



# HOW TO CREATE A MICROSOFT ACCOUNT

1

On a computer, use your internet browser to visit the website  
[www.outlook.live.com](http://www.outlook.live.com)

**Note:** Creating a Microsoft account will provide you access to Skype and other Microsoft online services, such as email, Microsoft Word Online, and OneDrive.

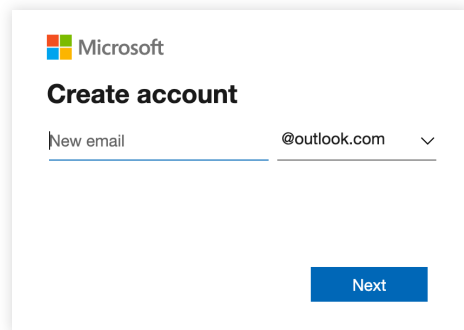
2

Click on **Create free account** near the bottom right corner.



3

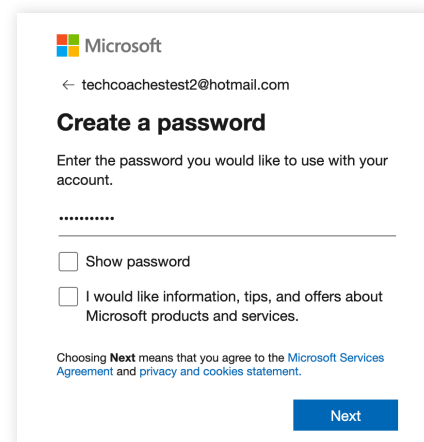
Enter a new email address. Click the drop down arrow to choose between @outlook.com @hotmail.com. Then click **Next**.



Microsoft  
**Create account**  
New email  @outlook.com

4

Create a **unique password**. Write your password down somewhere safe! Then click on **Next**.



Microsoft  
← techcoachestest2@hotmail.com  
**Create a password**  
Enter the password you would like to use with your account.  
.....  
 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.

5

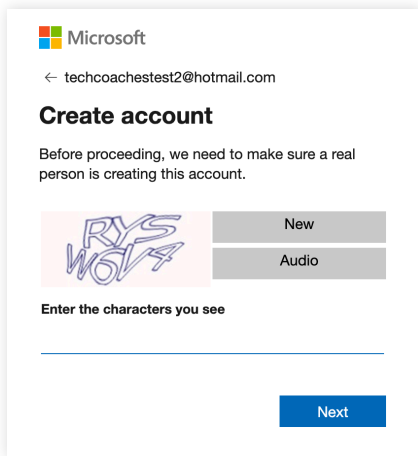
Fill out the basic account information requested (**First Name and Last Name**). Click **Next**.

Almost there!



7

Enter the Captcha code to verify you are human. Click **Next**.



### Note

You may be required to provide a phone number to verify account setup for security reasons, which may or may not be optional. Always to try to push forward by selecting options that make the most common sense to move towards creating an account successfully.

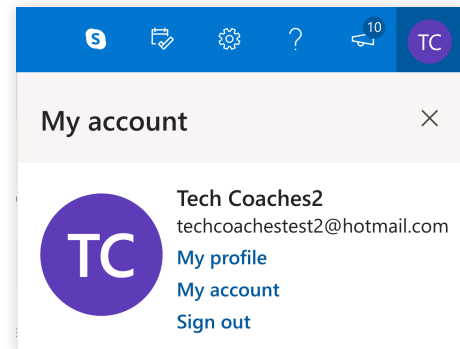
6

Click on each drop down menu to select your country and enter your date of birth. Then click **Next**.



8

You now have a Skype account! To sign out of the Microsoft email website, click the **initials icon** in the upper right corner and click **Sign Out**.



*You're all set. Time to populate your contacts list!*