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HOW TO CREATE AN EMAIL ACCOUNT

There are many "free" email services available. This Tip Sheet will outline the process for signing up for Gmail and Hotmail.

Setting up a Gmail account:

You may access the following link: Google (G-Mail Account): https://accounts.google.com/SignUp

- To create a Gmail address, you'll first need to create a Google Account.
- Gmail will redirect you to the Google Account sign-up page.
- You'll need to provide some basic information like your name, birth date, gender, and location.
- You will also need to choose a name for your new Gmail address.
- Once you create an account, you'll be able to start adding contacts and adjusting your mail settings.

TO CREATE AN ACCOUNT

1. Go to www.gmail.com

2. Click Create an account.

3. The sign-up form will appear.

4. Follow the directions and enter the required information, such as your name, birth date, and gender.

Finally, review Google's Terms of Service and Privacy Policy, click the checkbox, and then click Next step.
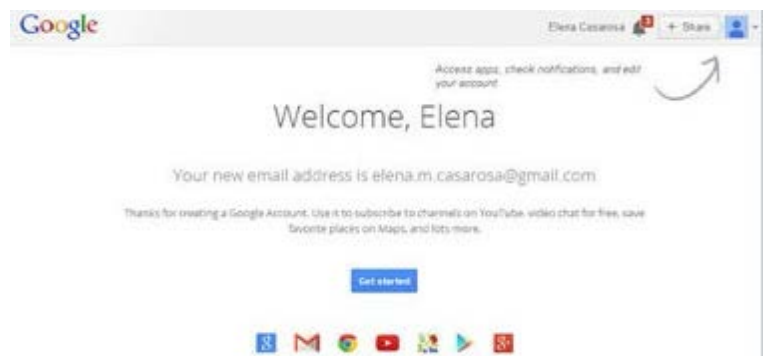
5. Agree to the Terms of Service and Privacy Policy

6. Click Next step

7. The Create your profile page will appear.

8. Click Add a photo if you wish to add a photo to your Google+ profile.

9. If you don't want to set a profile photo at this time, click Next step.

10. Click Next step - Your account will be created, and the Google welcome page will appear.

*Just like with any online service, it's important to choose a strong password —
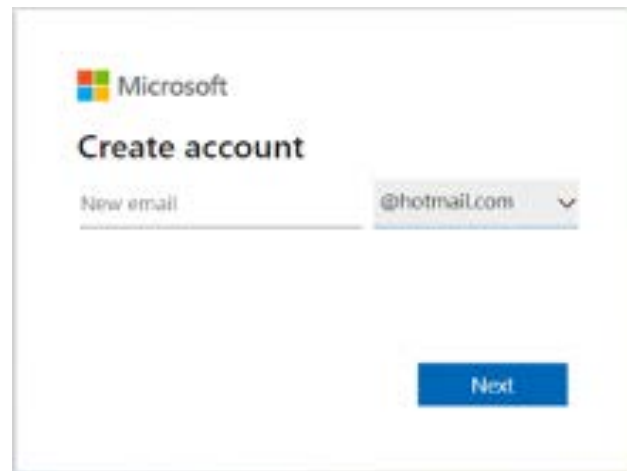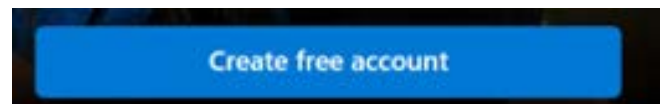in other words, one that is difficult for someone to guess.*

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Setting up a Hotmail account:

You may access the following link: **https://account.microsoft.com/**

- To create a Hotmail address, you'll first need to create a Microsoft Account.
- You'll need to provide some basic information like your name, birth date, gender, and location.
- You will also need to choose a name for your new Hotmail address

TO CREATE AN ACCOUNT

1. Go to www.hotmail.com

2. The website will re-direct you to Microsoft homepage.

3. Choose "@hotmail.com" from the dropdown menu,

4. Follow the on-screen prompts to create a password and answer the personal information questions.

- It is not necessary to fill in all the fields with exact information about yourself if you wish for the information to remain confidential.

- However, if you forget password or lose access to your account, such information can be useful to recover it, so be sure to remember the information you enter.

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Microsoft account

If you use **Hotmail**, **SkyDrive**, **Xbox LIVE**, or have a Windows Phone, you alread

Who are you?

Name

| Smith | John |

Birth date

| February ▾ | 5 ▾ | 1988 ▾ |

Gender

| Male ▾ |

How would you like to sign in?

Microsoft account name

| yourname@hotmail.com |

Or get a new email address

Create a password

| •••••••• |

8-character minimum; case sensitive

Reenter password

| •••••••• |

After creating your new Hotmail account, go on this page:
https://login.live.com to log in, with the associated password you just created