

How to create an e-mail account

Updated: 08/31/2020 by Computer Hope



E-mail is a great way to send and receive information over the Internet. However, as there are many different e-mail and webmail clients, the steps used to start an account differ. To learn how to create a new e-mail account (and associated e-mail ID) in various programs, choose from the list below and follow the instructions.

- [Google Gmail](#)
- [Outlook.com \(formerly Hotmail\)](#)
- [Yahoo! Mail](#)
- [Microsoft Outlook](#)
- [Mozilla Thunderbird](#)



Google Gmail

1. Go to the [Gmail website](#).
2. At the bottom of the sign in screen, click the [Create account](#) link.
3. On the account creation screen, **fill out all the fields (A)** and then click **Next (B)**.z



Create your Google Account

to continue to Gmail

A

First name	Last name
Computer	Hope

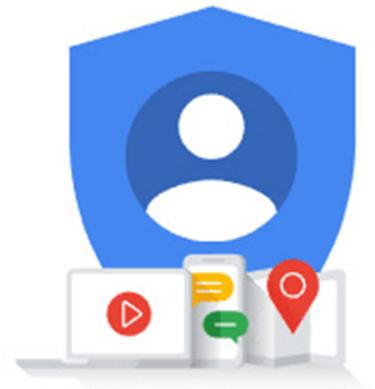
Username

computer.hope1234 @gmail.com

You can use letters, numbers & periods

Password	Confirm password
.....

Use 8 or more characters with a mix of letters, numbers & symbols



One account. All of Google working for you.

[Sign in instead](#)

B

NEXT

ComputerH

4. On the next screen, fill out your **birth date and gender (A)** and any other information you are comfortable with, then click **Next (B)**.

 Phone number (optional)

This won't make your number visible to others

Recovery email address (optional)

We'll use it to keep your account secure

Month	Day	Year	A
March	31	1950	

Your birthday

Gender

Male

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Why we ask for [this information](#)

[Back](#) B NEXT

5. Read **Google's Privacy and Terms**, then click the **I AGREE** button.

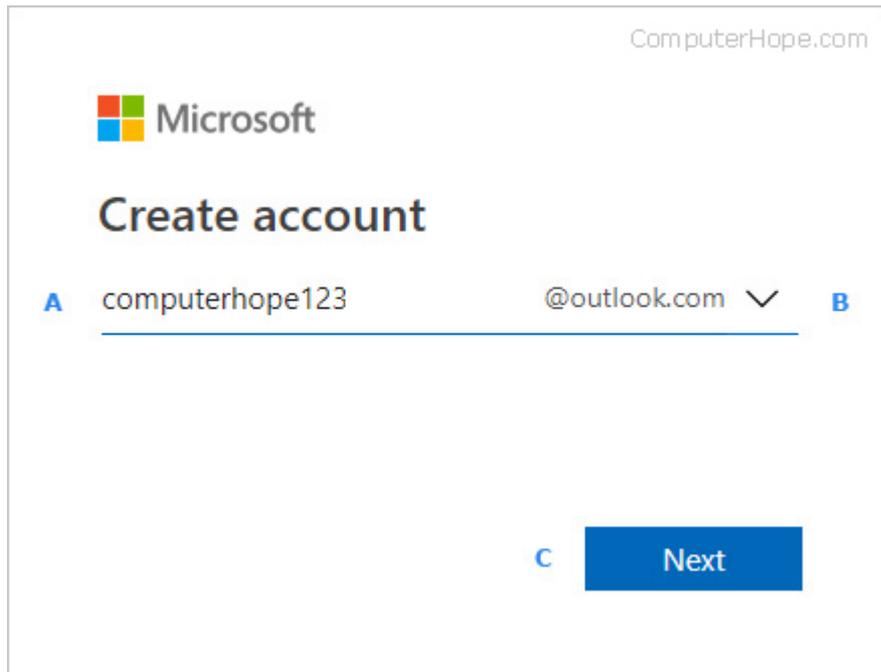
6. Click the **Next** button until you've moved through the features menu.

7. Click the **Go to Gmail** button, allowing you to access your new account.



Outlook.com (formerly Hotmail)

1. Open an Internet browser and head to Outlook.com.
2. Click the **Create free account** button.
3. On the next screen, choose a [username](#) (**A**) and a [domain](#) (**B**), and then click **Next** (**C**).



4. Choose a password, and then click the **Next** button.
5. Type your name, and then click the **Next** button.
6. Choose a country, type in your birthdate, and then click the **Next** button.
7. Choose a country code, type in a phone number, and then click the **Send code** button.

8. Enter the access code and click the **Next** button.
9. Navigate through the rest of the prompts and your account is opened.



Yahoo! Mail

To access Yahoo! mail, you need to create a Yahoo! account. Here's how.

1. Navigate to the [Yahoo! account sign up page](#).
2. Fill out the required fields (**A**) and then click the **Continue** (**B**) button.

Sign up

A

First name Last name

Email address @yahoo.com

[I'd rather use my own email address](#)

Password

+1 Mobile phone number

Birth Month Day Year

Gender (optional)

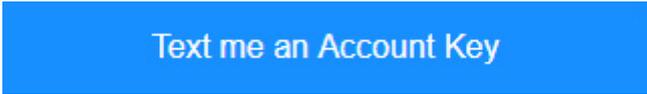
B

By clicking "Continue", you agree to the [Terms \(Updated\)](#) and [Privacy Policy \(Updated\)](#)

Continue

Already have an account? [Sign in](#)

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3. Click the  button.

4. Enter the five-digit key, and then click the  button.

5. Click the  button.

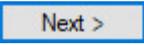
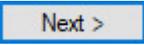
6. Click the  **Mail** icon.



Microsoft Outlook

Note

These instructions only work with Outlook 2007, 2010, and 2013.

1. Open [Outlook](#).
2. In the *Add Account Setup* window, make sure the circle next to **E-mail Account** is selected.
3. Fill out the form, and then click the  button.
4. Once the setup process is done, check the box next to **Change account settings**, and then click the  button.
5. Click **More settings**.
6. Click the **Advanced tab**.
7. Next to Root folder path: type Inbox.
8. Click **OK**, and then **Finish**.



Mozilla Thunderbird

1. Open [Thunderbird](#).

2. Click **Tools**, and then select **Account settings** from the [drop-down menu](#) that appears.
3. Click the circle next to **Email account** and then click **Next**.
4. Enter your name and an e-mail address that you want to use.
5. Select [POP](#) or [IMAP](#) for your server.
6. Enter your **e-mail address** for the incoming and outgoing user names, and then click **Next**.
7. Choose an **Account Name**.
8. Verify your account information and then click **Finish**.
9. Choose an **Outgoing server**.