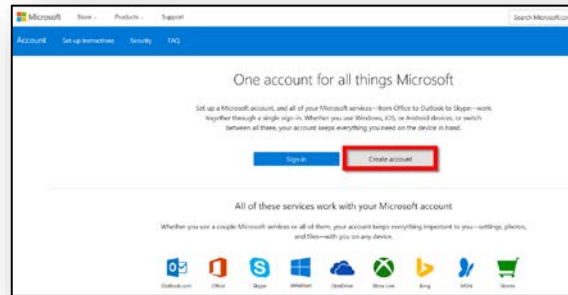


# Creating a Microsoft Account

In order to use the Microsoft Store, you will need to have a Professional Microsoft account.

1. Using any browser, go to <https://www.microsoft.com/en-us/account>

2. Click **Create account**



3. After entering first and Last name, decide if you wish to use an existing personal/professional account, or if you would like to **Get a new email address** and create a new professional Microsoft account.

A screenshot of the "Create an account" form. The form has fields for "First name", "Last name", "User name", "Password", and "Reenter password". The "User name" field contains the text "jomeone@example.com". Below the "User name" field, there is a link "Get a new email address" with a red arrow pointing to it. To the right of the form, there is a grey box with the text "Use your favorite email address as your Microsoft account to sign in to all Microsoft services.".

4. Supply a password with 8 characters, note it is case sensitive.

5. Continue completing the form supplying the local school number if desired.

6. After clicking **Create** at the bottom of the screen you will be taken to the new account.

7. Record the User Name, password and recovery email and give this information to administration at your local school.

8. Download future Windows apps from the store with this User Name and password.