### How Do I... Create an Outlook e-mail account?

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open the internet browser of your choice. Examples include Mozilla Firefox, Yahoo!, and Google Chrome.</td>
</tr>
<tr>
<td>2</td>
<td>Find the address bar at the top of the browser. <strong>Left click</strong> in the search bar and type outlook.com. <strong>Press</strong> the Enter button on the keyboard to be directed to the site.</td>
</tr>
<tr>
<td>3</td>
<td>You will now see the Outlook homepage. <strong>Click</strong> on the button that says Create free account.</td>
</tr>
</tbody>
</table>
| 4    | 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. Write your e-mail address here: ___________________________________________________

Once you type in the e-mail you would like, **left click** the Next button. Note: You may choose between using the @outlook.com and @hotmail.com address. Both of them create an Outlook account, the e-mail address name is the only difference.
### How Do I… Create an Outlook e-mail account?

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
</table>
| 5    | Next, you will create a **password** for your e-mail. Strong e-mail passwords:  
  - 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  
  You can check the **Show password box** to make sure there are no typos before confirming it.  
  Write your password here:  
  ______________________________________________________  
  Once you type in your password, **left click** the **Next button**.  
  **Store this sheet in a safe place you’ll remember.** |
| 6    | After coming up with your e-mail address and password, you need to enter your **first and last name**.  
  You can use an alias or nickname, as long as both the first and last name spaces are filled in.  
  Once you have filled in this information, **left click** the **Next button**. |

Need more help? Connect with Tech Access:  
816.701.3606 | techaccess@kclibrary.org | [https://www.kcpltechaccess.org/](https://www.kcpltechaccess.org/)
How Do I...
Create an Outlook e-mail account?

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**.

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**.

Need more help? Connect with Tech Access:
816.701.3606 | techaccess@kclibrary.org | [https://www.kcpltechaccess.org/](https://www.kcpltechaccess.org/)
How Do I...
Create an Outlook e-mail account?

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>You have completed all the steps required to create an e-mail account through Microsoft Outlook! You will be directed to your Inbox, where incoming e-mail messages will appear once you begin using your account. From here, you can change your e-mail settings, add contacts, sign up for newsletters or social media accounts, and more!</td>
</tr>
</tbody>
</table>

### E-mail Terminology

**Inbox:** The main space where e-mails that come to you will be stored.

**Attachment:** Any file that is added to an e-mail message. Examples include: documents, images, .mp3 (song files), or .PDF.

**Drafts:** E-mail messages that you have started to write but have not sent yet. Can be edited and sent at any time.

**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.

**Contacts/Contact book:** Displays list of people and organizations that you have e-mailed or been e-mailed by.

**Reply:** The button that allows you to send an e-mail to someone who has e-mailed you.

**Reply All:** The button that allows you to send an e-mail to everyone who received the e-mail, not just the sender.

**Forward:** The button that allows you to share a message to another person, without having to write the e-mail yourself.

**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.

**Spam:** The location for storing unwanted e-mails as determined by a spam filter. Also called a “junk folder”.

Need more help? Connect with Tech Access:
816.701.3606 | techaccess@kclibrary.org | https://www.kcpltechaccess.org/