

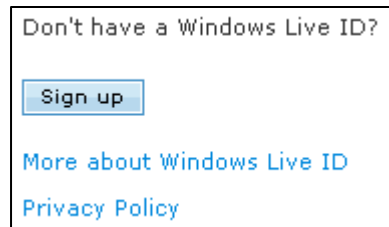
## Getting a Hotmail Account

Of all of the free web-based e-mail providers, Hotmail is one of the oldest. Some people have had Hotmail accounts for more than fourteen years!

Hotmail is owned by Microsoft, and is also now known as Windows Live Hotmail. It can be accessed by visiting <http://www.hotmail.com>.

### How To Sign Up

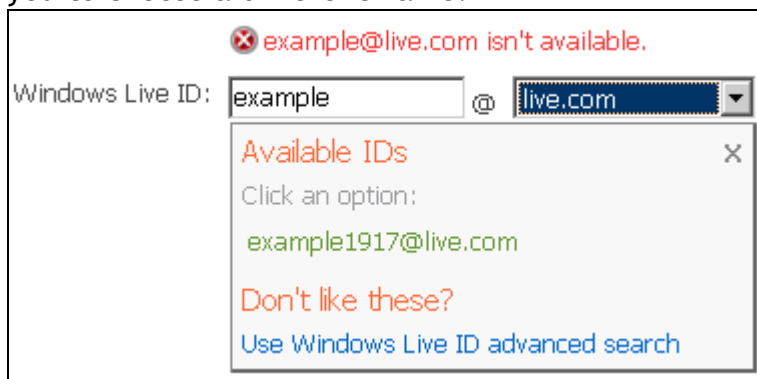
To sign up for an account, go to the address <http://www.hotmail.com>. At the left side of the page there is a section entitled **Hotmail**. Click on the blue “Sign Up” button near the bottom of the page to continue.



The page that follows will ask you if you want **Windows Live Hotmail** or **Windows Live services (including Hotmail)**. The choice is up to you, but if you do not have Internet at home, you don’t need the extra features offered by Windows Live services. Worried? Don’t be. If your circumstances change, making the switch is simple. For now, select the orange “Get It” button for **Windows Live Hotmail**.

The next page allows you to fill out all of your information. First it will ask you to choose a **username** and **password**. Your username is your unique sign-in name, and will be the part of your e-mail address that comes before the @ symbol. Because we live in Canada, Hotmail offers two options: your address can be **@hotmail.com**, or it can be **@live.ca**.

If you try a **username** and someone else already has it, a message will pop up, telling you to choose a different name:



You may choose one of the suggested names, or try something different. If successful, the red X symbol will change to a green checkmark.

Next, choose a **password**. This should be something you can remember, and can be a combination of numbers and upper and lowercase letters. Hotmail tries to be helpful by gauging your password strength.

Create a password:   
6-character minimum; case sensitive

Retype password:

Alternate e-mail address:

Or choose a security question for password reset

**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](#)

Once you have successfully chosen a password, you must type it in again to confirm your choice. This helps to prevent errors. Whatever you do, do **NOT** share your password with anyone. Like a PIN on your bank card, if someone else has that information, they can log in to your account.

**Password Reset Information:** If you have another e-mail address, you can type it in the section that follows. Either way, select a **security question** from the drop-down list, and provide an appropriate answer. That way, if you forget your password, you can reset it by answering that question. Aim for a question that few people know the answer to.

**Your Information:** Next, fill out your contact information. Every field that has a star beside it is mandatory. Hotmail does not give out this information, but they require it as proof that a human being is using the account. Don't feel comfortable sharing your entire first or last name? Use your initials instead.

Characters:

Enter the 8 characters you see

Type the characters displayed in the grey box next. If you can't read the letters, click the blue arrows to get a new set of letters. Doing this proves to Hotmail one last time that a human being is filling out the form, rather than a computer program that wants to send **spam** (junk mail). These letters will be different for everyone.

**Finished?** Click the "I accept" button at the bottom of the page. You should read the **terms and conditions** before clicking this button. They are provided in a hyperlink near the "I accept" button.