

## How to Set Up a Free Email Account

There are many online services that offer free email accounts. The most popular include Gmail and Outlook. Instructions on how to set up email accounts from these two providers are below. Please note that these instructions do not reflect an official endorsement of these providers by the Food and Beverage Relief Fund and are only provided as a courtesy to applicants.

### To set up a Gmail account from Google:

- 1) Go to <https://accounts.google.com/signup/v2/webcreateaccount>
  - a) Enter your first name and last name.
  - b) Create a username for your email address using letters, numbers or periods. Your email address will be your username @gmail.com. If your proposed username is already taken, the system can suggest available names.
  - c) Create a password for your account and retype it in the "Confirm" box.
  - d) Click "enter."
- 2) On the next page, enter your phone number (for account security), your birthday, and your gender (optional) and click "enter."
- 3) Review the terms and conditions and click "I agree."
- 4) You will now have access to your Gmail inbox.
- 5) Log into your new Gmail account at <https://gmail.com> using your username and password.

### To set up an Outlook account from Microsoft:

- 1) Go <https://signup.live.com/>
- 2) Click "Get a new email address."
  - a. Create a username for your email address using letters, numbers, or periods in the "New email" space. Your email address will be your username @outlook.com. If your proposed username is already taken, the system can suggest available names. Click "Next."
  - b. Create a password for your account in the "Create password" line. Click "Next"
  - c. Enter your first and last name and click "Next."
  - d. Select your country and enter your birthdate and click "Next."
  - e. Enter the characters you see on the next page and click "Next."
- 3) From the Microsoft Account page, click the 9 dots in a square at the top left of the page and then click on "Outlook" to access your email inbox.
- 4) Log into your new Outlook account at <https://outlook.com> by clicking "Sign in" and entering your username and password.