What Is Outlook.com?

With all the variations of Microsoft email around, telling them apart can be confusing. Let's take a closer look at Microsoft's Outlook.com email.

Outlook.com is Microsoft's free personal email service. It's a web-based email services that integrates will with Office applications and other popular tools.

Outlook.com has replaced Hotmail, which was an early free online email service that had been around since 1996. All Hotmail email users are being migrated to Outlook.com and new Hotmail accounts can't be created.

1. How to Create a New Outlook.com Account

To create your own Outlook free email account, follow the steps below:

Step 1. Start at the Outlook Sign Up Page

To create your Outlook.com account, go to the URL for the Outlook sign up page. The sign up
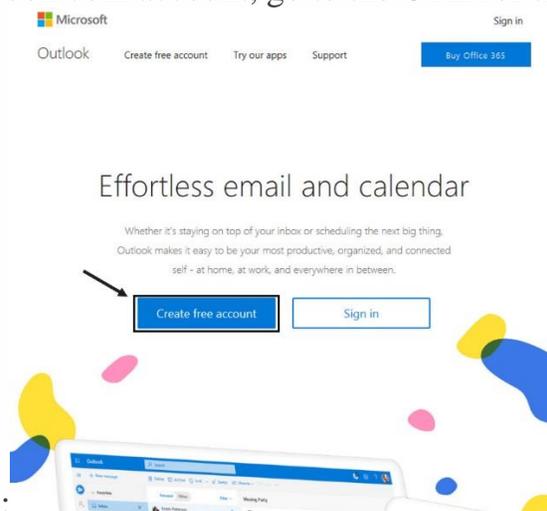
page looks like this:

Use the Sign up page for Outlook.com to create your new Outlook personal email account.

To create an Outlook account, click the **Create free account** button.

Step 2. Choose an Account Name and Password

The first prompt that appears after the Outlook sign up page asks you to choose a user name for your new Outlook.com email:
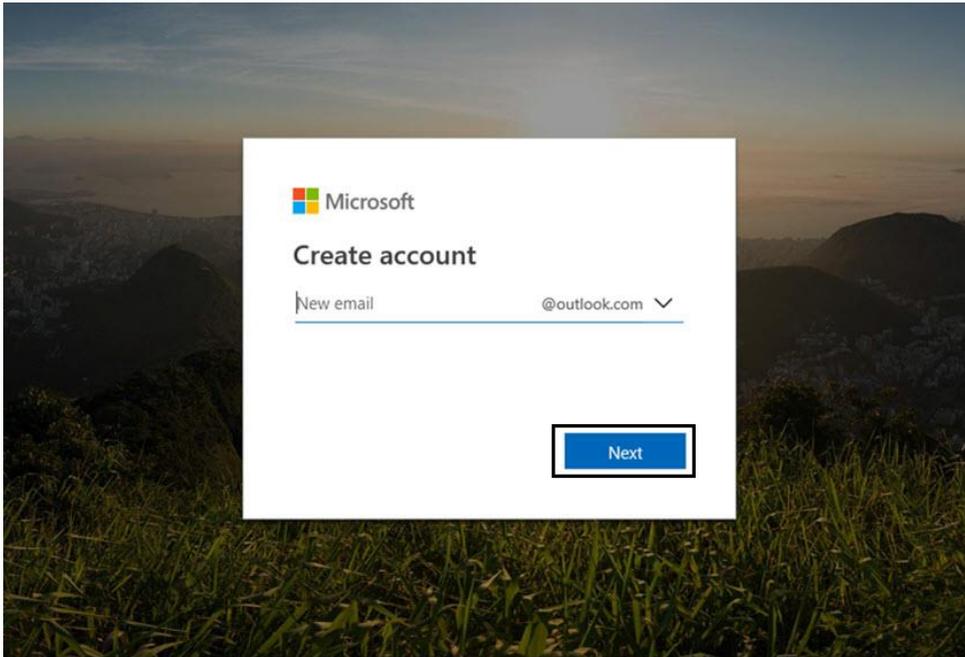

Create a new email address for your new Outlook email at this prompt.
Type your desired username and click the **Next** button.

Be sure to choose a user name that's easy to remember. If you'll use this email for business purposes, choose a professional-sounding user name. You may find your desired username has already been claimed. if this is the case, try a variation.

Note: By default, your free Outlook.com account user name will have the extension "outlook.com."

Next, you're prompted to create a password for your new Outlook email:
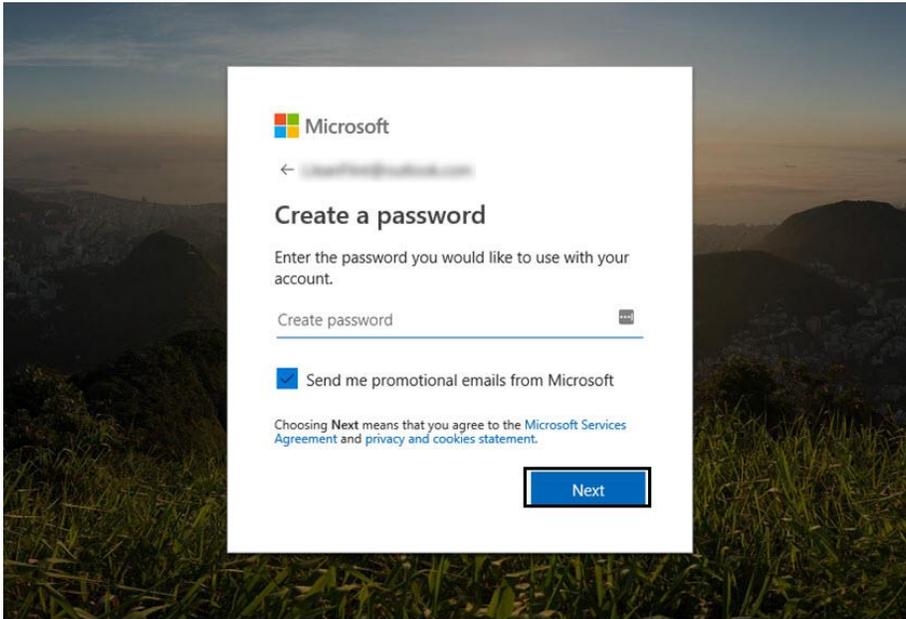
Use this prompt to enter a secure password for your new Outlook.com account.

Type a password for your Outlook.com account. Click the **Next** button when you're done.

To keep your account secure, choose a password that won't be easy to guess. This tutorial includes some good tips for creating strong passwords:
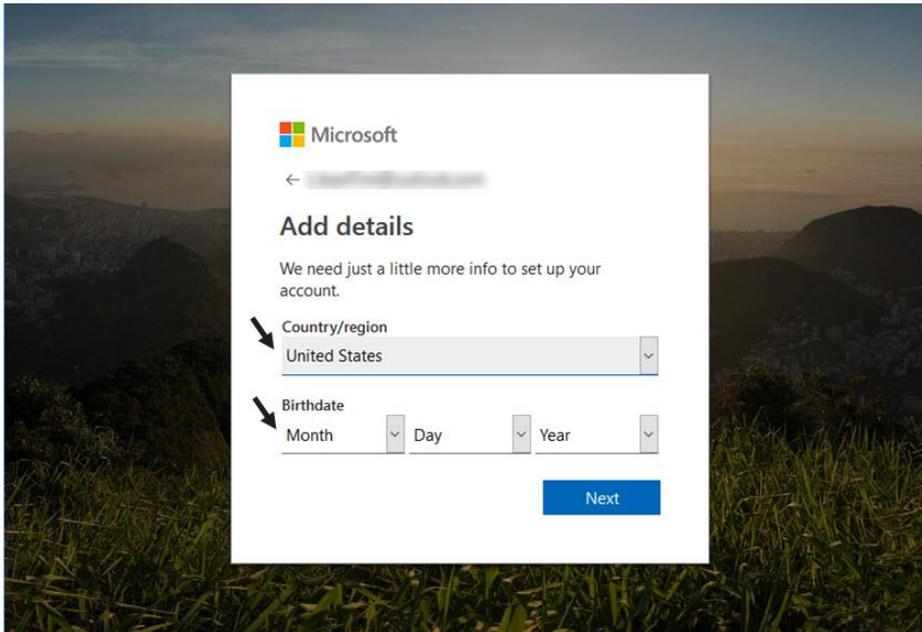
Step 3. Enter Additional Details

Next, Outlook.com prompts you to enter your name:
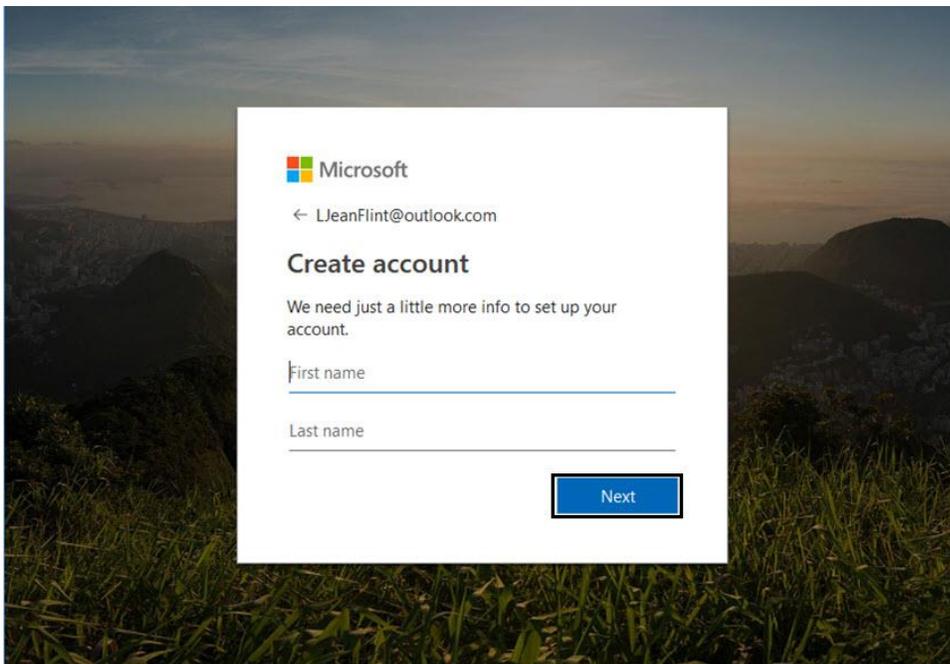
Type your name. This is the name that'll appear in the **From** field on messages you send.

Type your first and last name. Click the **Next** button when you've finished. You'll be prompted to add additional details:
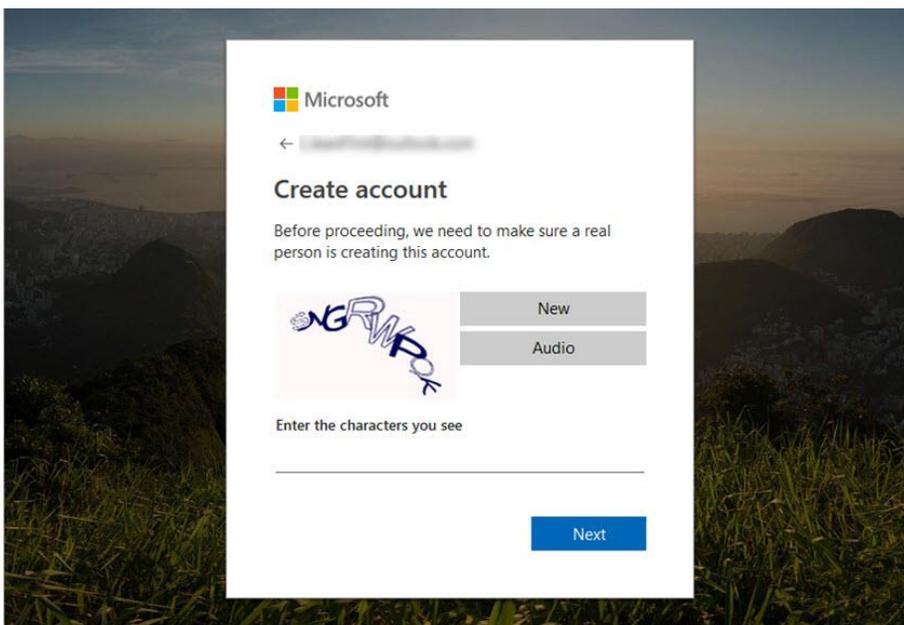

You're prompted to add your country and birthdate.

Select your **Country/region** using the down arrow to the right of the field. Select your birthdate using the down arrows next to the **Month**, **Day**, and **Year** fields. Click the **Next** button when you're done.

Step 4. Verify That You're a Person

Next, you're ask to verify that you're a person by typing the characters from a CAPTCHA:

Typing the characters verifies that you're not a Bot. Also, you can click on the **Audio** button to have the computer reads words to you instead of typing the characters.

Type the characters from the CAPTCHA. Click the **Next** button when you're done.

The **Welcome** screen displays.

Set Up Your New Outlook.com Account

Once you've chosen a username and password, Outlook.com takes you through some basic account settings. Start from the **Welcome** screen:
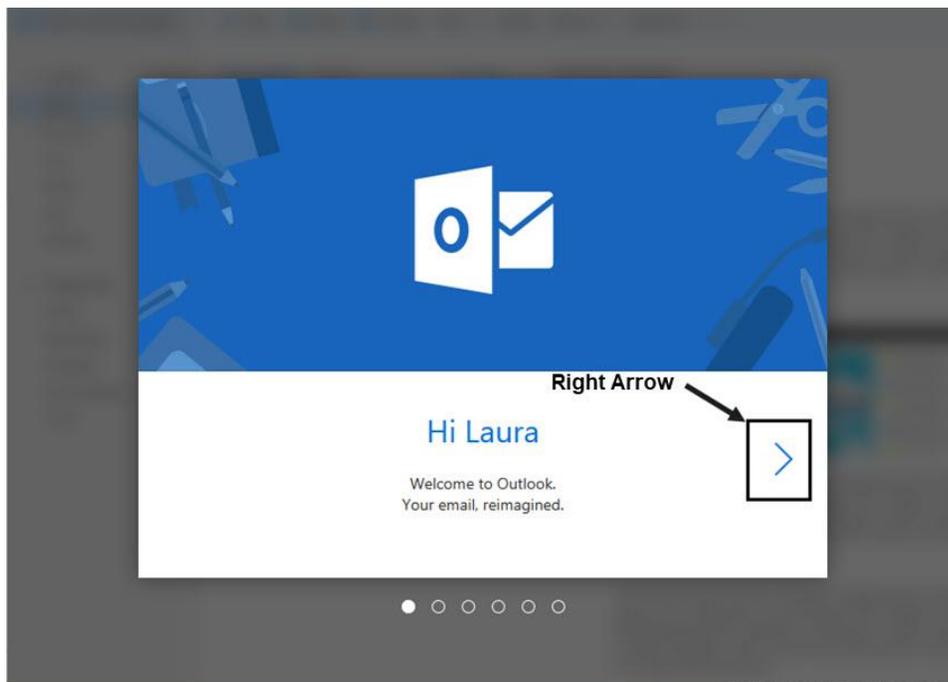

The new Outlook.com welcome screen includes an arrow that'll lead to some basic account setting prompts.

To start setting up your Outlook.com email from the **Welcome** screen, click the arrow to the right of your name. You'll be guided through various prompts that'll help you finish setting up your account.

Step 1. Choose a Language and Time Zone

The first prompt you'll see asks you to choose a language and time zone:
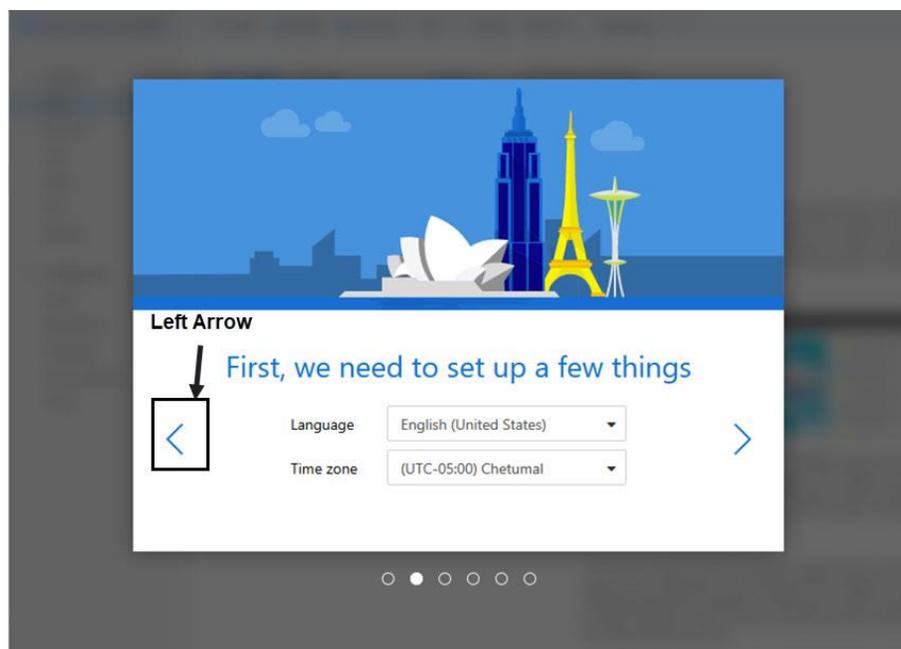

Specify your language and time zone at this prompt.

Use the arrows to the right of the **Language** and **Time zone** files to make your choices. When you've finished making your select, click the right arrow to move forward in the Outlook email setup process.

Note: At any point during the setup process, you can use the left arrow to move backwards. Use the right arrow to move forwards.

Step 2. Select a Theme

The next prompt gives you a choice between 50 themes:
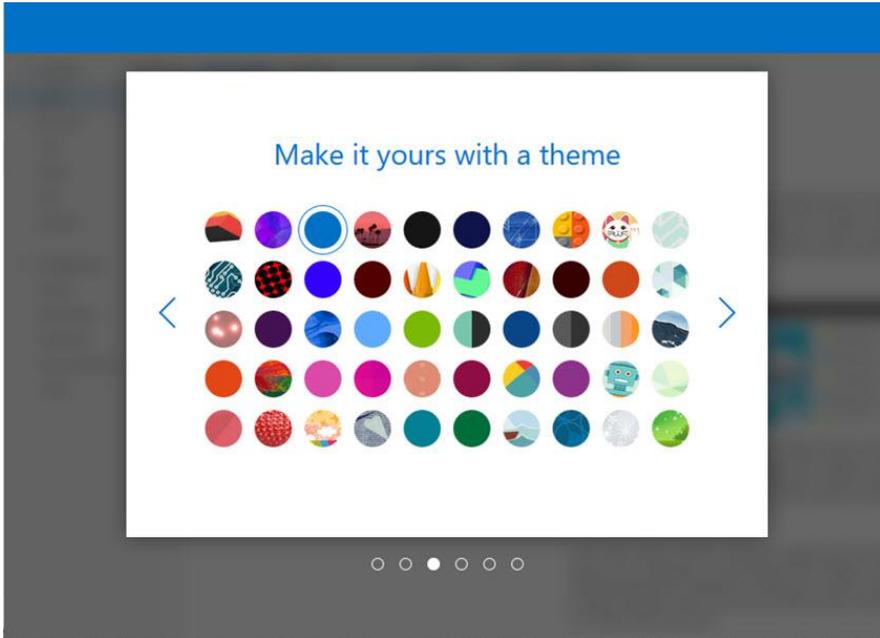
You can personalize the way your Outlook.com inbox looks by choosing a theme.
Click on the theme you want to use to select it. When you've made your choice, click the right arrow. The email theme you select defines the colors and look of your Outlook.com email.

Step 3. Add a Signature

After you select your theme, you'll see a strip with your selected theme at the top of the next screen. The next screen prompts you to add an email signature
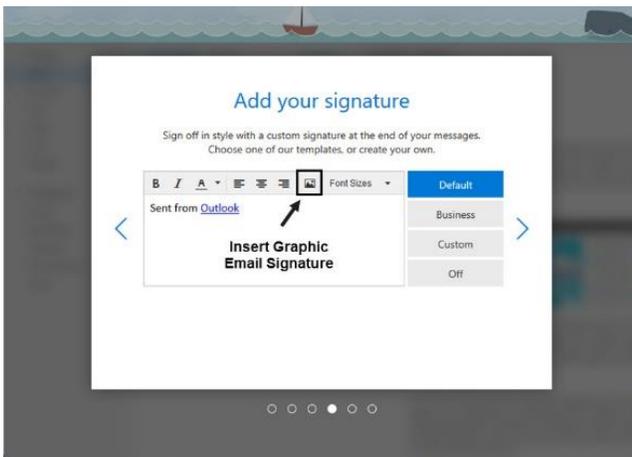

Set up an email signature that's automatically added to the bottom of emails you send.
The email signature you define here will appear on all the emails you send from your Outlook.com account unless you turn it off.

To add a professional email graphic created from a template, click on the **Insert Image** icon. Browse to find your email signature image.
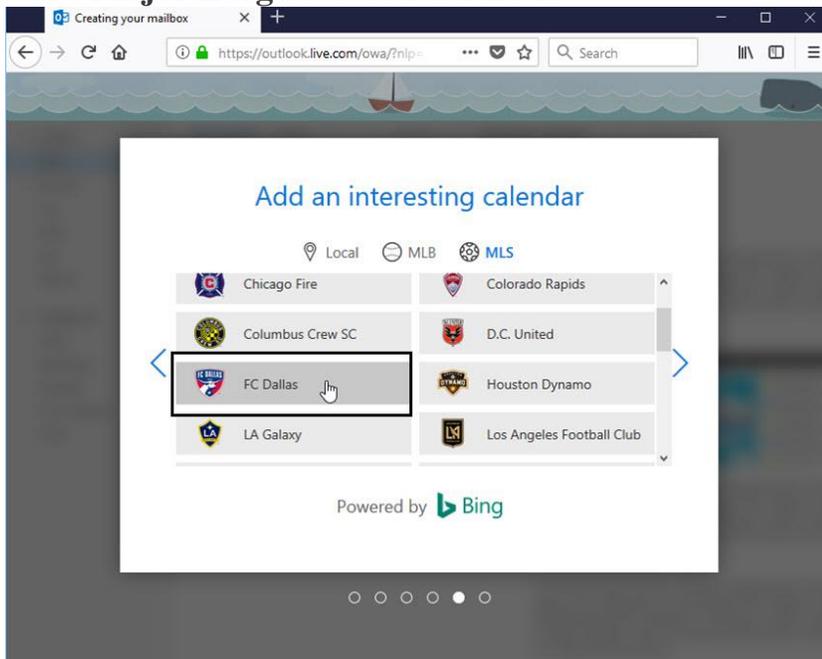
Step 4. Add a Calendar

The next screen prompts you to add a calendar to your new Outlook email:
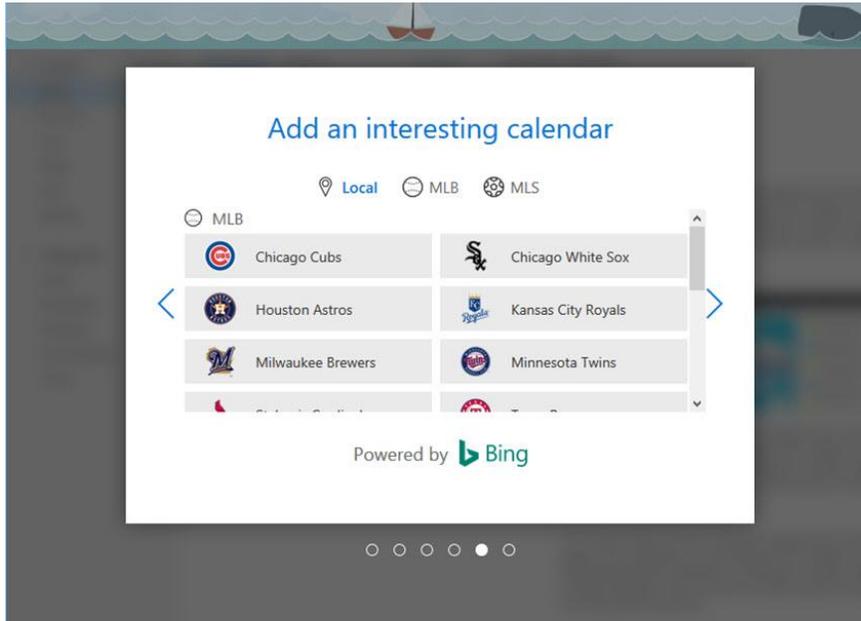
Your new Outlook email includes a calendar.

To start, choose between a **Local** calendar, a **MLB** (Major League Baseball), or a **MLS** (Major League Soccer). Click on the icon for the type of calendar you wish to use. For this example I'll add a **Major League Soccer** calendar:

In this example I'm choosing the Major League Soccer team, FC Dallas.

Click the soccer team whose calendar you'd like to add to your email account's calendar. For this example, I chose the **FC Dallas** team. When you've finished, click the right arrow to move to the next screen. Choosing a team calendar adds their games to your calendar in Outlook.com.
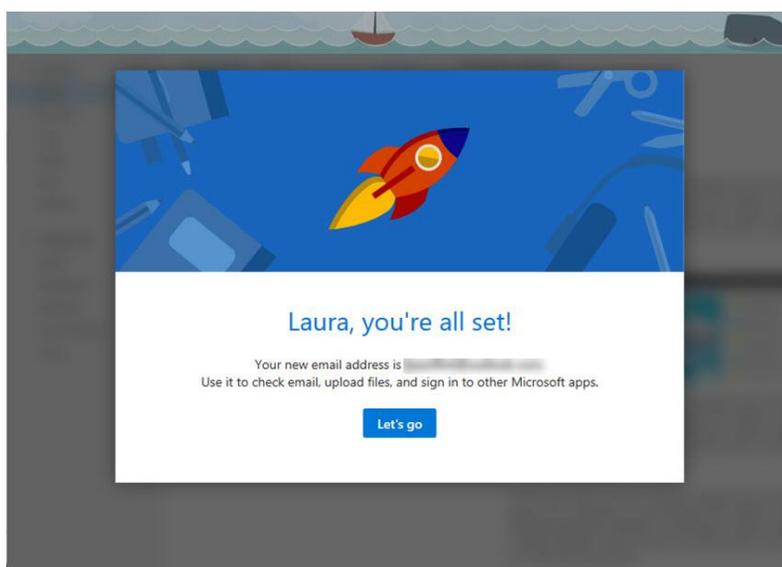
Step 5. Add Outlook to Your Phone

The next screen prompts you to add your new Outlook email to your mobile phone:
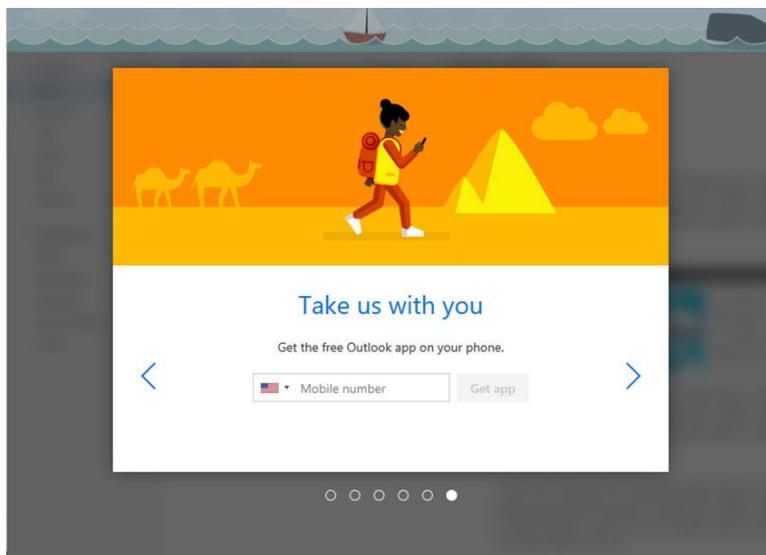
Get the Outlook app for your mobile phone.

To add Outlook.com to your phone, type your number and click the **Get app** button. Or, click the right arrow to skip this step.
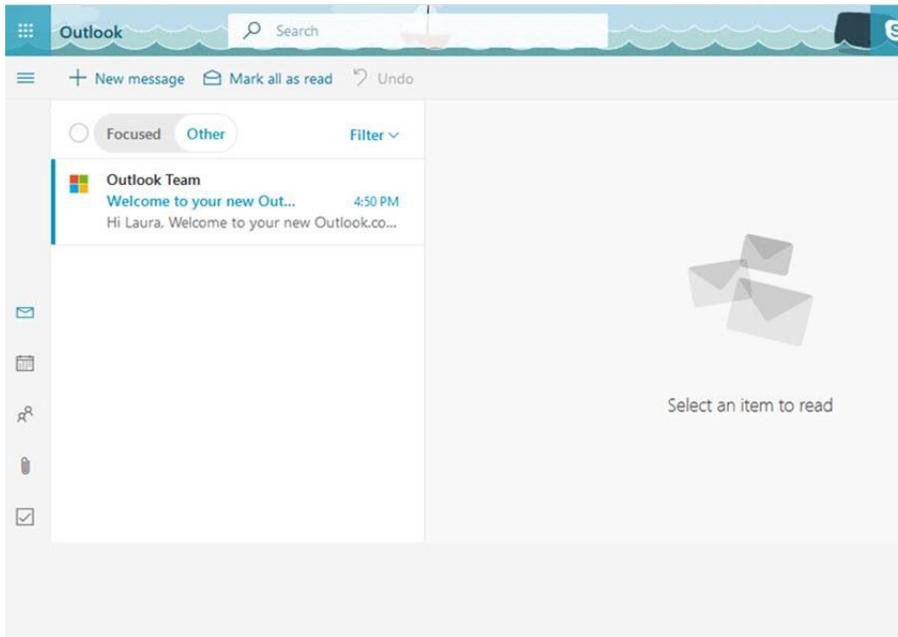
Open your New Outlook.Com Email account

Once you've finished setting your new Outlook email, you'll be prompted to open your account and start using it:

You've just entered some basic settings for your new Outlook.com email account.

Click the **Let's go** button to open your new Outlook email account. Your inbox displays:

Now that you've finished the Outlook sign up, you're ready to start using your new Outlook inbox.

Congratulations! You've just set up your new Outlook.com email account. You can now begin using it. *Note: You may be prompted to verify your account before you can send a message.*

On the upper Bar you will notice 9 squares in a box. Here are the Microsoft applications available to you. Use MS Word for your resume and cover letters.