

How to Sign Up for a Free Outlook Email Account @ Your Library

1. Type www.outlook.com into the web browser.



2. Click on the blue letters that say "Sign up now."





- 3. Fill out the form completely. After accepting Outlook's terms you will be asked to verify your contact information so Outlook can send you a security code.
- 4. Once the form is filled out completely, and you have confirmed a way for Outlook to send you a confirmation code you will see this screen.

 Read this information and then click "Continue to Inbox."

Welcome to your new inbox

- Outlook is modern—you get a fresh, clean design that's intuitive to use.
- Outlook is connected—your conversations come to life with your friends' photos, Tweets, and recent Facebook updates.
- Outlook is productive—you get free Word, Excel, and PowerPoint web apps built in with 7 GB of free cloud storage on SkyDrive.
- Outlook is private—you're in control of your data, and your personal conversations aren't used for ads.

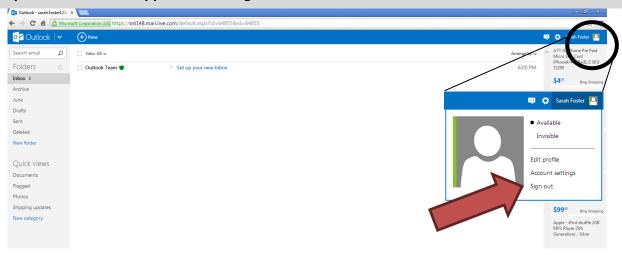
And, of course, Outlook gives you virtually unlimited storage and less spam—and works on your PC, Mac, phone, and tablet.



4. Now you can see your Inbox. To write a new email click "New." To open an email, click on the subject of the email. You can ignore the ads on the right.



5. To sign out click on the little person in the top right corner. A drop down menu will appear. Click "Sign out."



6. This is what your screen should like if you have successfully signed out.

