# Getting a Free Hotmail Email Account

There are many sites on the internet that offer free email service. One of the most popular is Windows Live Hotmail. Following are instructions on how to create a new Hotmail account. The web site to do so is linked from the Library web page (http://www.ardmorelibrary.org/links/links.htm) or you can type in the address shown to go directly to it. [Note: Throughout this process you will see reference to your "Windows Live ID" – the same login will work for other Microsoft services in addition to email.]

Go to http://www.hotmail.com/ to see this screen:
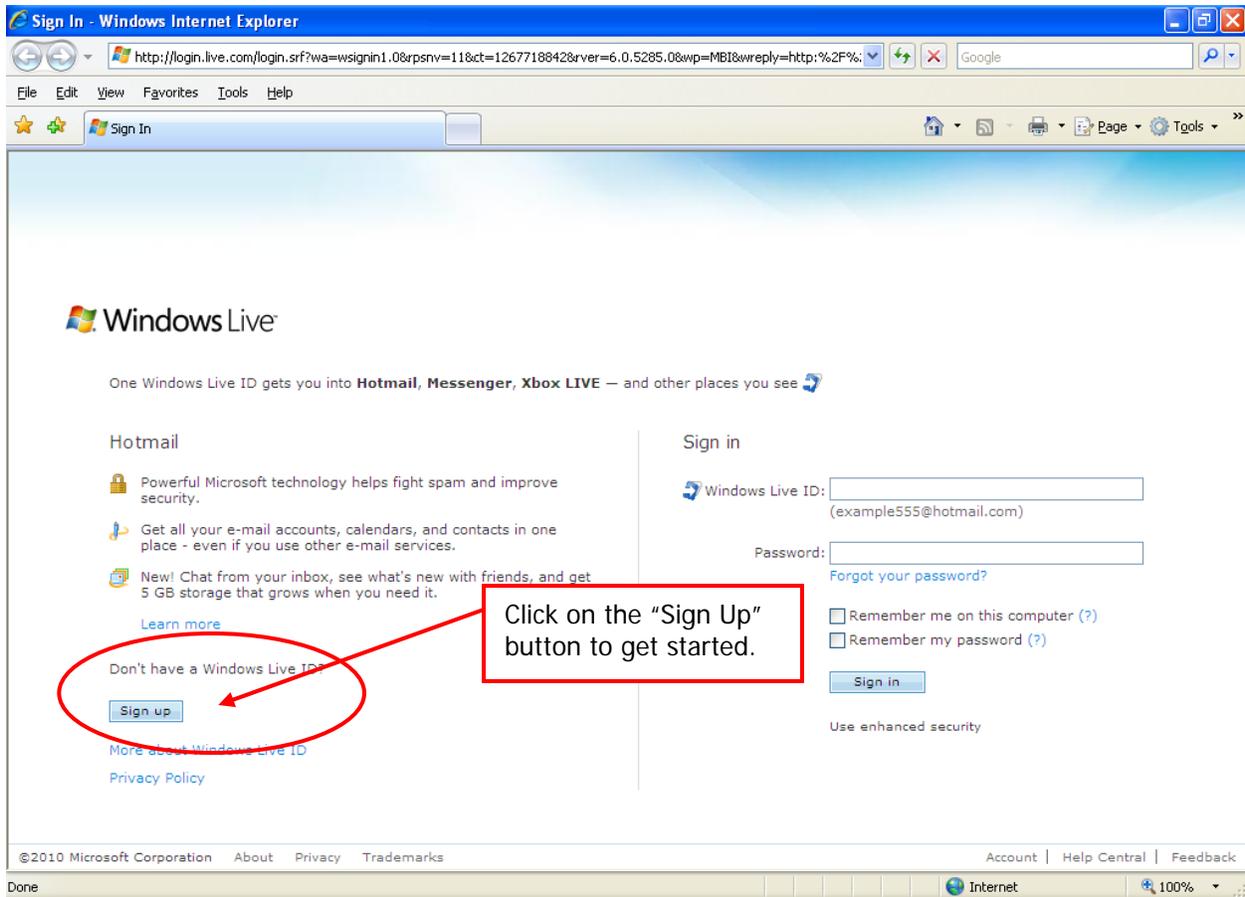
This form will come up. Read each line and fill in each blank, step by step.

If you use **Hotmail**, **Messenger**, or **Xbox LIVE**, you already have a Windows Live ID.
Sign in

Windows Live ID: [   ] @ [hotmail.com ▼]
[Check availability]

Create a password: [   ]
6-character minimum; case sensitive

Retype password: [   ]

Alternate e-mail address: [   ]
Or choose a security question for password reset

First name: [   ]

Last name: [   ]

Country/region: [United States ▼]

State: [Select one ▼]

ZIP code: [   ]

Gender: ○ Male ○ Female

Birth year: [Example: 1990]

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Characters: [   ]
Enter the 8 characters you see

Clicking **I accept** means that you agree to the Microsoft service agreement and privacy sta... receive e-mail from Windows Live, Bing, and MSN with service updates, special offers, and unsubscribe at any time.

[I accept]

Done   Internet   100% ▼

"Windows Live ID" is what you want your email address to be. Once you type it in, click the **"Check availability"** button. Sometimes the name you want is being used by another person. This will let you know if you can use your first choice, or have to try something else. (See example below.)

When selecting a password, Hotmail requires at least six (6) characters. These can be upper or lower case letters and/or numbers and/or symbols. Whatever you type, you must type it EXACTLY the same way every time. Also, Hotmail will tell you how 'strong' your password is while you are entering it. The 'stronger' your password, the lower the chance someone will guess it. (See example below.)

Example of entering an email name and checking availability.

✓ ardmorelibrarian@hotmail.com is available.

Windows Live ID: [ardmorelibrarian] @ [hotmail.com ▼]

[Check availability]

Create a password: [••••••••]
6-character minimum; case sensitive

Retype password: [•••••••••]

Strong
Strong passwords contain 7-16 characters, do not include common words or names, and combine uppercase letters, lowercase letters, numbers, and symbols.
More about strong passwords

Example of entering a password and Hotmail evaluating its strength.

If you use **Hotmail**, **Messenger**, or **Xbox LIVE**, you already have a Windows Live ID.
Sign in

Windows Live ID: _____ @ hotmail.com ▼

Check availability

Create a password: _____
6-character minimum; case sensitive

Retype password: _____

Alternate e-mail address: _____
Or choose a security question for password reset

First name: _____

Last name: _____

Country/region: United States ▼

State: Select one ▼

ZIP code: _____

Gender: ○ Male ○ Female

Birth year: Example: 1990

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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.

I accept

Done   Internet   100% ▼

Question: Select one ▼
Secret answer:
   Select one
   Mother's birthplace
   Best childhood friend
First name: Name of first pet
   Favorite teacher
   Favorite historical person
Last name: Grandfather's occupation

If you forget your password you can use your secret answer to verify your identity.
More about secret answers

> Hotmail asks you to provide an alternate email address as a way to communicate with you if you forget your password. However, if you do not have another email, click the link under that box ("Or choose a security question for password reset") and you will see the question and answer fields appear. (See example below.)

> The Question allows Hotmail to be sure you are you if you forget your password and need their assistance. Select a question from the drop-down list and then type in the answer in the next space.

> When you have complete filling out the form on this page, click the "I accept" button at the bottom.
>
> If you have made any errors filling out the form, you will stay on this page and errors will be indicated; otherwise you will then be taken into your Hotmail account screen. (See next page.)

When you first access your Hotmail account, you are seeing your "Inbox" where mail sent TO you is stored. Double-click a message to open and read it.

To create an email to send to someone else, click the "New" button.

After clicking the "New" button as described above, you will get this email form. When you complete the email, click the "Send" button.

When you are done using your email account, always remember to "**Sign Out**" by clicking that link.