



CREATING A PERSONAL MICROSOFT ACCOUNT

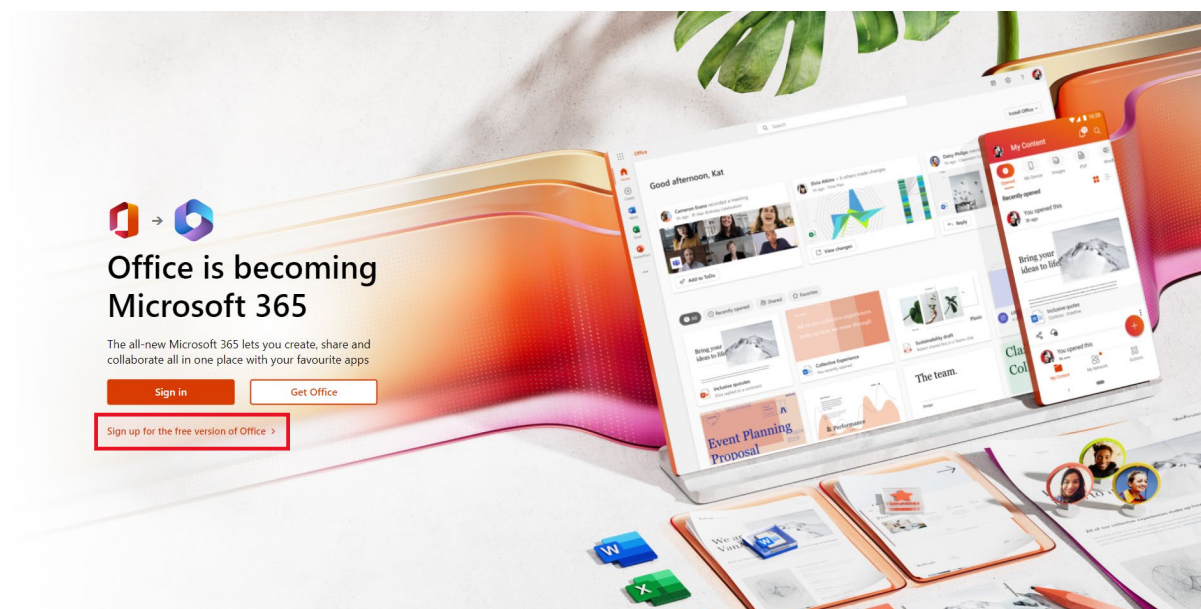


INTRODUCTION

This is a guide on how to create a free personal Microsoft account that is not associated with the College. You have already received your log in credentials for your active St Dominic's College user account. **DO NOT USE YOUR COLLEGE CREDENTIALS TO SET UP A PERSONAL MICROSOFT ACCOUNT AS THIS ACCOUNT IS ALREADY SET-UP.**

STEPS

1. Please connect to a stable internet connection and open your browser of choice. Please open the following website <https://www.office.com/>
2. Click 'Sign up for the free version of Office'



3. If you already have an existing email you wish to set the Microsoft account up with please enter the email below and click 'Next'. Or alternatively you can create a new email address by clicking 'Get a new email address'. **If you entered an already existing email address please skip steps 4 & 5 and proceed to step 6.**





CREATING A PERSONAL MICROSOFT ACCOUNT



Create account

someone@example.com

[Use a phone number instead](#)

[Get a new email address](#)

Next

4. Now enter what you wish the email address to be called in the 'New email' field **PLEASE NOTE: if the email address you wish to use is already taken Microsoft will make this known on the screen by showing a red text message.**
5. Once you have entered an available email address click 'Next'



Create account

New email

@outlook.com



[Use a phone number instead](#)

[Use your email address instead](#)

Next





CREATING A PERSONAL MICROSOFT ACCOUNT



Create account

Someone already has this email address. Try another name.

someone @outlook.com

[Use a phone number instead](#)

[Use your email address instead](#)

Next

6. Now enter the password you would like to set up for the account. Then click 'Next' **PLEASE KEEP A COPY OF THIS PASSWORD SAFE**



Create a password

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

Create password

- ☐ 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](#).

Next





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7. Microsoft will now ask you to complete a challenge to verify the account is set-up correctly. These challenges are randomly selected by Microsoft, no 2 challenges will be the same.



← sdcteststudent@outlook.com

Create account

Please solve the puzzle so we know you're not a robot.



Next

8. Click 'Next' to start the challenge and please follow the on-screen instructions for your puzzle.
9. Once you have successfully completed the challenge it will ask for some information regarding the account. Please enter the details accordingly for who the account is being set-up for then click 'Next'.





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Add details

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

First name	Surname
<input type="text"/>	<input type="text"/>

Next

10. Now please select if you would like to stay signed into your browser or not.



Stay signed in?

Stay signed in so you don't have to sign in again next time.

☐ Don't show this again

No	<u>Yes</u>
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11. You have now successfully set-up a free Microsoft Office account and email address. You will have access to the applications free to use online. If you would like to use the paid desktop applications for your personal Microsoft account, you can upgrade your account to a subscription any time by clicking the 'Buy Microsoft 365' application in the top right-hand corner of the screen.

