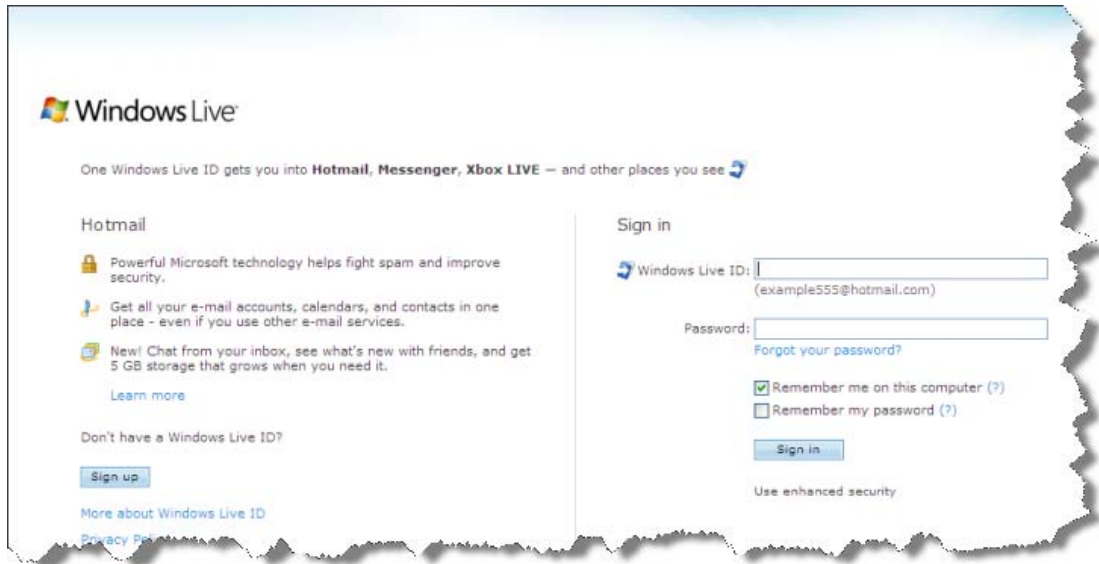


# Creating an Email Account

Using



1. Go to Hotmail (also known as Windows Live Hotmail) – type [www.hotmail.com](http://www.hotmail.com) in the address bar of your browser, hit Enter Key.



2. On the left side of the screen, click on the **Sign Up** button



### 3. Fill out registration form (all 4 parts!)

The screenshot shows the 'Create your Windows Live ID' registration page. It includes a header with the Windows Live logo and a sub-header 'Create your Windows Live ID'. Below this is a note: 'It gets you into all Windows Live services—and other places you see. All information is required.' There is a link for users of Hotmail, Messenger, or Xbox LIVE to sign in. The form fields are: 'Windows Live ID' (with a dropdown for domain, currently 'live.com'), 'Create a password' (6-character minimum, case sensitive), 'Retype password', 'Question' (dropdown menu), 'Secret answer' (5-character minimum, not case sensitive, with a link to use an alternate email address), 'First name', 'Last name', 'Country/region' (dropdown menu, currently 'United States'), 'State' (dropdown menu), 'ZIP code', 'Gender' (radio buttons for Male and Female), 'Birth year' (with an example '1900'), a CAPTCHA image, and 'Characters' (8 characters). A 'Check availability' button is next to the ID field. A note on the right says 'If you forget your password you can use your secret answer to verify your identity. More about secret answers'. At the bottom, there is an 'I accept' button and a disclaimer: 'Clicking I accept means that you agree to the Microsoft service agreement and privacy statement. You also agree to receive e-mail from Windows Live, Bing, and MSN with service updates, special offers, and survey invitations. You can unsubscribe at any time.' The footer contains '© 2009 Microsoft | Privacy | Legal' and 'Help | Central | Account | Feedback'. Four large blue numbers (1, 2, 3, 4) are overlaid on the form to indicate specific parts: 1 points to the ID field, 2 points to the password and secret answer fields, 3 points to the personal information fields (name, country, state, ZIP, gender, birth year), and 4 points to the CAPTCHA and characters field.

Windows Live

### Create your Windows Live ID

It gets you into all Windows Live services—and other places you see. All information is required.

If you use **Hotmail**, **Messenger**, or **Xbox LIVE**, you already have a Windows Live ID. [Sign in](#)

Windows Live ID:  @ **live.com**

1

Create a password:   
6-character minimum; case sensitive

Retype password:

Question: **Select one**

2

Secret answer:   
5-character minimum; not case sensitive  
[Or use an alternate e-mail address](#)

First name:

Last name:

3

Country/region: **United States**

State: **Select one**

ZIP code:

Gender:  Male  Female

Birth year:  (Example: 1900)

4

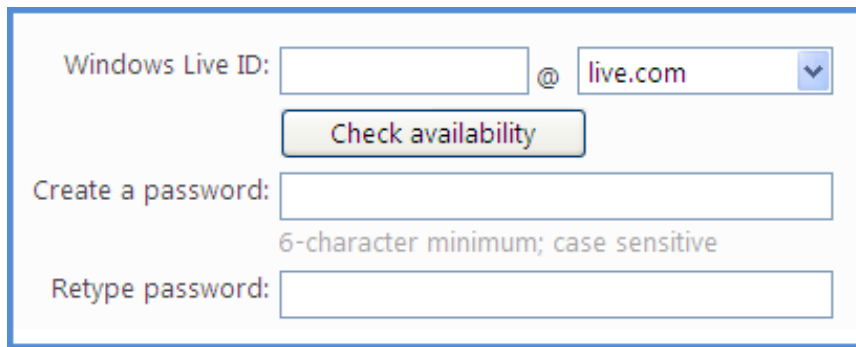
Characters:   
Enter the 8 characters you see

Clicking **I accept** means that you agree to the [Microsoft service agreement](#) and [privacy statement](#). You also agree to receive e-mail from Windows Live, Bing, and MSN with service updates, special offers, and survey invitations. You can unsubscribe at any time.

© 2009 Microsoft | [Privacy](#) | [Legal](#) [Help](#) | [Central](#) | [Account](#) | [Feedback](#)

# Part 1

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Windows Live ID:  @

Create a password:

6-character minimum; case sensitive

Retype password:

**Select your Windows Live (Hotmail) ID** – Your Windows Live ID will be the address others will use to send email to your Hotmail account (example: [john1234@live.com](mailto:john1234@live.com) or [bob5678@hotmail.com](mailto:bob5678@hotmail.com))

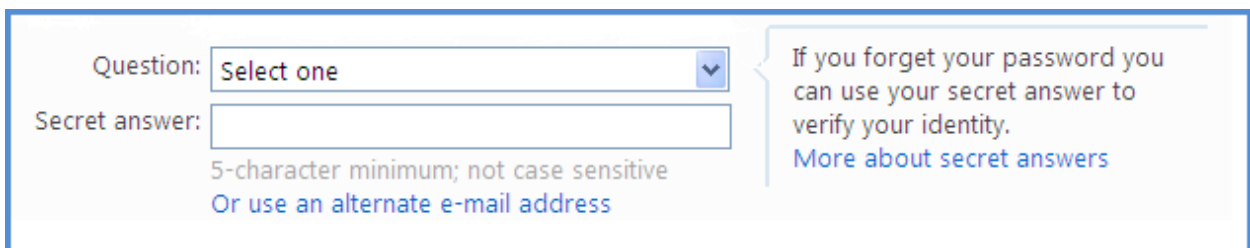
Be sure to click the **check availability!** button

*If someone has already chosen your ID, you will be asked to choose another. Try adding a number or an underscore (john1234smith or john\_smith1234). You may want to avoid using nicknames if you intend to share this email address with potential employers.*

**Select password** – The password should be something you can easily remember and should be kept confidential so others cannot read your mail.

# Part 2

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Question:

Secret answer:

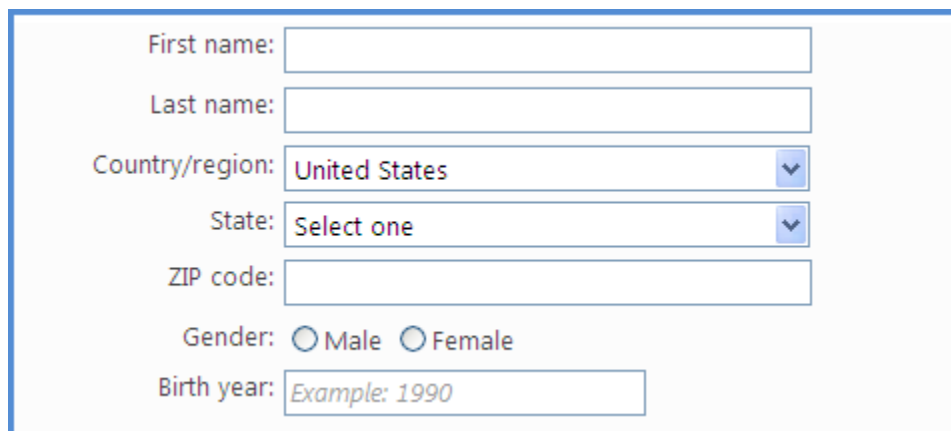
5-character minimum; not case sensitive  
[Or use an alternate e-mail address](#)

If you forget your password you can use your secret answer to verify your identity.  
[More about secret answers](#)

**Choose your security question and type in the answer** – This information is only used to verify your identify **if** you forget your ID or password. You may also use an alternate email address.

## Part 3

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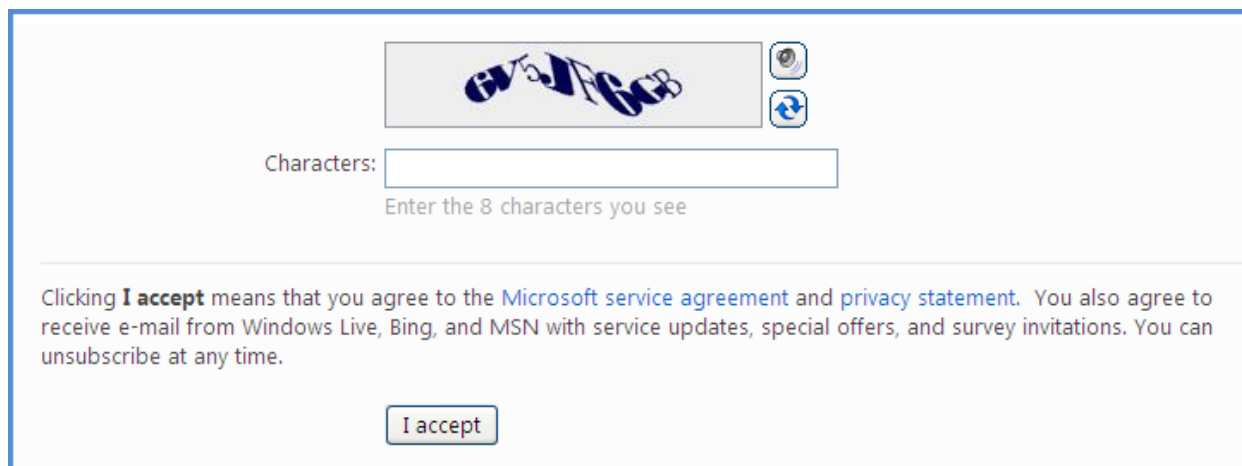
Registration form fields:

- First name:
- Last name:
- Country/region:
- State:
- ZIP code:
- Gender:  Male  Female
- Birth year:

**Provide basic information** about yourself, you must be 18 years or older in order to not have a monitored password.

## Part 4

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Registration form fields:

- Image:
- Characters:
- Text: Enter the 8 characters you see
- Text: Clicking **I accept** means that you agree to the [Microsoft service agreement](#) and [privacy statement](#). You also agree to receive e-mail from Windows Live, Bing, and MSN with service updates, special offers, and survey invitations. You can unsubscribe at any time.
- Button:

**Verify your registration by entering the code shown on your screen** (This will be different every time and for everyone creating an account). Type the letter/number combination in the box as you see it.

Read the "Terms of Service" agreement and, if you accept the terms, click on

**You NOW have your own Hotmail (Windows Live) account!**