

## **How To Create A Microsoft Account**

1. Open your browser and navigate to [signup.live.com](https://signup.live.com); if you are presented with a Microsoft Create an Account page you are where you want to be, otherwise check your internet connection or contact EVAS.
2. Enter your First and Last Name. (Required)
3. Enter the Email you wish to use or create a new one now. (Required)
4. Enter the Password you wish to use, twice. (Required)
5. Select your country, USA is default. (Required)
6. Enter your date of birth. (Required)
7. Enter your Gender. (Required)
8. Enter your Phone Number. (Required if you don't provide Alternate Email)
9. Enter Alternate Email. (Required if you don't provide a Phone Number)
10. Enter the Captcha shown, you can get a new one or hear the audio by clicking on the provided buttons. (Required)
11. Check the box "*Send me promotional offers from Microsoft.*" (Optional)
12. Click on the Microsoft Service Agreement and Privacy Policy links, if you wish to read them. (Recommended)
13. Click Create Account to create your new Microsoft Account. (Required)
14. If everything was processed correctly you should now be presented with your new Microsoft Account page. From this page you can find valuable information regarding your Microsoft Account and products. Also, on your account page you can update your information and manage all of its features. In addition, you can use your account to sign into Windows 10, Skype, Office, and many other Microsoft products. For more information or questions regarding your Microsoft Account and Products contact Microsoft Customer Service at: 1-800-642-7676