

CREATING NEW OUTLOOK OR HOTMAIL ACCOUNT

1. Creating a new Microsoft account:

- Go to [Microsoft](#)
- "Create free account".
- Choose a username (this will be the part of your email address before the "@" symbol).
- Select whether you want your email address to end with @outlook.com or @hotmail.com.
- Follow the prompts to create your password and confirm your email address.

2. Adding the account to the Outlook desktop app:

- Open Outlook and select "File" > "Add Account".
- Enter your email address and select "Connect".
- If prompted, enter your password and select "OK".
- Select "Finish".

3. Adding the account to the Outlook web version:

- Go to the Outlook web version [Outlook Live](#)
- Sign in using your Microsoft account credentials.

4. Adding accounts to the new Outlook for Windows (if applicable):

- If you're using the new Outlook for Windows, you may see a "Try the new Outlook" toggle in the Mail app.
- If you don't see the toggle, manually type in the account and sign in.
- Select "Import Settings" or "Skip" as prompted.

Important Notes:

- If you have [two-factor authentication](#) enabled on your account, you may need to generate an app password to add it to the Outlook app.
- You can add multiple email accounts to Outlook, so you can manage them all in one place.
- If you encounter any issues, consult [Microsoft Support](#) for troubleshooting steps.

Using the login information below you can log into your account from a browser or use it to set up your account in Email Applications

USERNAME: _____

PASSWORD: _____

ESSENTIAL PAPERWORK - DO NOT THROW AWAY