

Create Free Email Addresses

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CDT

With the new SSO updates, every user must have an email address on-file. This includes members of your sponsor staff who access CX, as well as any center staff (teachers, cooks, admins, and so on) for those sites still using Minute Menu CX in lieu of KidKare. 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:

- [Create a Gmail Account](#)
- [Create an Outlook.com Email](#)
- [Create a Yahoo Mail Account](#)

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.
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.

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.