

To Create a New Hotmail Account:

1. The first step to creating your new Hotmail account will be to visit the Hotmail homepage. If it isn't set as your default page when you open your internet browser, enter [www.hotmail](http://www.hotmail.com) into your address bar.
2. Once you're at the Hotmail page, click on the "Sign Up Now" link in blue at the bottom right of the page.



Microsoft account [What's this?](#)

Keep me signed in

**Sign in**

[Can't access your account?](#)

[Sign in with a single-use code](#)

Don't have a Microsoft account? [Sign up now](#)

- Once you've done this, you'll be taken to the Hotmail sign-in page. Here you will be required to enter information about yourself to assist you in creating your Hotmail account. The first text field will ask you for your name. This is what will be displayed as the sender's name to the recipients of your email messages, so you'll want to enter your first and last name. For this example, we've chosen the name Jane Smith.

### Who are you?

Name

Jane	Smith
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Birth date

Month ▼	Day ▼	Year ▼
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Gender

Select one ▼
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### How would you like to sign in?

Microsoft account name

jsmith	@	hotmail.com ▼
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Create a password

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8-character minimum; case sensitive

Reenter password

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- Next, you will be required to enter your date of birth and gender. This is to help personalize your account, as well as helping to identify you to the recipients of your email messages.

5. Next will be your desired username. This is what your address will be, so for example in the attached image we have the example name Jane Smith. In this case, we have opted to use jsmith as the user name. This means that the email address for this account will be [jsmith@hotmail.com](mailto:jsmith@hotmail.com).
6. Now, you will be asked to come up with a password for your Hotmail account. You should choose a password that contains at least eight numbers or digits. It's also important to include one capital letter as well as at least one digit to make your password more secure. Once you have chosen your password, you will be required to enter it again in the "Reenter password" field.
7. Next you will be asked for password retrieval information in case you ever lose or forget your password to log in to your Hotmail account. There are three options, the first being through a mobile phone. If this is the option you'd like, the first step will be to choose the country that you live in from the drop-down box. Do this by click the box and scrolling through the areas until you find Canada. Click on that to set Canada as your country of residence. Under that, you will be required to enter your mobile phone number. This way, if you ever request to have your password reset or changed, Hotmail will send a text message to your mobile phone with directions on how to change or reset your password.
8. The second option is through a secondary email address. If you already have an email address, you can enter it in this field and Hotmail will send an email to that address should you need to recover or change the password for your Hotmail account.
9. The final option is through security questions which you can customize to be a question and answer that only you will know. If this is the option you would like for your password retrieval system, click on the blue text that reads "Or choose a security question".
10. The next step is to enter your country of residence and your ZIP/Postal Code. This is to automatically set time zone options in your Hotmail account. Go ahead and enter the appropriate information in these text fields.
11. Now you will see bold text that reads "Help Us Make Sure You're Not A Robot". Now you must complete the Captcha Image verification step. There will be a large box with a word written in it, sometimes using fancy graphical styles. A lot of the time you will be given nonsense words and symbols. You will be required to type the word as you see it in the text field in order to pass the verification. In this example, we were given a long string of numbers and letters. Go ahead and enter the word you are given into the text field.

## Where are you from?

Country/region

ZIP code

## Help us make sure you're not a robot

Enter the characters you see

[New](#) | [Audio](#)



Send me email with promotional offers from Microsoft. (You can unsubscri

Click **I accept** to agree to the [Microsoft services agreement](#) and [privacy & coc](#)

**I accept**

12. Under the Captcha Image verification, there is a checkbox that asks if you would like to receive promotional offers from Microsoft. If you wish to have this option, leave the box checked. If you would prefer to not receive any promotional offers, simply click on the checkmark to uncheck the box.
13. Now you must click on the grey "I accept" button to complete your registration. If you wish to review the Service Agreements or the privacy documents, simply click on the blue text that reads "Microsoft services agreement" or "privacy & cookies statement".

14. That's it! You'll now be on the welcome screen and your email address has been created! This page will serve to remind you of your email address you have created, and you can now sign into your Hotmail account to start sending emails.