

Creating an Email Account – Using Window Live - Hot Mail

Step 1) Open your Internet browser and type in:

<http://mail.live.com/> - Then **click** on the **sign up** button.

Step 2) You will be presented with two options choose, click on the “Get It” (Free)

Main Email Form Window

[Action 01] Click inside the “ID widow” and type your preferred email address e.g. joebloggs2008. (Note you **cannot use spaces). Full address will appear joebloggs2008@live.co.uk**

[Action 02] Once you chosen and email name click on the “Check Availability” button

[Action 03] *Type Password: Type a password of more then six characters:

Note: for your security your password try to include a combination of

- Numbers
- Letters (Upper & Lowercase)
- hyphens (-)
- or full stops

[04] *Re-type your password exactly in the same manner.

[05] *Alternative address –This is not optional but, do type in an address, try using the address of some you trust or ask your advisor. If you forget your password, a reminder will be sent to that account.

[06] *Question - click on the down arrow at the end of the box and select a relevant question.

[07] *Secret answer - Type in your answer:

e.g Question = “**Name of First Pet**
Secret Answer = ***Fido**”

[08] Self explanatory, all fields must be completed

[09] *Type Characters

Note: If you cannot make out the characters click on the **blue** (Cycle) button next to the image to get another image.

[10] Once you have done, click on “I Accept” button

Note: Clicking on accept means that you agree to the “Window Live Services Agreement and Privacy Statement” – If you wish to read the agreement before accepting **click** on the **blue written text** above accept button..

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