

How to Create an Online Microsoft Account

Microsoft 365 offers free access to their Microsoft programs that can be accessed from home and on mobile devices!

All you need is an accessible email and the internet/wifi!



Word



Excel



PowerPoint



OneNote



OneDrive



Outlook

1 Go to <https://www.microsoft.com/en-us/microsoft-365/free-office-online-for-the-web>

2 Click the [Sign up for free](#) button

Create, share, and collaborate for free with Office on the web

Sign in

Sign up for free

Want Microsoft 365? See plans and pricing >

3 Enter your email address and click next

The screenshot shows the Microsoft account creation page. It features the Microsoft logo at the top left, followed by the text "Create account". Below this, there is an input field containing the email address "someone@example.com". Underneath the input field, there are two links: "Use a phone number instead" and "Get a new email address". At the bottom right of the form, there is a blue "Next" button.

4 Create a password and click next

Create a password

Enter the password you would like to use with your account.

Create password

Show password

Next

5 Enter a birthdate and click next

Create account

We need just a little more info to set up your account.

Country/region

United States

Birthdate

Month

Day

Year

Next

A code is sent to your email

7 Enter code and click next Uncheck box to avoid junk emails

Verify email

Enter the code we sent to

(Email address) .com. If you didn't get the email, check your junk folder or [try again](#).

8536

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](#).

Next

6 Log into your email and click on the email sent from Microsoft

 **Verify your email address**
Microsoft account team

To verify your email address use this security code: 8536

8 Solve the puzzle

This is a second verification code Microsoft uses. The puzzles vary from entering numbers to using your mouse to turn a picture right-side up.

When the image is the correct way up touch Done!

When the image is the correct way up touch Done!



Done



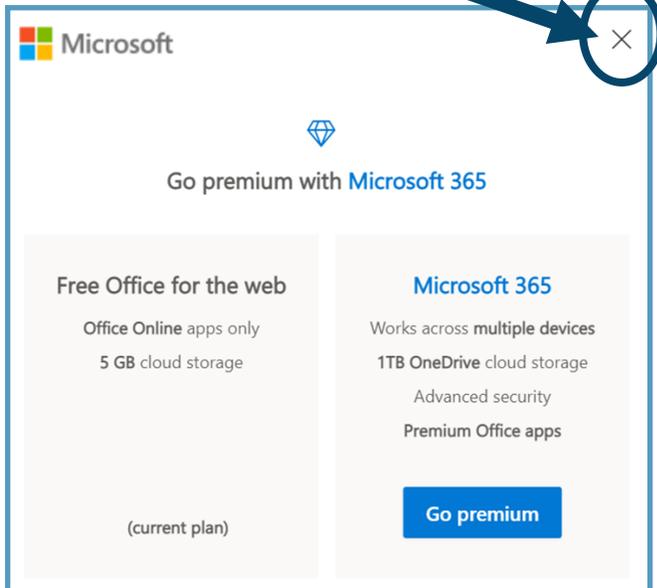
Done

9 Click the X and close the pop-up box

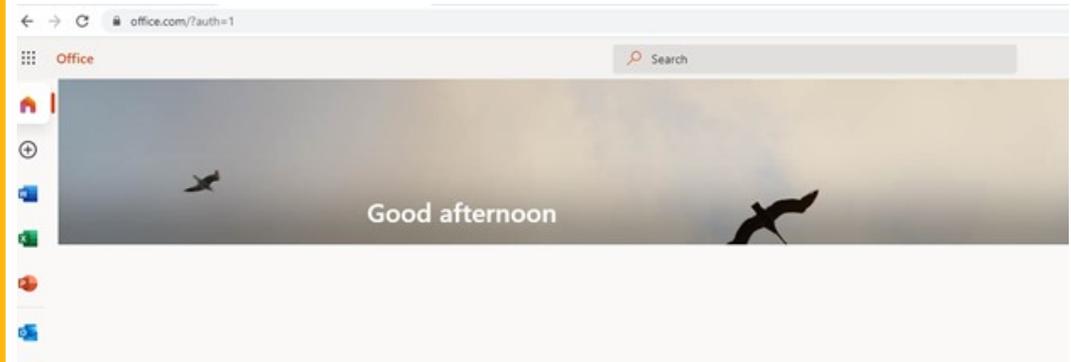
When setting up your account, you are automatically put on the **current free plan**. This box is a marketing tool to get people to pay for premium services.

Unless you want to pay, you can ignore this and enjoy your free Microsoft.

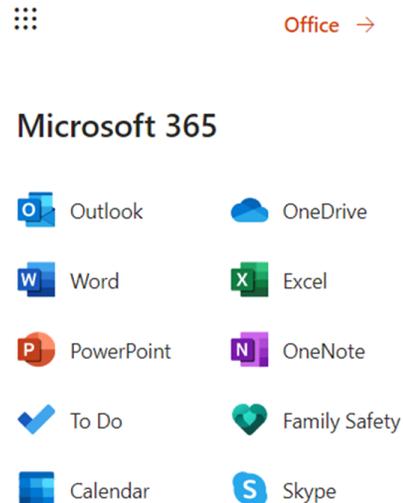
Click the X to Close



This is what your screen should look like:



Here are the programs you have access to:



Saved documents will be in your OneDrive

