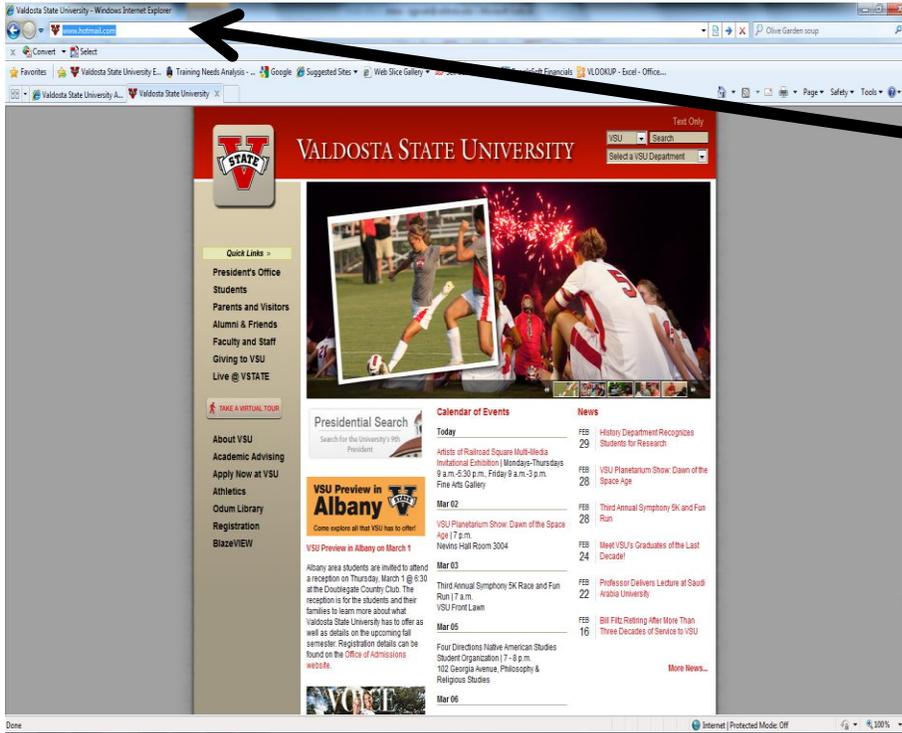
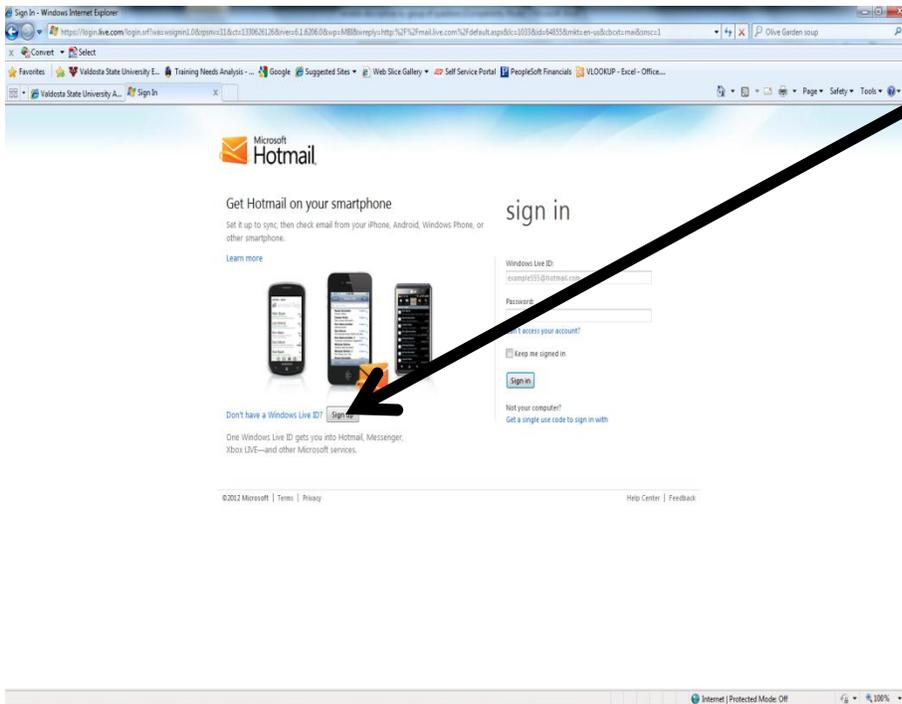




# Applicant Guide: Creating an Email Account



Type **www.hotmail.com** into the search bar located here, then press enter.



To create an email address, click the **“Sign Up”** button.



# Applicant Guide: Creating an Email Account

**\*\*Make sure to fill out each field below...**

The screenshot shows the Microsoft account creation form with several callout boxes and arrows pointing to specific fields:

- Hotmail address:** An arrow points to the text input field. A callout box explains: "Type a unique login or email address here, if you create one that is already in use you will get a message saying that name is already used (for instance instead of typing **blazerfan** try typing **blzrfan123**). The more unique the name the less chance it is already in use. **\*\*You are responsible for remembering your email address and password. VSU will have no way of retrieving this for you.**"
- Or choose security question for password reset:** An arrow points to the blue link. A callout box explains: "If you do not have an alternate email address, click here to choose a security question."
- Character verification:** An arrow points to the CAPTCHA area where the word "digest" is circled in red. A callout box explains: "Type the characters shown above here. If you cannot read the words, click on either **New** for a new word, **Audio** to hear the words, or **Help** to get general help."
- I accept:** An arrow points to the button. A callout box explains: "Finally, click here to submit your request for an email account. If after clicking 'I accept' you do not see a welcome page, you either did not fill out the entire form or there were errors such as a name already in use."