How to Create an Email Address

Operation types that are Tag Manufacturers, Tag Distributors and Tag Dealers are required to have an email address registered to their account and it is optional for other operation types such as Producers, Auction Marts and Feedlots. Having an email address in your account will allow you to receive important information regarding your submissions and any errors that may have occurred, and will also allow you to quickly and efficiently communicate with the Customer Support Representatives of the Canadian Cattle Identification Agency (CCIA).

Below are two options to create free email accounts, please click the option below to be taken to the instructions.

Microsoft Outlook (Hotmail)  Gmail (Google)
Microsoft Outlook (Hotmail)

1. Please go to [https://login.live.com/](https://login.live.com/). On the login page, click the link that says **Sign up now**.
2. On the Create an account page, fill out the requested information.

*Note: As you go from field to field a pop up box will appear to let you know the information that is required.*
3. For the username option click the link that says **Or get a new email address**.

4. The field will change to allow you to choose the extension option you want for your email address.
5. Enter a username that you would like use for your email address. If that username is not available, you will receive an error and some possible suggestions like below.

![Microsoft Create an account page with username suggestion](image-url)
6. If the username you picked is available, select the extension option you prefer.
7. Create and enter a password. The password must have at least 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers, and symbols. Enter your password again in the second text box.
8. Fill out the rest of the information.
9. The next section is regarding account security. The phone number and alternative email address fields are optional and you do not need to fill them out, but they are useful if you happen to forget your password.

Your phone number helps us keep your account secure. We'll send a verification code as a text message or an automated call if you ever forget your password.
10. For Microsoft security purposes enter the characters you see to prove that you are a real person that is creating the account. If you receive an error, a new set of characters will appear for you to try again. Once all of your information is filled out, click **Create account**.

*Note: If you do not want to receive promotional offers from Microsoft, de-select the checkmark.*
11. Your account has now been created. The account summary page will appear.
12. Click on the icon in the top right hand corner and click Sign out from the drop down menu.
13. To log back into your email account at anytime, please go to https://login.live.com/, enter your email address and your password and then click **Sign in.**
14. The first time you log into your account, you will see the following welcome page, click **Continue to inbox** to review your emails.
Gmail (Google)

1. Please go to https://accounts.google.com/. On the login page, click the link that says Create an account.
2. On the **Create your Google Account** page, enter your contact information in the fields provided.

   *Note: As you go from field to field a pop up box may appear to let you know the information that is required.*
3. Enter a username that you would like use for your email address. If that username is not available, you will receive an error and some possible suggestions like below.
4. Create and enter a password that has at least 8 characters long and then enter it again in the confirm your password text box. 

Note: The stronger your password, the harder it is for someone to guess it.
5. Fill out the rest of the information:

   a. Enter your Birthday.
   b. Select your Gender from the drop down list.
   c. The phone number and current email address fields are optional and you do not need to fill them out, but they are useful if you happen to forget your password.
   d. Keep this option selected if you would like Google to be your homepage, deselect if you would like to keep your current homepage.
6. For Google security purposes enter the characters you see to prove that you are a real person that is creating the account. If you receive an error, a new set of characters will appear for you to try again. Once all of your information is filled out and you have selected to agree to the Google Terms of Service and Privacy Policy, click **Next step**.
7. You have now created your email address successfully. To access your inbox, click on your email address in the top right hand corner and then click the **Account** link from the drop box.
8. The **Personal info** page will appear. Click the 9 dot icon in the right hand corner and then click **Gmail** from the drop box.
9. Your inbox will appear, along with a Welcome pop-up.
   a. Click Next if you would like to view the tour.
   b. Click the "X" to skip the tour and go straight to your inbox.