Creating Your Own E-mail account (Hotmail)

Step one: Open the internet explorer and type the address: http://www.hotmail.com. You should arrive to a screen that looks like this:

Step Two: Click on the light blue button in the center of the screen that says, “Sign up”.
Step Three: Click on the orange button in the middle of the screen that says, “Get it Free”.
You’ll then come to a page that looks like this:

![Windows Live sign-up page](image)

**Step Four**: In the box next to *Windows Live ID:
You will type what you want to be your e-mail name. This can be your first and last name or a nickname or anything else. Once you’ve typed it in the box click on the gray button that says, “Check Availability”.

If your e-mail name isn't already in use the screen will look like this:

If your name is already taken this screen will appear, don’t panic.

Try typing some numbers after your name until your screen says your name was available.
Step Five: Now you must create a secret word so that only you can access your e-mail account. It has to be at least six letters long and can include numbers and capitalized letters. The password strength means that your word is hard for someone to guess. The way you can increase the strength is by using a number or capital letter. A combination of these two things in your password creates the maximum strength.

Example:

<table>
<thead>
<tr>
<th>Password</th>
<th>Strength</th>
</tr>
</thead>
<tbody>
<tr>
<td>librariesrock</td>
<td>weak</td>
</tr>
<tr>
<td>LibrariesRock</td>
<td>medium</td>
</tr>
<tr>
<td>LibrariesRockx10</td>
<td>strong</td>
</tr>
</tbody>
</table>

***REMEMBER:*** Passwords are case sensitive, meaning if you use a capital letter in your password then you must always remember to capitalize the letter when entering your password.
Step Six: Now we have to make a secret question and answer. This in case you forget your password, then hotmail will be able to know it’s you and give it to you. Don’t worry if you don’t have another e-mail address; just leave the “Alternative e-mail” box blank.

Select one of the questions and type in an answer that only you’ll know and remember.

Your screen should now look something like this:
Step Seven: Now scroll down the page and you’ll see you need to enter in some personal information. This is all pretty self explanatory, if you’re uncomfortable using your real information you can always make something up.
Scroll down further and your screen should look something like this:

Just type the letters and numbers shown in the picture box into the “*Type characters” box. Make sure you type the letters exactly the same as the picture –ie, upper case for upper case and lower case for lower case.
Once you have typed in the "*Type characters" box click the light blue button that says, “I accept”.
Congratulations you have successfully created your own e-mail account!!