Microsoft Live Account Creation Tutorial

This tutorial covers how to create a Microsoft Live account. If you already have an Office 365 account or Microsoft Live account connected to your work e-mail address, you may use that account instead. This tutorial will help you create a Microsoft Live account (based off your work e-mail) for SharePoint Online.

1) Open your browser and navigate to the following address: https://login.live.com

2) You should be greeted with a screen that looks similar to the above. Click the link that says “Create one!”.
Create an account

You can use any email address as the user name for your new Microsoft account, including addresses from Outlook.com, Yahoo! or Gmail. If you already sign in to a Windows PC, tablet, or phone, Xbox Live, Outlook.com, or OneDrive, use that account to sign in.

First name

Last name

User name

someone@example.com

Get a new email address

Password

6-character minimum; case sensitive

Reenter password

3) Enter the appropriate information into each text box (use your company/work e-mail address as your “user name”).

Country/region

United States

Birthdate

Month  Day  Year

Gender

Select...

Help us protect your info

Your phone number helps us keep your account secure.

Country code

United States (+1)

Phone number
4) Once the text boxes are filled out, follow the directions shown and click the button that says “Create account” as shown in the following illustration:

Before proceeding, we need to make sure a real person is creating this account.

Enter the characters you see

☐ Send me promotional offers from Microsoft. You can unsubscribe at any time.

Clicking Create account means that you agree to the Microsoft Services Agreement and privacy and cookies statement.

Create account

5) You will receive a message after account creation as shown below. Keep this window open and check your e-mail for a confirmation letter with instructions on how to activate your account.
6) Below is an example of what the e-mail should look like. Check your regular inbox and your spam folder. If you did not receive the e-mail notification shown below after about 5 minutes, please hit the “Resend email” button shown on page 3. In the verification e-mail, once you hit the blue button that says “Verify” your e-mail, you will be redirected to the sign-in page for Microsoft Live shown on the first page of this tutorial.

![Verification Email Example](image)

7) Your account should now be active and you should now be able to sign in to Microsoft Live.