

## How to Create an Email Account

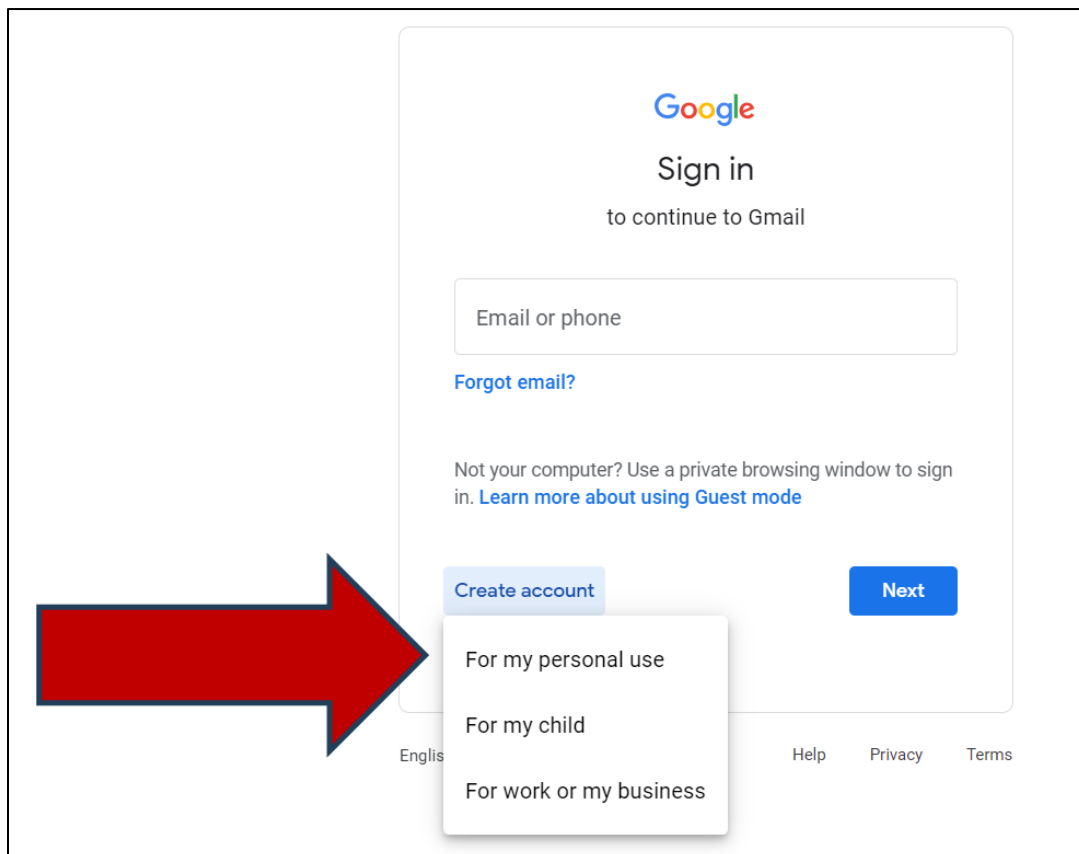
To create an account in Frances Online, you will need an email account. You can create an email account for free with many email providers, including well-known companies like [Google](#) and [Microsoft](#).

We use email to send you important notifications about your account, so plan to check your email regularly. If you don't have internet access at home, you can go online at WorkSource Oregon offices and libraries.

### Google

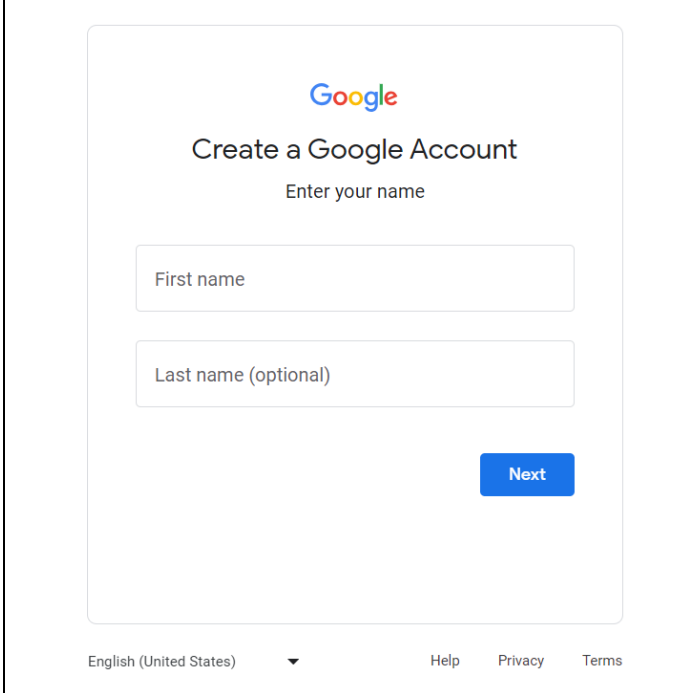
#### Step 1 — To create an email account with Google, go to [gmail.com](#).

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



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

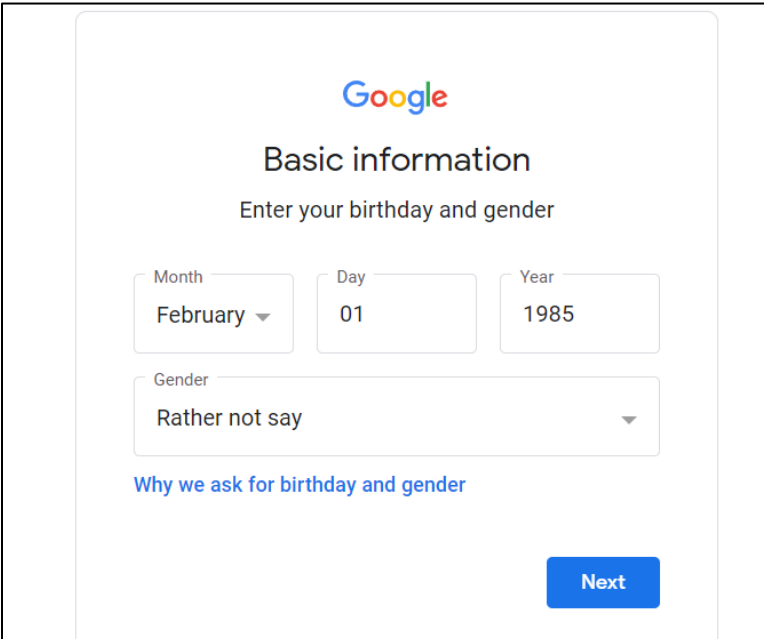
- Select “Next” to go to the next screen.



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, there is a language selector set to "English (United States)", and links for "Help", "Privacy", and "Terms".

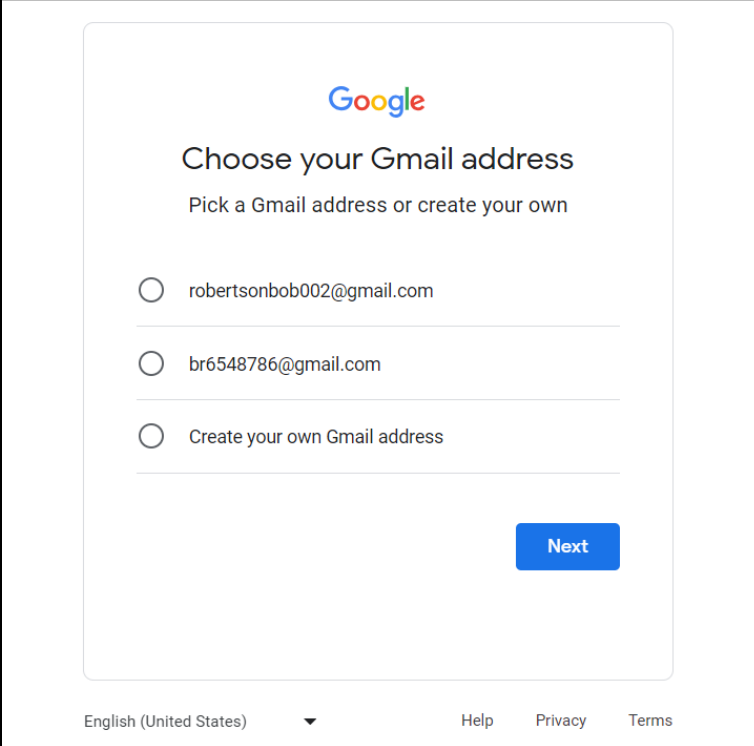
## Step 3 — Enter the month, day and year of your birth.

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

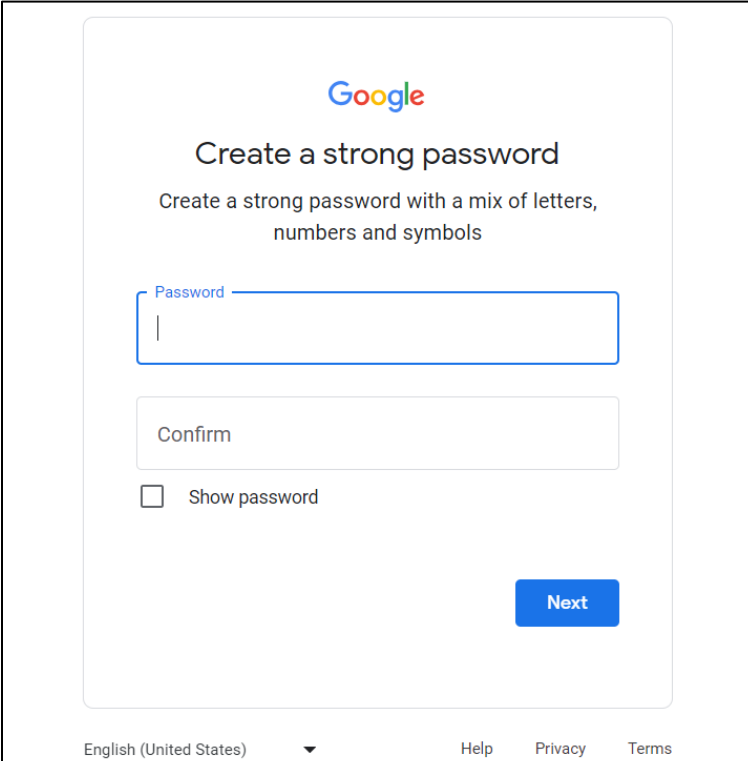


The screenshot shows the "Basic information" section of the Google Account creation process. It includes the heading "Basic information" and the instruction "Enter your birthday and gender". There are three input fields for the birthday: "Month" (set to "February"), "Day" (set to "01"), and "Year" (set 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.”**



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



**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.

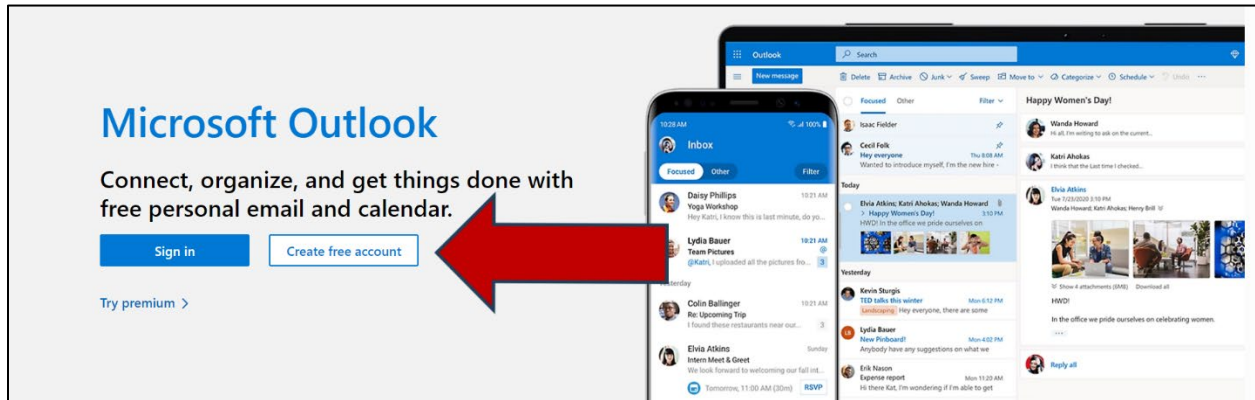
**Step 7 — Google will ask you to agree to their terms and conditions.**

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.”

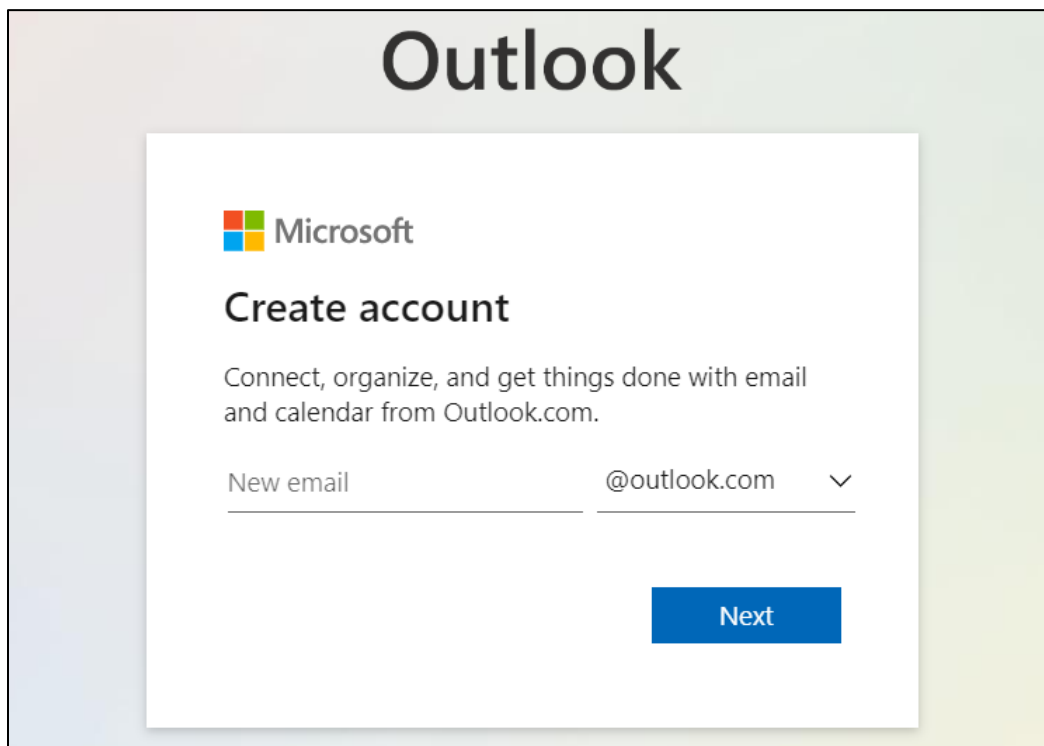
## Microsoft

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

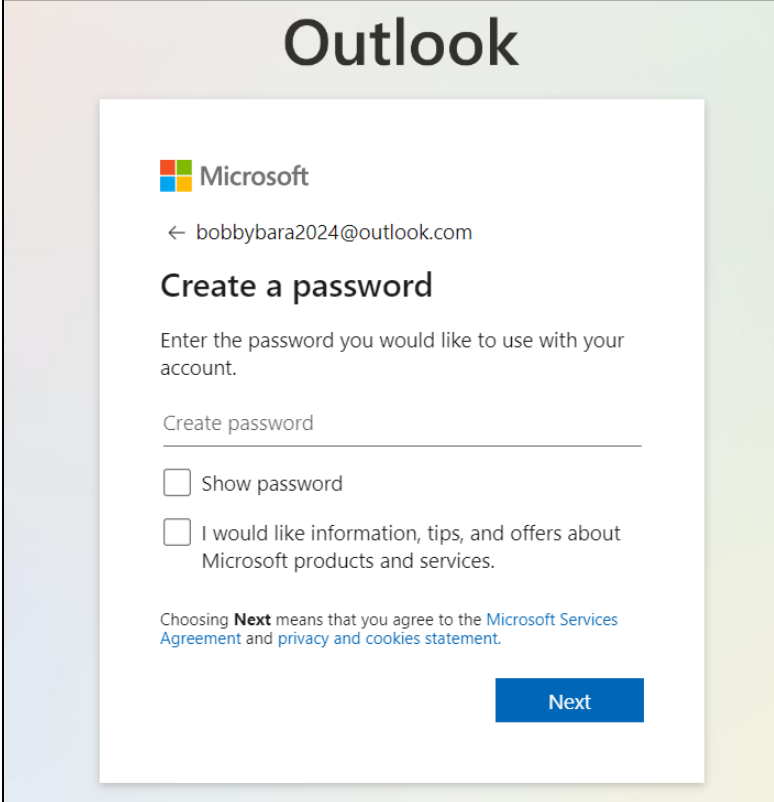


**Step 2. On the Create account page, you can type the first part of your email address and choose if you want it to end with hotmail.com or outlook.com.**


- 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

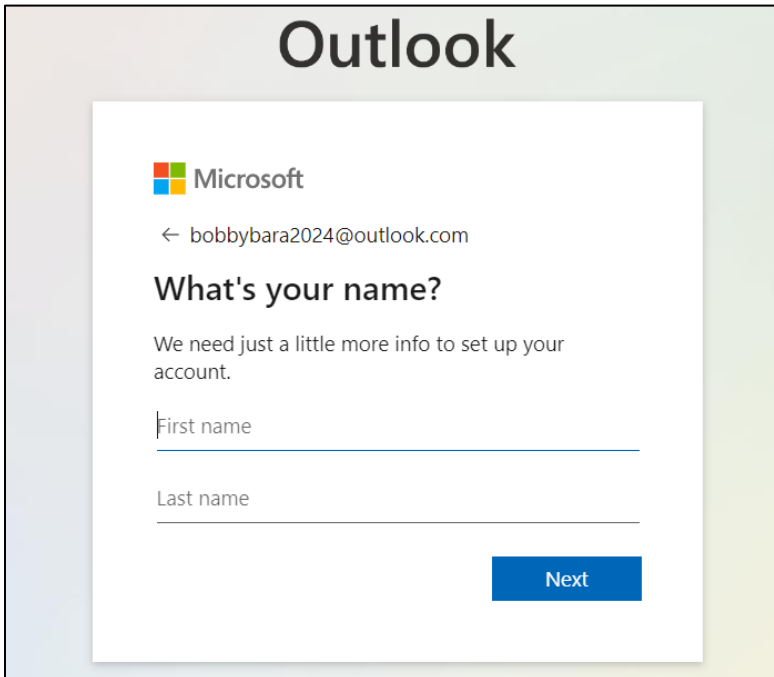
Show password

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?

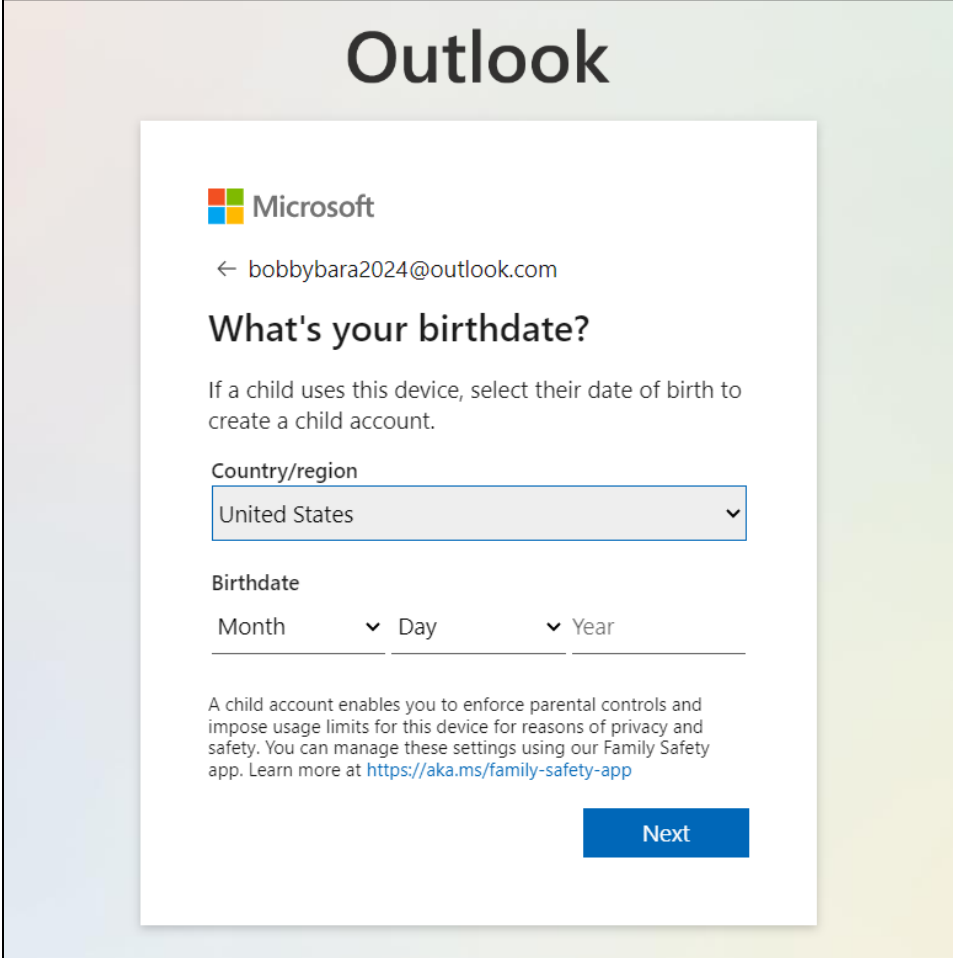
We need just a little more info to set up your account.

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, the word "Outlook" is displayed in a large, bold font. Below it, the Microsoft logo is visible, followed by the email address "bobbybara2024@outlook.com". The main heading is "What's your birthdate?". A sub-heading reads: "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, the "Birthdate" section has three dropdown menus for "Month", "Day", and "Year". A paragraph of text explains that a child account allows for parental controls and usage limits, with a link to "https://aka.ms/family-safety-app". A blue "Next" button is located at the bottom right of the form.

## 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.