

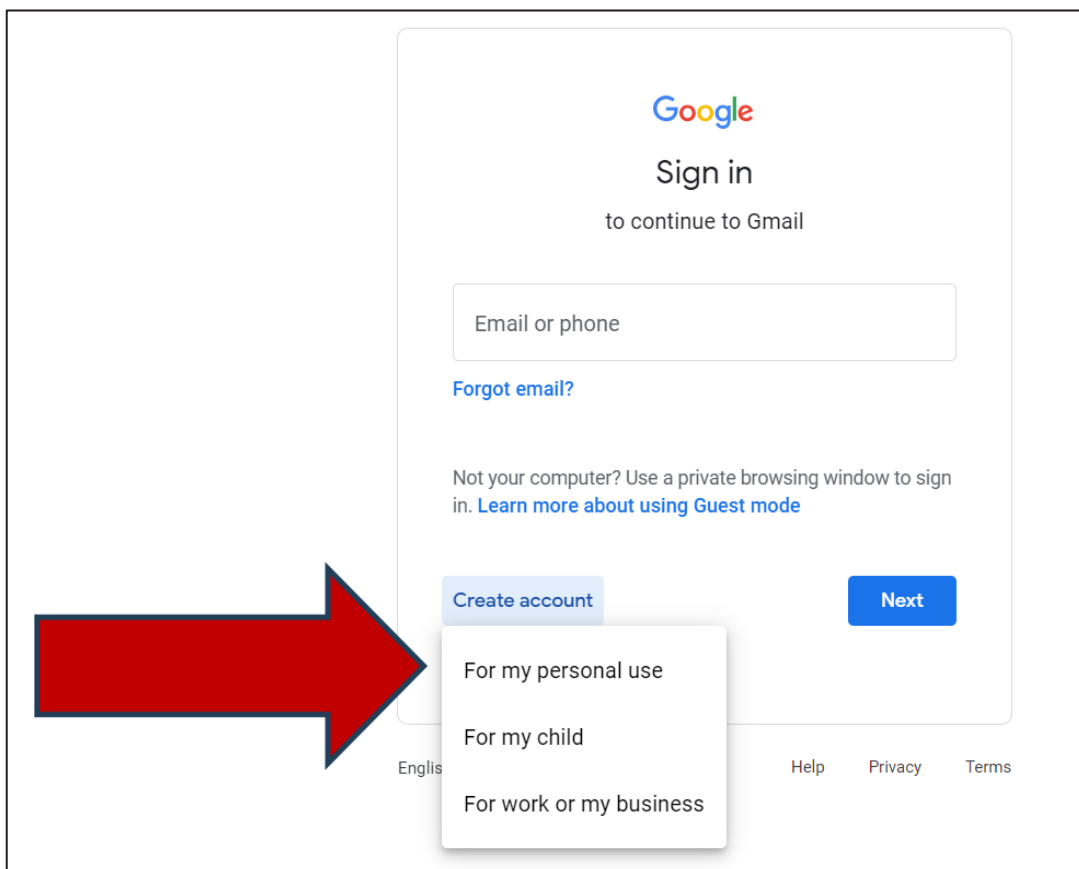
How to Create an Email Account

You will need an email address to fill out your HARP Eligibility Questionnaire and to apply to other ReOregon programs.

Google

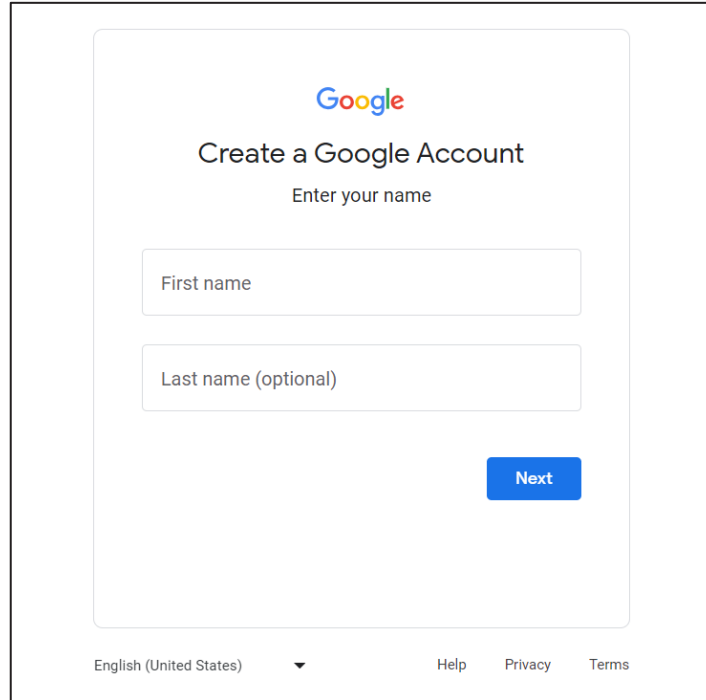
Step 1 — To create an email account with Google, go to [gmail.com](https://mail.com).

- Select the “Create account” link.
- Most people will choose “For my personal use.”



Step 2 — Enter your first name and your last name.

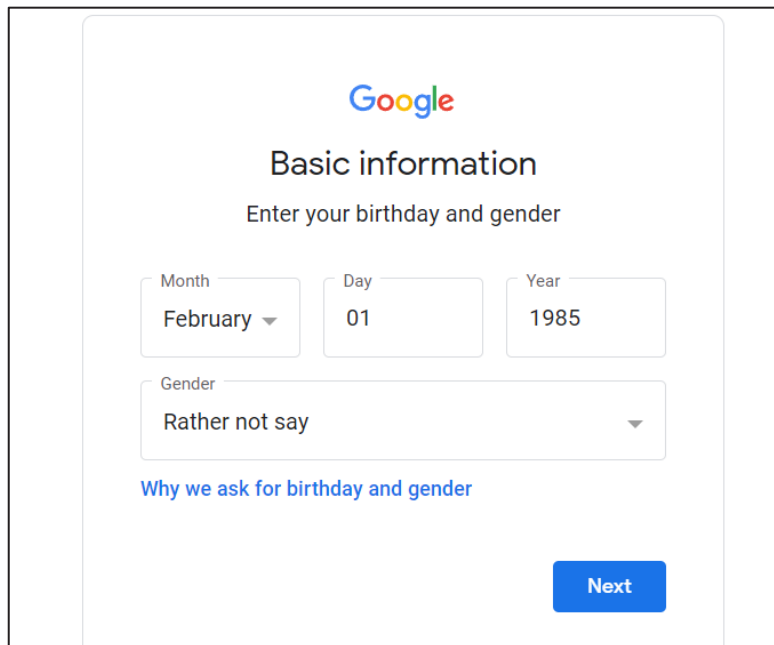
- Select “Next” to go to the next screen.



The screenshot shows the Google account creation interface. At the top is the Google logo, followed by the heading "Create a Google Account" and the instruction "Enter your name". There are two input fields: "First name" and "Last name (optional)". A blue "Next" button is positioned to the right of the second field. At the bottom left, there is a language selector set to "English (United States)". At the bottom right, there are links for "Help", "Privacy", and "Terms".

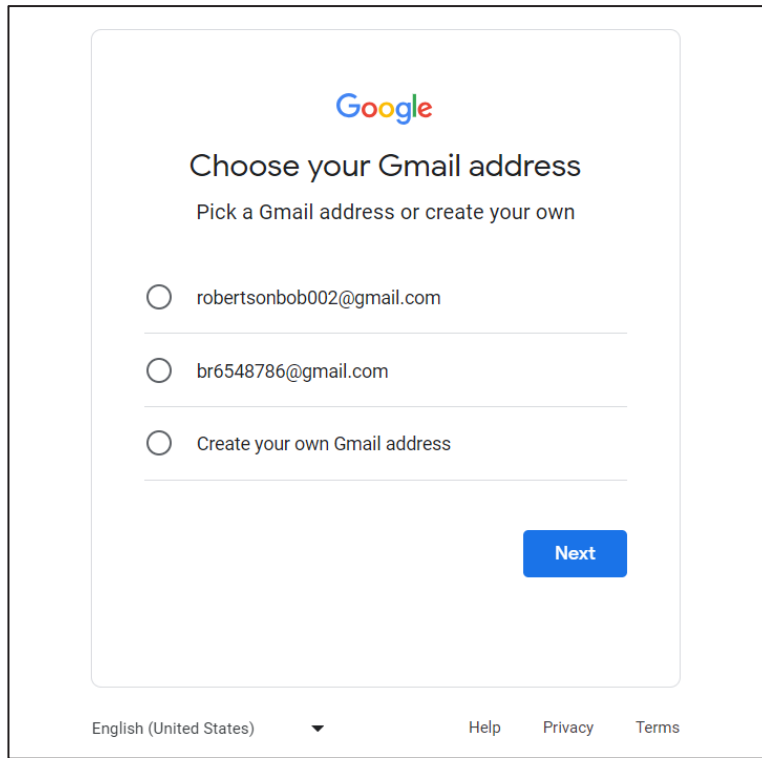
Step 3 — Enter the month, day and year of your birth.

- Then enter your gender information.
- You can choose “Rather not say.”



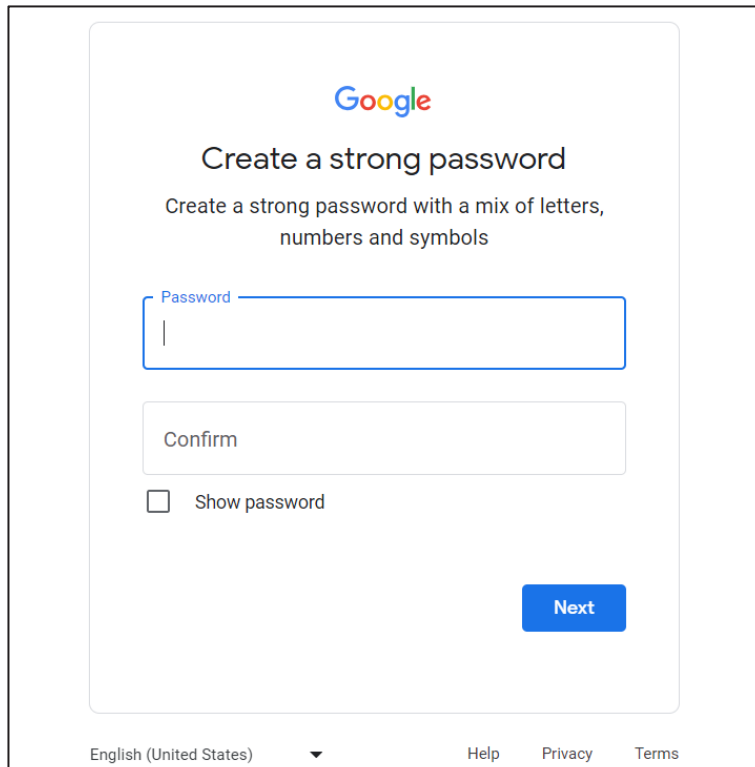
The screenshot shows the "Basic information" section of the Google account creation process. It features the Google logo, the heading "Basic information", and the instruction "Enter your birthday and gender". There are three input fields for the birthday: "Month" (set to "February"), "Day" (set to "01"), and "Year" (set to "1985"). Below these is a "Gender" dropdown menu set to "Rather not say". A blue link "Why we ask for birthday and gender" is located below the gender field. A blue "Next" button is at the bottom right.

Step 4 — You can choose from some suggested email addresses or select “Create your own Gmail address.”



The screenshot shows the Google account creation interface. At the top is the Google logo. Below it, the heading reads "Choose your Gmail address" with the instruction "Pick a Gmail address or create your own". There are three radio button options: "robertsonbob002@gmail.com", "br6548786@gmail.com", and "Create your own Gmail address". A blue "Next" button is positioned to the right of the options. At the bottom of the form, there is a language selector set to "English (United States)", and links for "Help", "Privacy", and "Terms".

Step 5 — Create a unique and strong password with a mix of letters, numbers and symbols.



The screenshot shows the Google account creation interface for password creation. At the top is the Google logo. Below it, the heading reads "Create a strong password" with the instruction "Create a strong password with a mix of letters, numbers and symbols". There are two input fields: "Password" and "Confirm". Below the fields is a checkbox labeled "Show password". A blue "Next" button is positioned to the right of the fields. At the bottom of the form, there is a language selector set to "English (United States)", and links for "Help", "Privacy", and "Terms".

Step 6 — You have the option to add a recovery email if you get locked out of this email.

- You can select “Skip” if you don’t want a recovery email.
- You can review your account information.

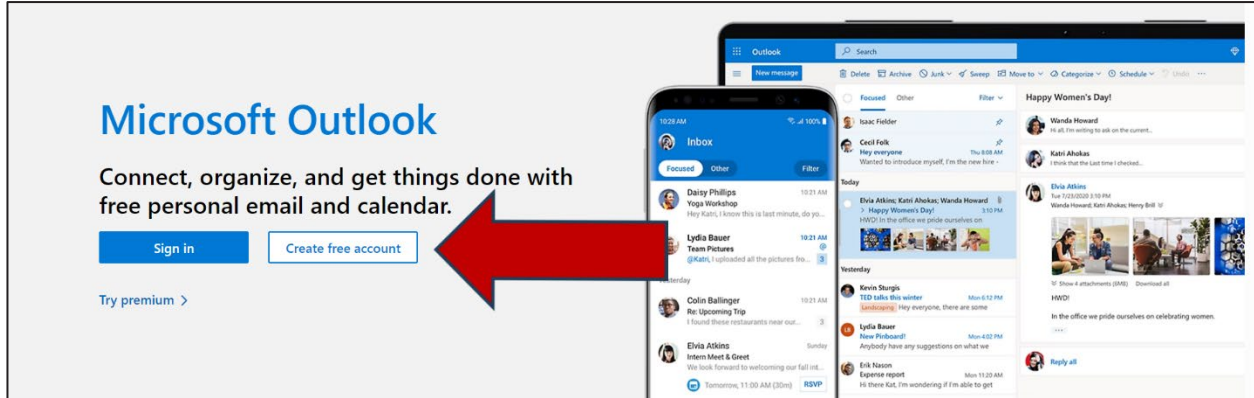
Step 7 — Google will ask you to agree to their terms and conditions.

Your Gmail account has been created. Make sure to remember your new email address and password so you can log in and check for messages.

Tips: To change your Gmail settings, including what language you use, select the gear icon and Select “See all settings.”

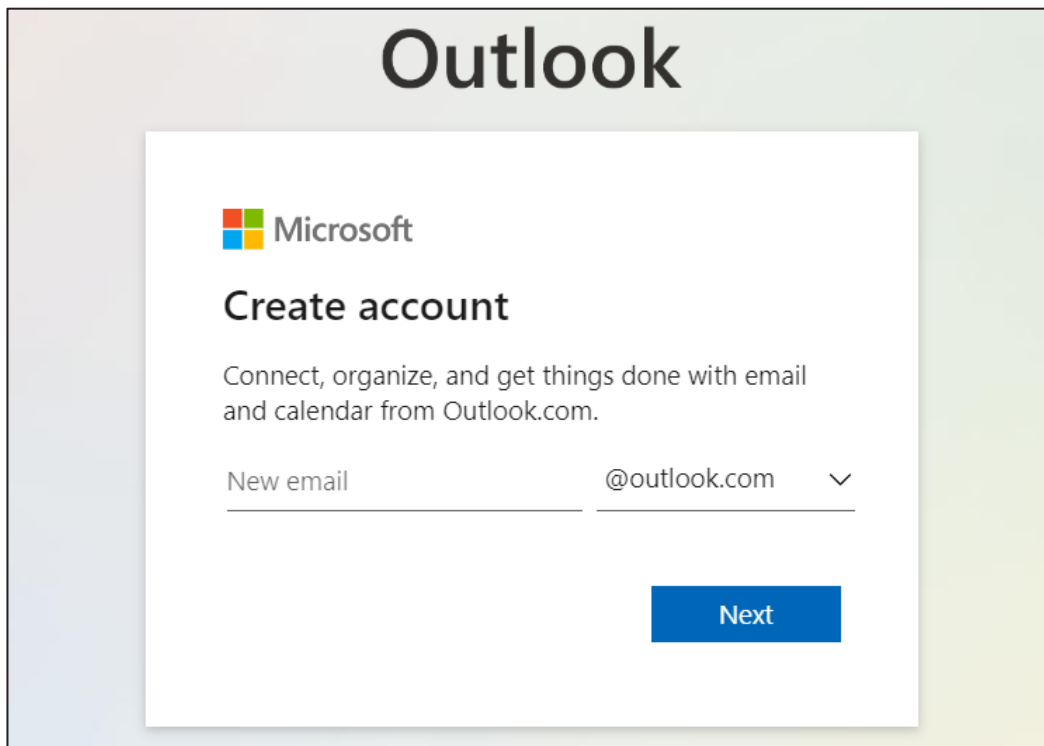
Microsoft

Step 1. To create an email account with Microsoft, go to outlook.com. Select the Create free account button.

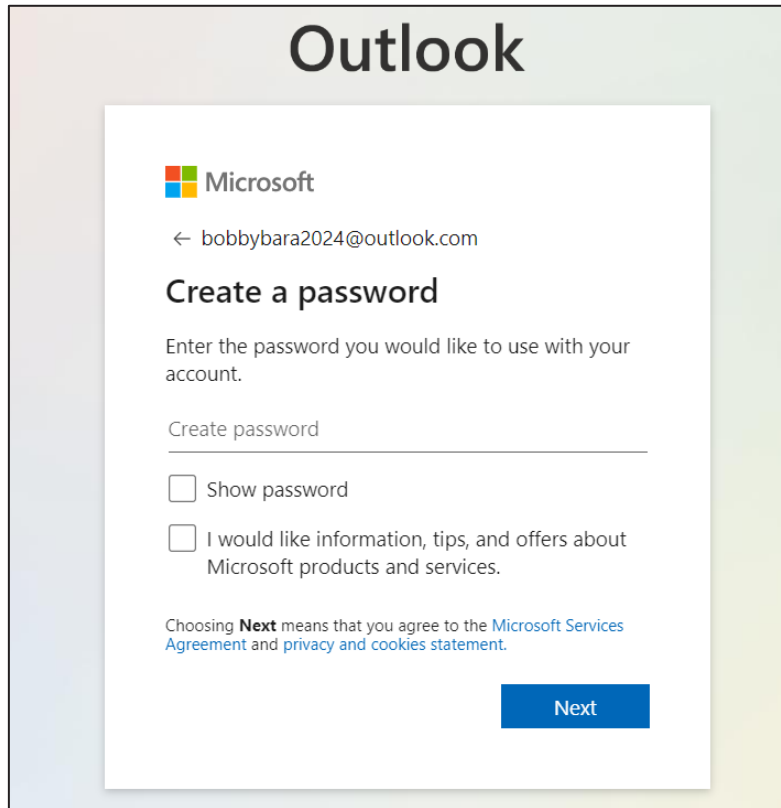


Step 2. On the Create account page, you can type the first part of your email address and choose if you want it to end with hotmail.com or outlook.com.

- If someone already has that email address, you will receive a warning message and can choose to add letters and number or write something different.
- If you have trouble, you may get a suggestion to “claim one of these that’s available.”
- If you select the link, Microsoft will suggest several currently available email addresses similar to what you have typed.
- Select Next to go to the next screen and create a password.



Step 3. Create a unique and strong password with a mix of letters, numbers and symbols.



Outlook

Microsoft

← bobbybara2024@outlook.com

Create a password

Enter the password you would like to use with your account.

Create password

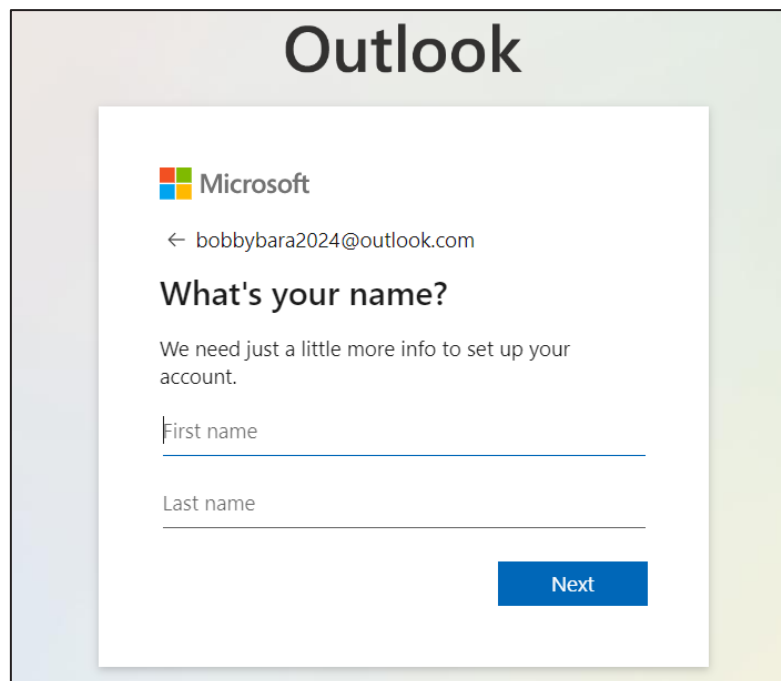
Show password

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

Step 4. Enter you first name and last name.



Outlook

Microsoft

← bobbybara2024@outlook.com

What's your name?

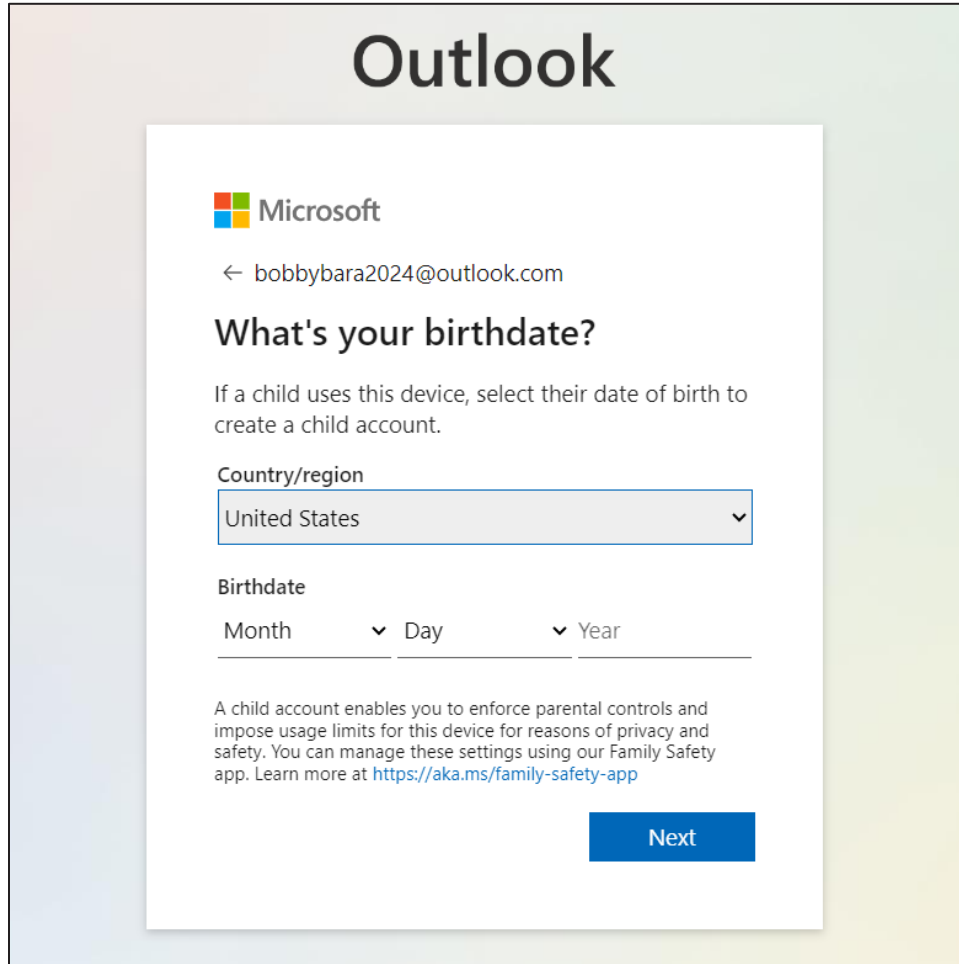
We need just a little more info to set up your account.

First name

Last name

Next

Step 5. Enter the month, day, and year of your birth.



The screenshot shows the Outlook account creation interface. At the top, it says "Outlook" in large black font. Below that is the Microsoft logo and the email address "bobbybara2024@outlook.com". The main heading is "What's your birthdate?". Below this is a sub-heading: "If a child uses this device, select their date of birth to create a child account." There is a dropdown menu for "Country/region" with "United States" selected. Below that is the "Birthdate" section with three dropdown menus for "Month", "Day", and "Year". At the bottom of the form is a blue "Next" button. A small text block at the bottom of the form explains that a child account enables parental controls and provides a link to learn more: <https://aka.ms/family-safety-app>.

Step 6. Select Next to finish creating your account.

- You may have to complete an additional step to verify you are not a robot.
- Your Microsoft account has been created.
- Make sure to remember your new email address and password so you can log in and check for messages.