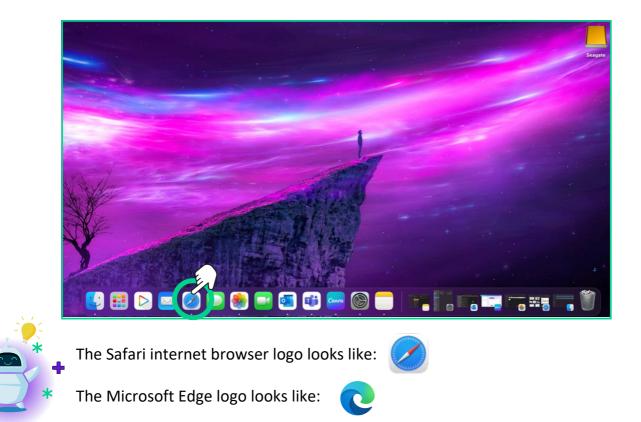


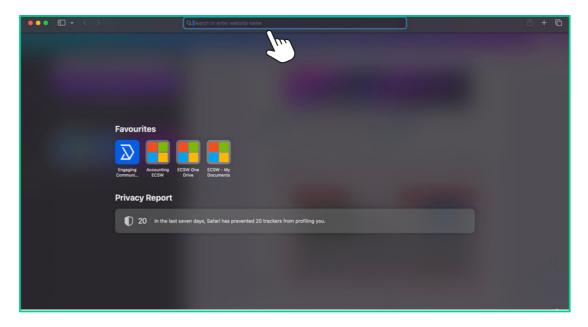
1

## How to create an email account - Gmail

Open your internet browser as marked below (safari or microsoft edge)



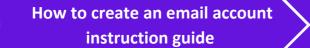
2 Once your homepage has loaded, type www.google.co.uk in the search bar marked below



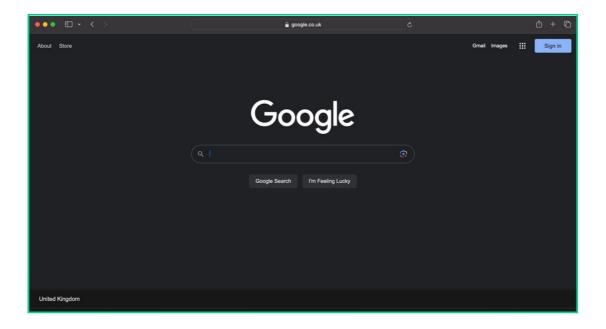
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3 Once google has loaded, you will see the screen below



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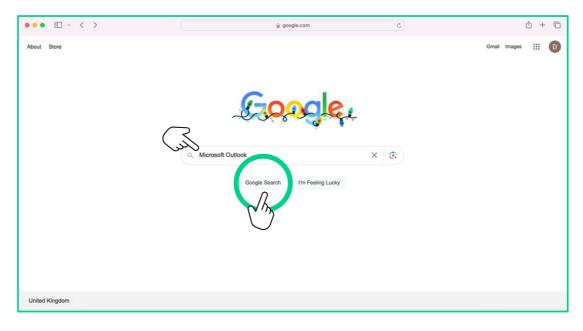
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Outlook

4 Type into the search bar 'Microsoft Outlook' and then click 'Google Search' as marked below



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5 Once the google search has completed, click the top result which says "Microsoft Outlook Personal Email and Calendar" as marked below

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Google	Microsoft Out	× e	2 Q			* # D	
	Logi 365 Download Images	App Downle for PC Online Do	ownload Windows 10	Support	All filters 👻 🛛 Tools	SafeSearch 👻	
	About 1,680,000,000 results (0.28 seconds	s)					
	Microsoft https://www.microsoft.com > en-gb > microsoft	NR.955 1					
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	Email and calendar, together in one place. S Outlook's built-in calendar to keep track of			htware	0		Click Here!
	People also ask 💠		Mi	crosoft Outlook is a personal in	nformation manager		+ 📥 *
	h y do l access my Microsoft Outloo	k email?		ftware system from Microsoft, Microsoft 365 software suites			
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	Microsoft Outlook on the App S	Store		crosoft Gmail What	tsApp Microsoft 365		

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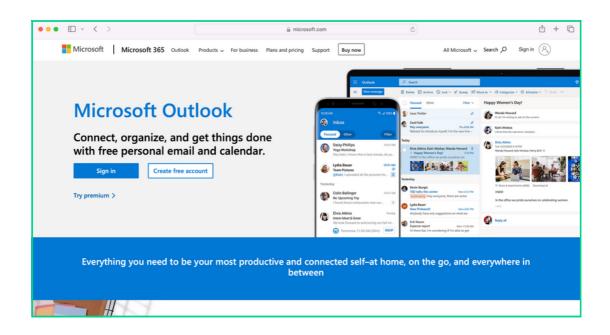
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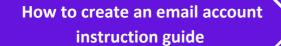
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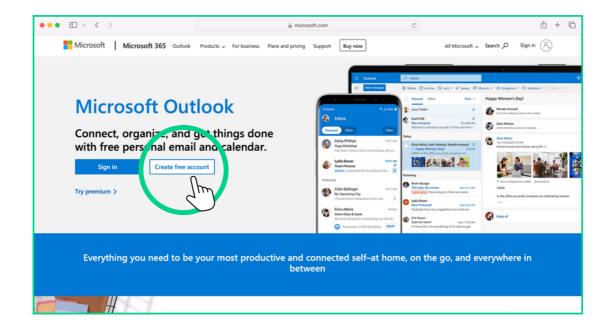
## You will then see the screen below



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7 Click 'Create free account' as marked below



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Outlook

## 8 You will then see the screen below

i signup.live.com	0	ů + ©
Outlook		
Microsoft		
Create account		
New email () Coutlook.com		
Next		
	New email Ov Coutlook.com v	Microsoft Create account New email

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**9** Enter your chosen email address in the bar marked below

••• • • • < >	aignup.live.com	¢	ů + ©
	Outlook		
	Create accourt DigitalDoug2023 C Courtook.com v		

10 Once you have typed your chosen email address into the bar as marked above, click 'next' as circled below

••• • • < >	i signup.live.com	C	ů + ©
	Outlook		
	Microsoft Create account DigitalDoug2023 © @outlook.com ~		

You will then be presented with the screen below asking you to choose a password, type this in the field marked below

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		Outlook		
	7	Microsoft  DigitalDoug2023@outlook.com  Coate a assword  Enter the password yo lwould like to use with your account.  Create password  Show password		
		I would like inter-water, tips and offers about Momente woulds and services.     Sociary Next means that you agree to the Microsoft Services Agreement and phrasey and cookes statement.     Next		

12 Once you have entered your chosen password, click 'next' as marked below

🔒 signup.live.com	Ċ	ů + C
Outlook		
Microsoft  • DigitalDoug2028@outlook.com <b>Comparison Comparison Comparison</b> Incomparison Incompa	Ð	
	Controper	<section-header></section-header>



**Top Tip** - It is **always** recommended that you use a combination of capital letters, numbers or special characters (e.g. ! or \*) in your password to keep your account secure

You can also tick the 'show password' box to make sure you have typed your password correctly and they both match in each field as shown above

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Outlook

13 You will then be presented with the screen below asking you to enter some basic information (name and surname) - once you have done this click 'next' as marked below

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	Outlook	
	Microsoft	
	← DigitalDoug2023@outlook.com	
	What's your name?	
	We need just a little more info to set up your account.	
	Doug	
	Digita	
	Next	

You will now be presented with the following screen asking for some additional basic personal details (country of residence and date of birth) - once you have completed these click 'next' as marked below

••• • • < >	⊜ signup.live.com	ى	ů + ©
	Outlook		
	Microsoft		
	← DigitalDoug2023@outlook.com		
	What's your date of birth?		
	If a child uses this device, select their date of to create a child account.	of birth	
	Country/region		
	United Kingdom	•	
	Date of birth 14		
	14 ¥ February ¥ 1989	0	
	A child accourt enables you to enforce parent portor impose sugar within the this down for massion of grant safety. Nou can manage these settings using our energy app. Learn more at https://dxa.ms/temily-dd/ sope N		

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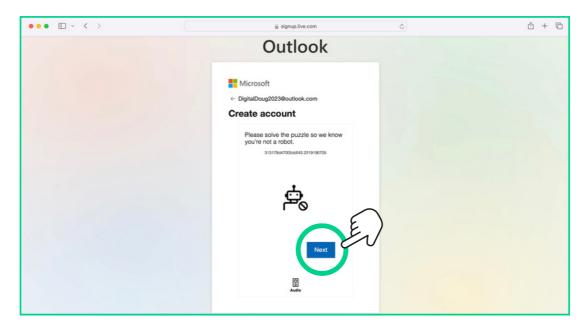
Outlook

How to create an email account instruction guide

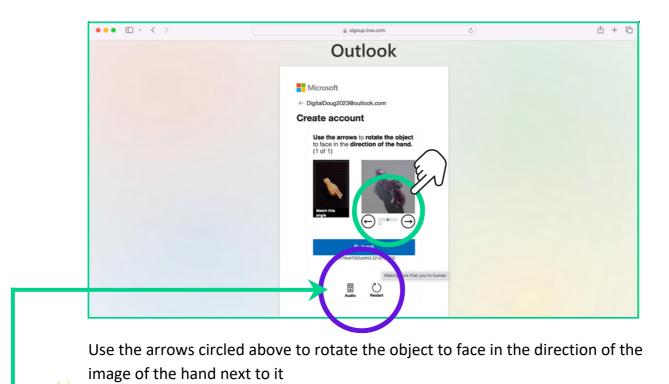


15

As a security measure you will be asked to solve a simple puzzle - click 'next' to continue with the puzzle



16 Once you have clicked 'next' as marked above, you'll be presented with the following screen



**Top Tip** - Click the 'audio' button to hear verbal instructions or the 'restart' button to start again (circled in purple above)

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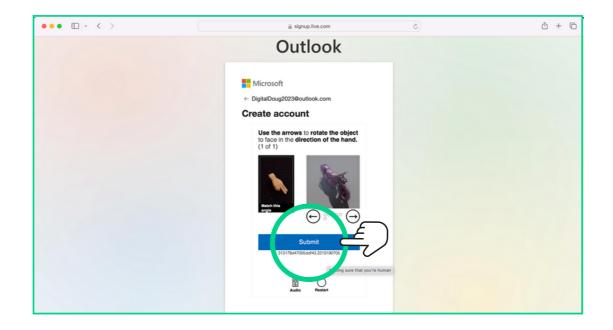
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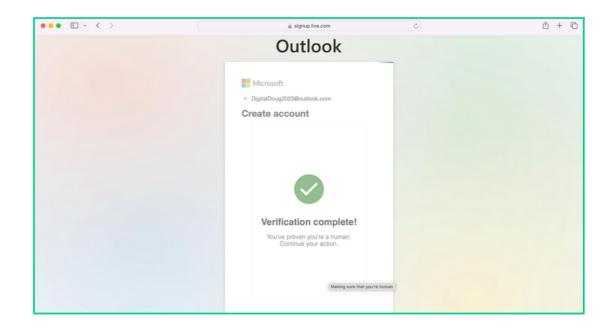
📭 Outlook



15 After you have completed the security puzzle, click 'submit' as circled below

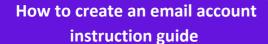


16 Once you have clicked 'submit' as marked above, you will see the following screen





**Top Tip** - Wait patiently on this screen whilst it completes the security check, your browser refresh automatically



17

Once the security check has completed, you will see the screen below - it will ask whether you wish to stay signed into your new email account

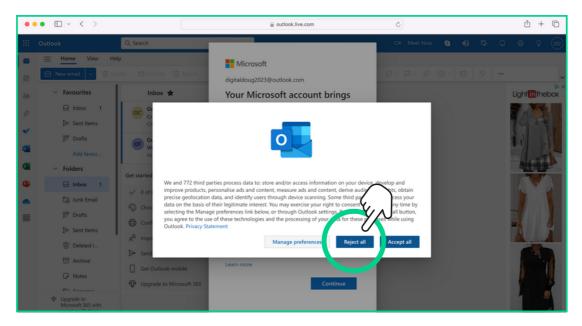
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••• •	login.live.com	C	ů + C
	Outlook		
	Microsoft DigitalDoug2023@outlook.com Stay signed in so you dog unave to sign in age next time. Don't show the regain		



**Top Tip** - Click **No** if you are on a shared or public computer to keep your account safe and secure. If you do not wish to be asked to stay signed in again click the tick box that says 'Don't show this again' and then click your chosen answer

18 Once you have made your decision you will see the following screen



You will be asked whether you wish to share your information with Microsoft and their third parties - for this example we have clicked 'reject all' as circled above

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Outlook

How to create an email account instruction guide

The next screen you will see is a message from Microsoft explaining your account is secure and your photos, files and contacts will be available across any other Microsoft products you have (e.g. Microsoft Word, Microsoft PowerPoint etc)

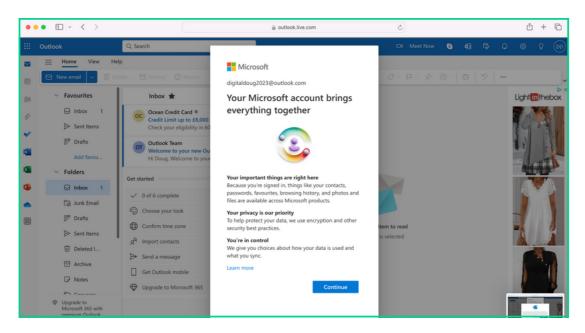
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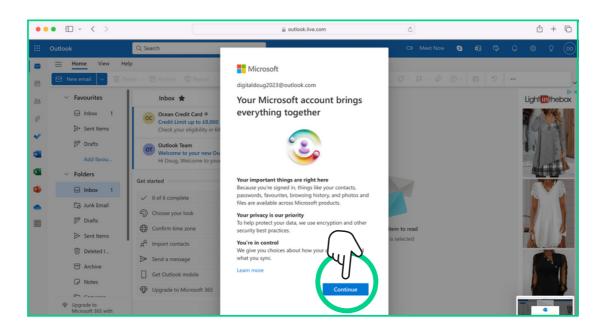
Outlook



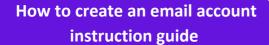


19

## Click 'continue' as circled below

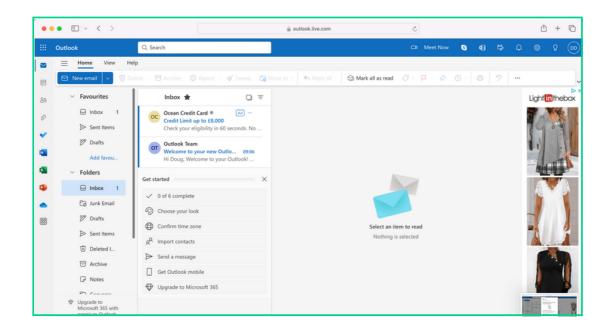


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The set up process is now complete - you will see your inbox below



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