



Welcome to *Teach Yourself* Electronic Mail: Hotmail

This *Teach Yourself* tutorial will help you to create an email account through Microsoft. An email account is often required when applying for employment or setting up an on-line account.

Creating A New Hotmail Account

To sign up for a new Hotmail account you must first have a Windows Live ID. Follow these simple steps to get your Windows Live ID:

1. Open Internet Explorer.
2. Type www.hotmail.com into the address bar. Press **Enter** on your keyboard.
3. Click on **Sign Up** on the lower left side of the page
4. Follow the directions and fill out the registration form. **TIP:** Write down your user name and password for future reference.
5. Click the **I Agree** button at the bottom of the form when you are finished. At this point Hotmail may ask you to go back and fill in missing information or pick a different user name. Make any additions or changes needed.
6. Once the form has been filled out and accepted you will be automatically taken to your new hotmail account. You will see one message in your inbox called "Getting Started With Windows Live Hotmail." If you double click on this message it will give you a quick tutorial of the service.

Accessing & Exiting Your Hotmail Account

To access your new email account in the future...

1. Type www.hotmail.com into your address bar. Press **Enter** on your keyboard.
2. Type your email address and your password into the fields provided.
3. Click on the **Sign In** button. You will then be taken to your e-mail account.
4. When you are finished using your email account, ALWAYS click on the **Sign Out** button. This prevents others from accessing your email account from the same computer.

Reading Your E-mail

1. Log into your account
2. Click on the Inbox on the left side
3. Double click on the message you want to read



Composing and Sending E-mail

1. While in your account click on New at the top of the page
2. Type the address you'd like to send the message to in the **To:** field
3. Enter the subject of your message in the **Subject** field
4. Type your message in the box below the Subject field
5. When you are done click **Send** at the top

Attaching a File

1. Follow the steps above to compose your message
2. Click on **Attach** at the top and select **File** from the menu
3. A dialogue box will appear. Navigate to the file you would like to attach and double click on it. The file is now attached to your e-mail
4. Click **Send** when finished