message's Cc: header field.</p> <p>Spam: The location for storing unwanted e-mails as determined by a spam filter. Also called a “junk folder”.</p>