

How to Create an Outlook Account

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This guide will walk you through the steps to create an Outlook account with the specific username format 'rs_yourname@outlook.com', where all letters are in lowercase.

Step 1: Open the Outlook Website

1. Open your browser and navigate to the official Outlook website:
<https://www.outlook.com>
2. Click on the 'Create Free Account' button.

Step 2: Choose Your Username

1. In the 'New email' field, type your desired username in the format rs_yourname (e.g., rs_johndoe). Ensure all letters are lowercase.
2. Select '@outlook.com' from the dropdown menu if it is not already selected.
3. Click 'Next' to proceed.

Step 3: Create a Password

1. Enter a strong password that you can remember. The password must include a combination of letters, numbers, and special characters.
2. Click 'Next' to continue.

Step 4: Enter Your Personal Details

1. Enter your First Name and Last Name in the respective fields.
2. Click 'Next'.

Step 5: Provide Your Date of Birth and Region

1. Select your Country/Region from the dropdown menu.
2. Enter your Date of Birth.
3. Click 'Next'.

Step 6: Complete the CAPTCHA

1. Solve the CAPTCHA by entering the characters displayed on the screen.
2. Click 'Next'.

Step 7: Account Setup Complete

Once the CAPTCHA is verified, your Outlook account will be created. You will be redirected to your inbox.

Notes:

- Ensure the username format follows the requirement: rs_yourname (e.g., rs_johndoe).
- Use only lowercase letters for the username.
- Keep your password secure and do not share it with others.