

12 Steps to get your own e-mail address.

Note: There is more than one e-mail service on the internet. The following instructions are for getting a "*name*@outlook.com" e-mail account. Other instructions may exist for other brands of e-mail.

1. Open a browser.
2. Type "www.msn.com" into the URL.
3. Click on "Outlook.com", (upper right)

"Don't have a Microsoft account?"
4. Click on the blue... [Sign up now](#)"
5. The page to the right will appear:

6. Enter your first name and then your last name in the first two boxes.
7. Enter your (possible) new e-mail name in the "user name" box. After you enter this name, the application will check and see if that name has been taken. If it has already been taken, try another name.
8. **Repeat step 7** until you get a **green message** above the box that says that your new e-mail name is available.
9. Create the password you will use for this e-mail account.
10. Reenter the same password to confirm.
11. Enter the information in the next few boxes as required:

12. Click on the blue button.