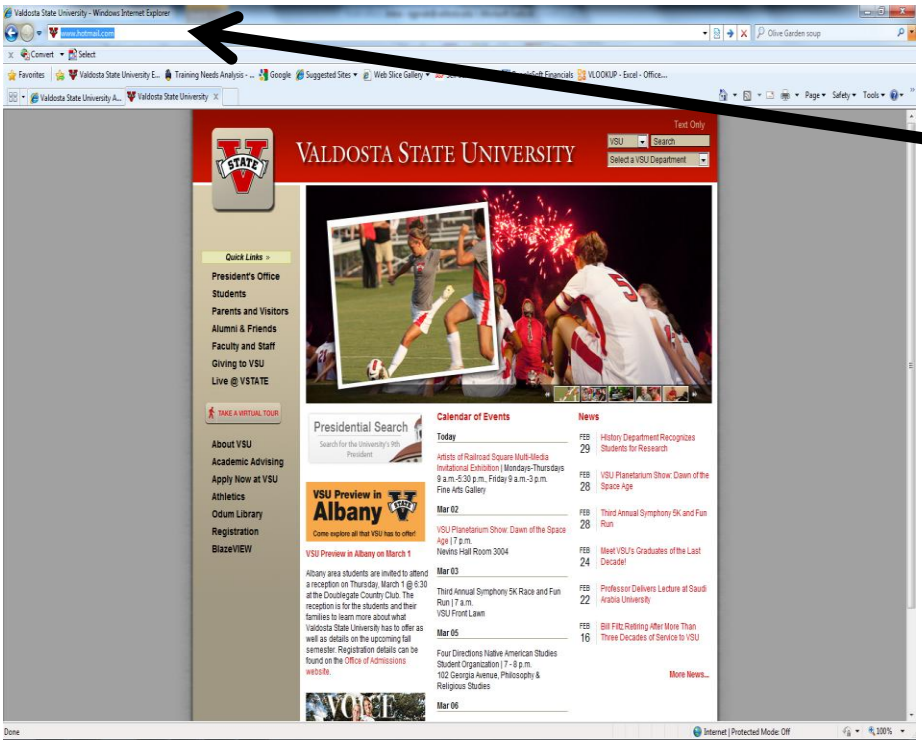
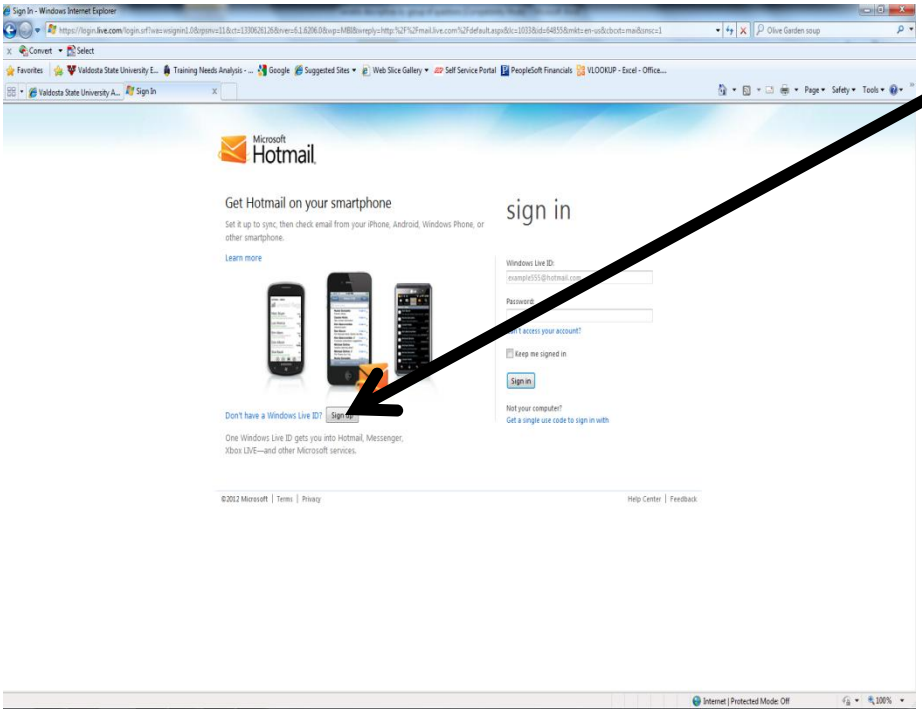
# Applicant Guide: Creating an Email Account



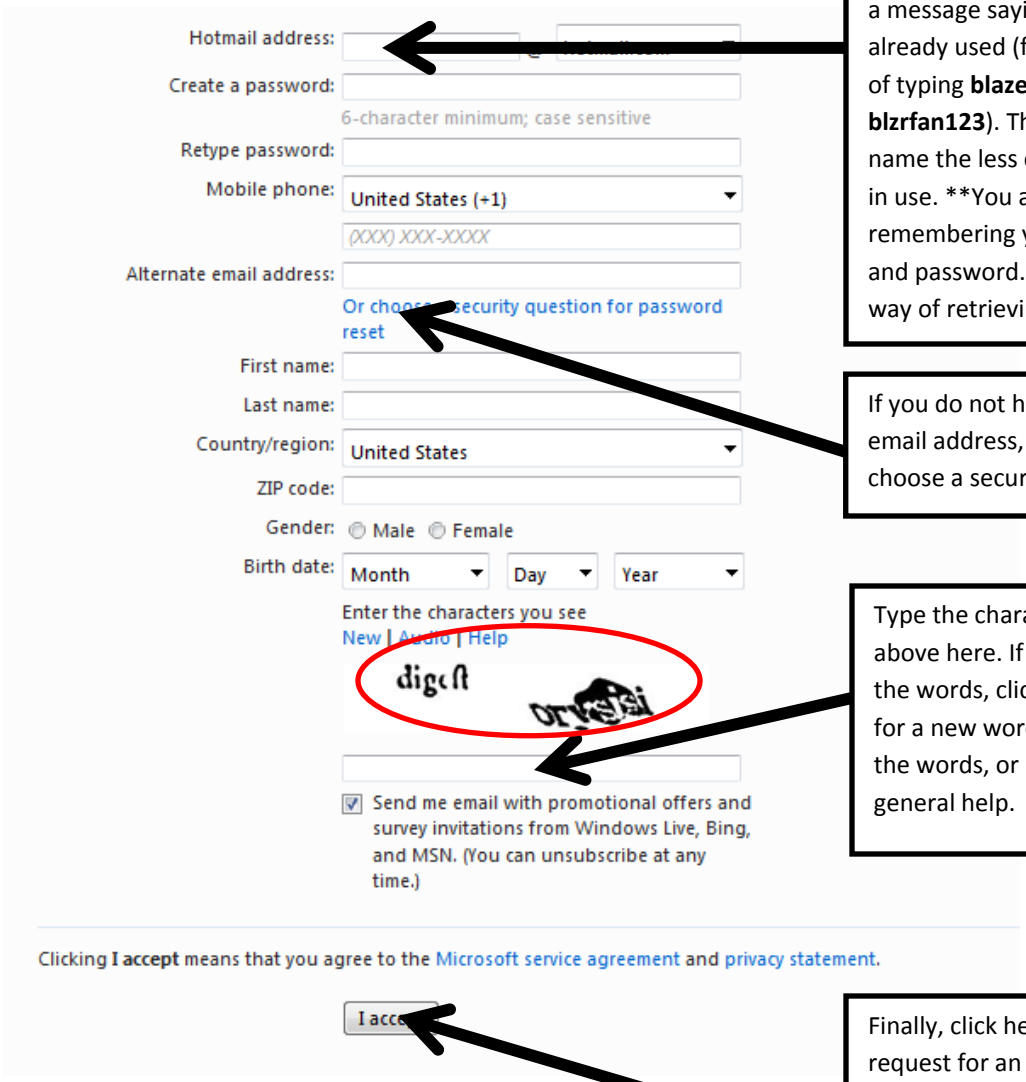

Type **www.hotmail.com** into the search bar located here, then press enter.




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

# Applicant Guide: Creating an Email Account

****Make sure to fill out each field below…**




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.

If you do not have an alternate email address, click here to choose a security question.

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.

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.