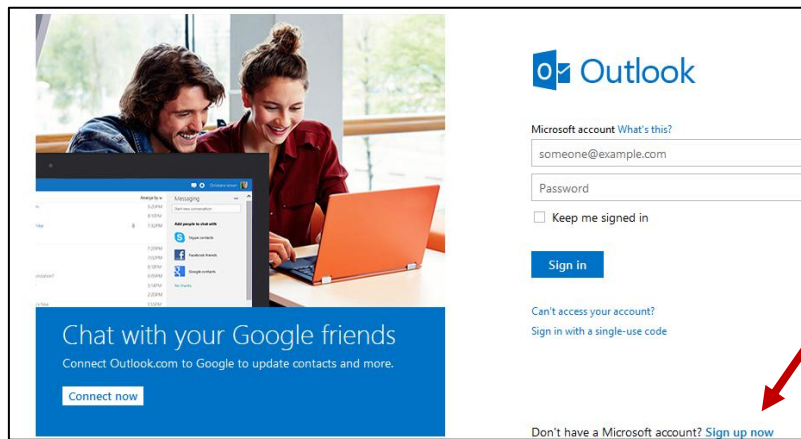




## How to Create Outlook.com Email Accounts

1. Navigate to [www.outlook.com](http://www.outlook.com)
2. Click “Sign up Now” in the bottom right hand corner



3. Create your account by filling in your information and clicking “Create Account” at the bottom of the screen

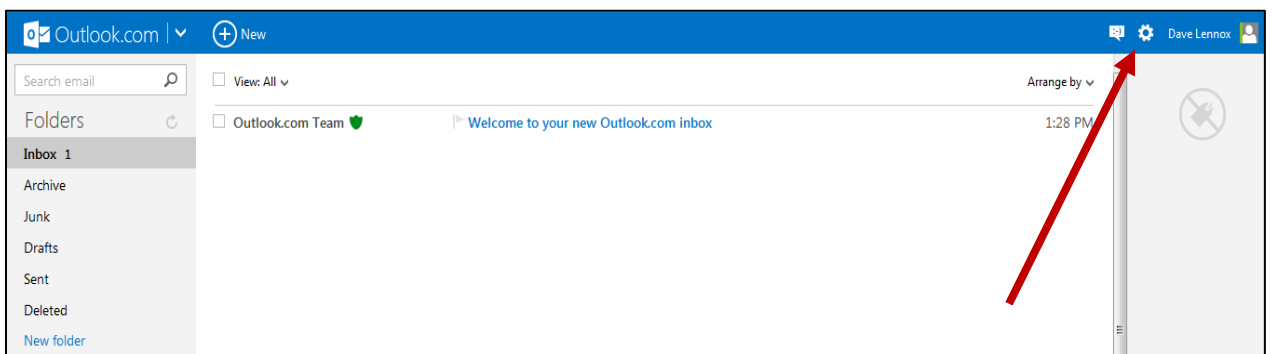
The screenshot shows the Microsoft 'Create an account' page. The form includes the following fields: Name (with 'Dave' and 'Lennox' entered), User name (with a dropdown menu set to '@ outlook.com'), Create password (with a note: '8-character minimum; case sensitive'), Reenter password, Country/region (with a dropdown menu set to 'United States'), ZIP code, Birthdate (with dropdown menus for Month, Day, and Year), and Gender (with a dropdown menu set to 'Select...'). A 'Create Account' button is located at the bottom right of the form. A callout box on the right side of the form says: 'Create a Microsoft account to get a new email inbox and sign in to all Microsoft services.'

**That's it!**

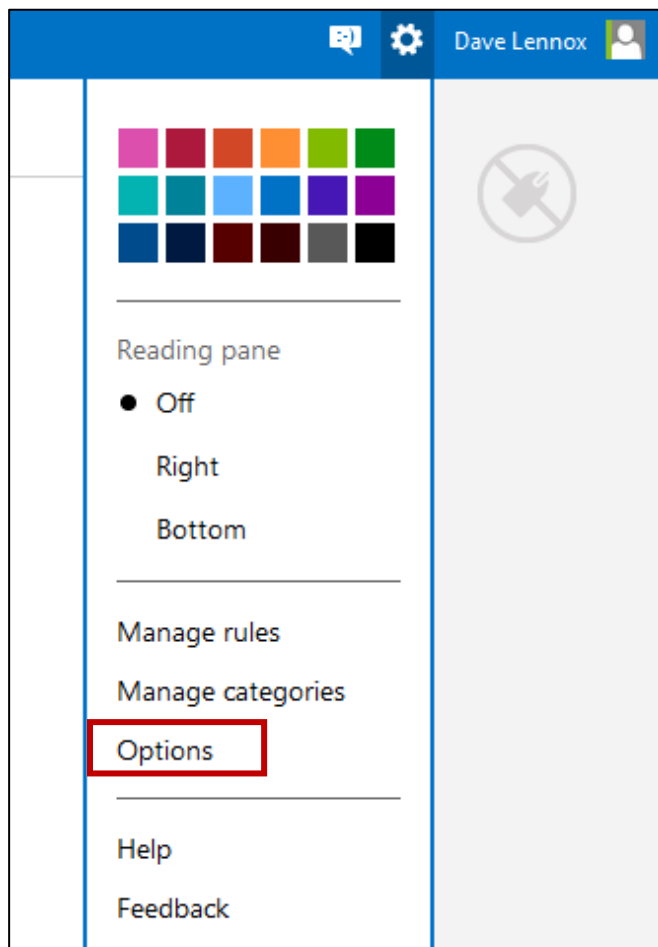
## Have Multiple DaveNet Accounts but Want the Information to go to a Single Inbox?

Creating email “aliases” will allow you to manage multiple email and DaveNet accounts from the same email inbox! Just follow the steps below to create email aliases.

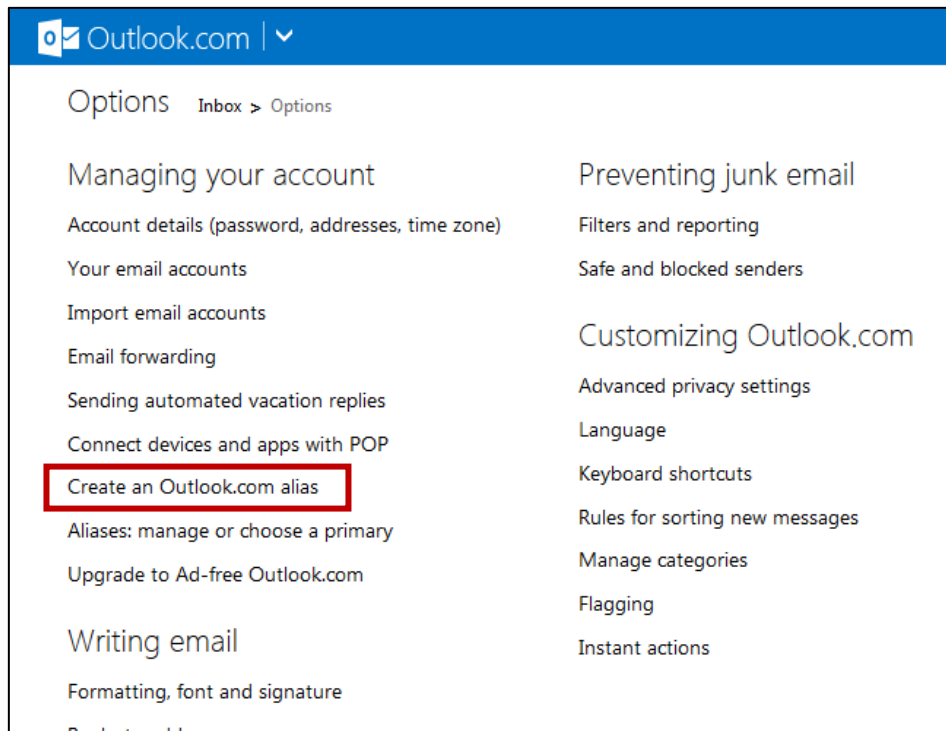
1. In your inbox, click the gadget symbol in the upper right hand corner



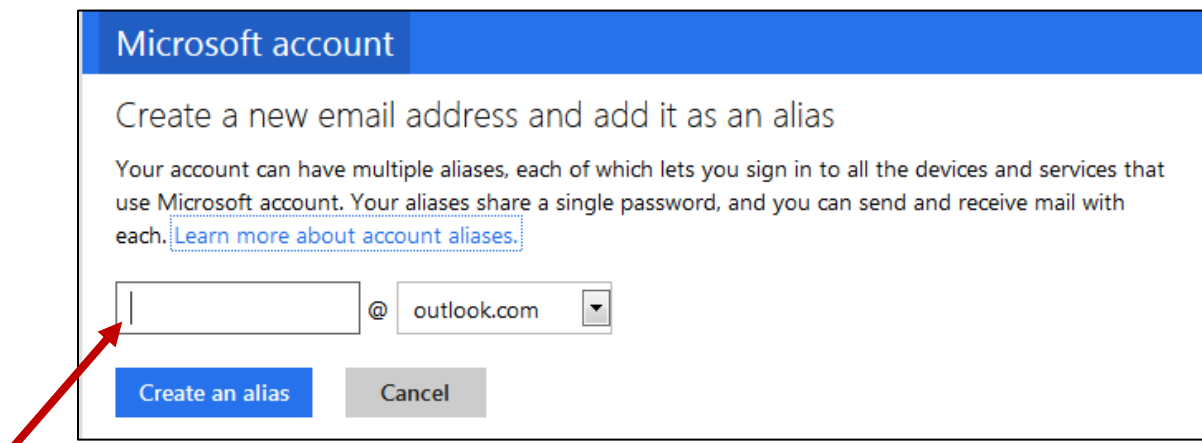
2. Next, click “Options”



3. Then, click on “Create an Outlook.com Alias”



4. Type in another unique email address. And click “Create an alias”. And you’re done!



**IMPORTANT:** By creating aliases, or unique email addresses, you can create up to **10 email addresses** associated with one outlook account. All of the email addresses can share the same password.

**That's it!**