

# Create Free Email Addresses

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With the new SSO updates, every user must have an email address on-file. This includes members of your sponsor staff who access HX. It only takes a few steps to create a free email address on your platform of choice. This article includes step-by-step instructions for Gmail, Outlook, and Yahoo.

## In this article:

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## Create a Gmail Account

**Note:** Want to see this process instead of reading about it? Check out Right Inbox's video tutorial [here](#).

1. Go to [gmail.com](https://gmail.com).
2. Click **Create Account**.
3. Enter the following information in the text boxes:
  - First Name
  - Last Name
  - Username
  - Password
  - Confirm (enter your password again)
4. Click **Next**.
5. Enter your mobile phone number. Google will text a verification code to the number you provide. This is known as two-step verification. Enter this code once you receive it.
6. Click **Next**. Here, Google asks for some personal information to help keep your information secure. This includes your phone number, a recovery email address, date of birth, and gender. You can click **Why we ask for this information** on the sign-up form to learn more about why Google asks for this information.
7. Click **Next**.
8. Review Google's Terms of Service and Privacy Policy and click **I Agree**.
9. You should now be able to log in to Gmail with your new account.

## Create an Outlook.com Email

**Note:** Want to see this process instead of reading about it? Check out MG's Tech Tips' video [here](#).

1. Go to <https://outlook.live.com/owa/>.
2. Click Create Free Account.

3. Enter your preferred email address in the New Email field.
4. Click Next.
5. Create a password to use with your account.

**Note:** To avoid unwanted emails, we recommend you clear the I would like information, tips, and offers about Microsoft products and services box before moving to **Step 6**.

6. Click **Next**.
7. Enter your first and last name.
8. Click **Next**.
9. Select your birthdate.
10. Click **Next**.
11. You may be prompted to complete a small task, like selecting a specific animal from a collection of images, or entering a piece of text. This helps Microsoft verify that you are not a bot attempting to create an account. Click **Next**. Your new inbox opens.

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## Create a Yahoo Mail Account

**Note:** Want to see this process instead of reading about it? Check out How Tech's video [here](#).

1. Go to <https://login.yahoo.com>.
2. Click **Create an Account**.
3. Enter the following information:
  - a. Full name
  - b. Preferred email address
  - c. Password
  - d. Birth Year
4. Click **Continue**.
5. Enter your mobile phone number and click **Send Code**. Yahoo will text a verification code to the number you provide. This is known as two-step verification. Enter this code once you receive it.
6. Click **Verify**.
7. You should now be able to log in to Yahoo Mail with your new account.