

# Windows: Create a Microsoft Account

Creating a Microsoft Account is easy. Recovering it if you lose your credentials ISNT.

So while you are setting it up **MAKE NOTES of all your responses to their questions.**

Creating a Microsoft Account also gives you a Microsoft email address e.g.

john@outlook.com (or more likely [johnskillbank1257@outlook.com](mailto:johnskillbank1257@outlook.com))

Go to [account.microsoft.com](https://account.microsoft.com), select Sign in, and then choose Create one!



## Create account

someone@example.com

[Get a new email address](#)

Next

You can use an existing email address, but if you'd rather create a new email address, choose

**Get a new email address,**

**choose Next, and then follow the instructions.**



## Create account

Someone already has this email address. Try another name, or claim one of these available email addresses

whistler| @outlook.com

[Use your email address instead](#)

Next

Enter the name you wish to use - I've put this one, obviously choose whatever you wish to use as your email address.

You will usually find its not available, and the system will offer you some choices. "Claim one of these available email addresses"



← whistler28@outlook.com

## 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

Choose a password that makes sense to you. See my page here

<https://skillbank.co.uk/security.html>

on picking a password.

Don't use characters that can be confused – eg O 0 ( O and zero)

**WRITE DOWN**

**YOUR EMAIL ADDRESS AND PASSWORD!**

**EXACTLY!**



← whistler28@outlook.com

## What's your name?

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

First name

Surname

Next

Complete the following screens and you're done.

I've not completed the sequence as I don't wish to make a new account at present.

## Read your email from that account

If you have Windows 10 or a later version and you sign in with a Microsoft account that has an outlook.com, Live, Hotmail, or MSN address, that account is added to the Mail and Calendar apps. You can add that email account and many other email accounts to the Mail and Calendar apps to start sending and receiving email and creating and managing events.

Select Start , enter Mail, and choose the app from the results.

If this is the first time you've opened the Mail app, you'll see a Welcome page. Select Add account to get started.

If you've used the Mail app before, at the bottom of the left navigation pane, select Settings Settings icon, and then choose Manage Accounts.

Note: On a phone or tablet, tap the three dots at the bottom of the page to access Settings.

Select Add account.

Choose the type of the account you want to add.

Enter the required information and select Sign in. For most accounts, this is your email address, password, and the account name. The account name is what you'll see in both the left pane of the Mail app and in the Manage Accounts pane.

Note: If you receive the message "We couldn't find info for that account. Make sure that the email address is correct and then try again," you'll need to select Try again three times before the button changes to Advanced. Select Advanced and follow the steps in the next section to add your account.

Select Done. Your data will start syncing as soon as your account is set up.

Note: It may take a few minutes for your account to synchronize. During this time, you may see "Not synced yet" in the message pane. If this message persists, you can learn how to resolve sync issues in Mail and Calendar apps.