

How to change the email address associated with your Microsoft account

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Change your Microsoft account email address Sign in to your Microsoft account to change the email address associated with your account.

Sign in

You may want to change the email address (also known as account alias) you use to sign in to your Microsoft account for one of the following reasons:

- You changed email service providers.
- You changed your name or how you want to be addressed.
- You want to use an email address that you'll remember more easily.
- You prefer to use your phone number to sign in (available for use on Xbox One, Xbox.com, or account.microsoft.com).

Follow the steps on this page to change the Microsoft account email address or the phone number you use to sign in.

Important Before you begin, you need to know the email address and password that you used to set up your Microsoft account. If you don't know them, use the [Lost Account Solution](#) or the [Lost Password Solution](#).

How to change the email address or phone number you use to sign in to your Microsoft account online

Step 1: Add a new email address or phone number

1. Sign in to your [Microsoft account](#).
2. Select **Your info** at the top of the page.
3. Select **Manage how you sign in to Microsoft**.
4. You may be prompted to re-enter your password or enter a code we send to the email address or phone number listed in your account as security information. This lets us know the request is coming from you.

5. Select either **Add email** or **Add phone number**.

Note If you see the message “For security reasons, you need to verify your primary alias before you can add another alias” at the bottom of the page, you will need to either **Verify** your current primary alias or select **Rename**. If you select **Rename**, please go to the [“How to rename an unverified primary alias”](#) section

6. If you selected **Add email**, follow these steps. Otherwise, go to step 7 to add a phone number.
 - a. If you want to create a new email address to use, select **Create a new email address and add it as an alias**, and then follow the instructions.
 - b. If you have a non-Microsoft email address (such as an *@gmail.com* or *@yahoo.com* email address) that you want to use, select **Add an existing email address as a Microsoft account alias**, and then click **Add alias**.
 - When you add an existing email address, you'll be required to verify that you own that account. To the right of the alias you added, click **Verify**, and we'll send a message to that email address to get confirmation.
 - When you receive the verification email, click the link provided to verify that you own the account.
 - **Note** The email address that you enter can't already be in use as a Microsoft account alias.
7. If you selected **Add phone number**, follow these steps:
 - a. Select your country from the list.
 - b. Enter the phone number you want to use, and then select **Next**.
 - c. When you add a new phone number, we'll send a text message to that number to verify it. Enter the code in the text message, and then select **Next**.

Step 2: Set the new email address as your primary alias

After you add the new email address, you need to set it as your primary alias to have it displayed when you sign in to all devices and services. Here's how:

On the **Manage your account aliases** page, select **Make primary** under the email address you want as primary under **Account alias**.

Note Only email addresses can be used as primary aliases.

Step 3: Remove the email address you no longer want to use to sign in

Note If you choose to remove an alias that uses a Microsoft domain such as *@hotmail.com*, *@outlook.com*, or *@live.com*, that alias will be completely deleted and will not be available to sign in to any Microsoft services.

To remove the email address you no longer use to sign in to your account, select **Remove** next to that alias on the **Manage your account aliases** page, and then follow the instructions provided.

Important Do not remove this email address if you still want to use it to send and receive email messages.

How to rename an unverified primary alias

1. If you haven't been able to verify your primary alias, select the **Rename** option next to the primary alias on the **Manage how you sign in to Microsoft** page.
2. Select either **Use an existing alias** or **Use a different alias**.
 - a. If you have a verified alias you would like to make primary, select **Use an existing alias**, and choose the desired email address from the menu. Otherwise, go to step 4 to add or create a new one.
3. If you select **Use a different alias**, follow these steps:
 - a. If you want to create a new email address to use, select **Create a new email address as your primary alias**, and then click **Rename primary alias**.
 - b. If you have a non-Microsoft email address (such as an *@gmail.com* or *@yahoo.com* email address) that you want to use, select **Use an existing email address as your primary alias**, and then click **Rename primary alias**.
 - When you add an existing email address, you'll be taken to the **Verify your email page** to verify that you own that account. We'll send a message with a security code to that email address to get confirmation.
 - When you receive the verification email, enter the provided security code in the field and click **Verify** to confirm that you own the account.
 - **Note** The email address that you enter can't already be in use as a Microsoft account alias.
4. If successful, you'll see the **"You've changed the name of your primary alias"** message. Additionally, your previously unverified primary alias will be replaced with the new address on the **Manage how you sign in to Microsoft** page.

Note It can take up to 48 hours for the change to your email address to be implemented across all Microsoft services. If you sign in to your Microsoft account on an Xbox One console by using your Kinect sensor, you might temporarily be asked to manually sign in with a controller. If you're still being asked to manually sign in after 2 days, try removing your account from the console and then adding it back.

You can use any email address or phone number you have listed as an alias to sign in. To make it harder for someone to break into your account, change your sign-in preferences to turn off any alias you don't want used to sign in.

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