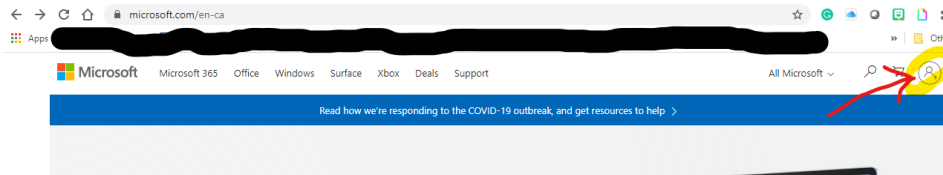
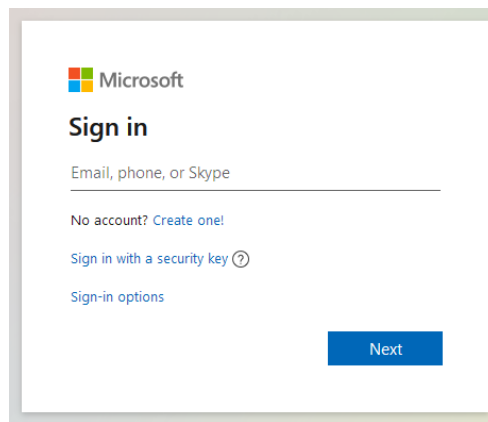


## How to create a Microsoft Account so you can sign into Teams

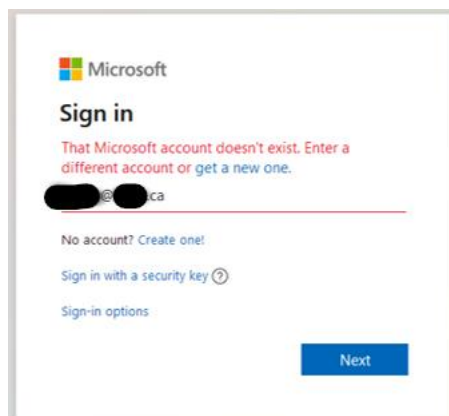
- 1) To ensure you can access Teams for the Career Transitions event you will be attending, please check to see if you have a Microsoft account.
  - a. Go to [www.microsoft.com](http://www.microsoft.com)
  - b. Select the **sign in** button on the top right corner



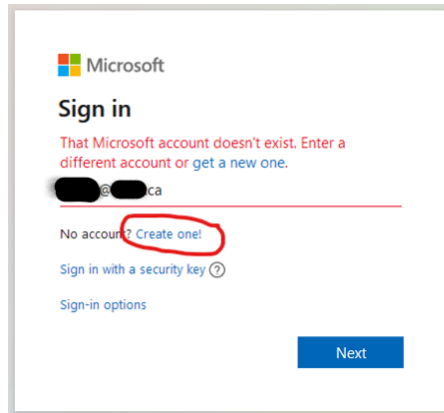
- c. A login screen will appear like this:



- d. Enter your **email address** and press **Next**.
- 2) If you do NOT have a Microsoft account, you will see the screen below:



- 3) Select **Create one!**



Microsoft

### Sign in

That Microsoft account doesn't exist. Enter a different account or get a new one.

██████@██████.ca

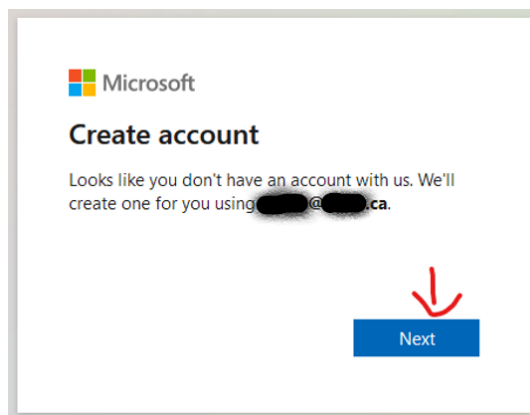
No account? **Create one!**

Sign in with a security key ⓘ

Sign-in options

Next

4) Select **Next**



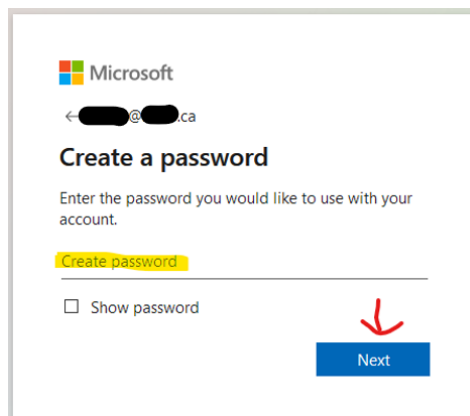
Microsoft

### Create account

Looks like you don't have an account with us. We'll create one for you using ██████@██████.ca.

Next

5) Create **a password** for your account and select **Next**



Microsoft

< ██████@██████.ca

### Create a password

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

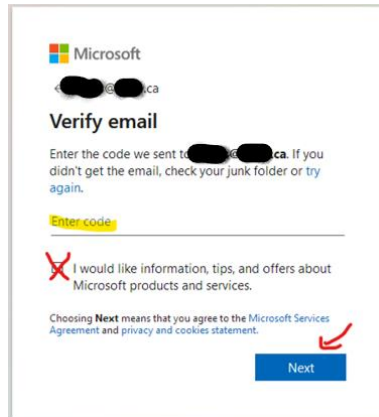
Create password

Show password

Next

6) Microsoft will then ask for your **Name** and **Birthdate** – select **Next** after each.

7) Microsoft will send a verification code to your email – **enter the code**, **deselect** the tips and offers, then press **Next**



Microsoft  
[redacted]@[redacted].ca

### Verify email

Enter the code we sent to [redacted]@[redacted].ca. If you didn't get the email, check your junk folder or try again.

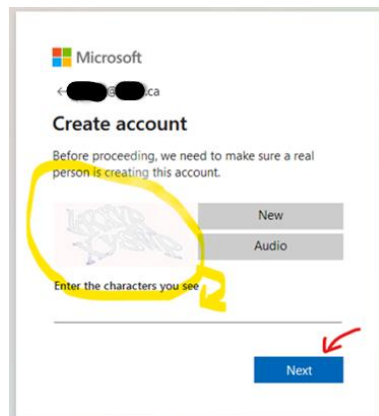
Enter code: \_\_\_\_\_

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**

- 8) To ensure you are not a computer, Microsoft will ask you to **enter the characters** you see. If you cannot read them, select New or Audio. Once entered, press **Next**



Microsoft  
[redacted]@[redacted].ca

### Create account

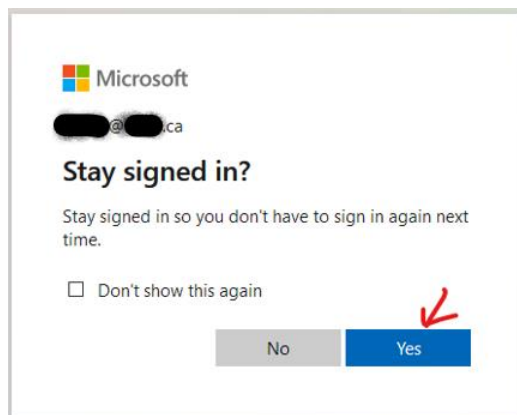
Before proceeding, we need to make sure a real person is creating this account.

New  
 Audio

Enter the characters you see: \_\_\_\_\_

**Next**

- 9) Finally, Microsoft will ask if you want to stay signed in – Select **Yes** if you want to stay signed in



Microsoft  
[redacted]@[redacted].ca

### Stay signed in?

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

Don't show this again

**SUCCESS!** You now have a Microsoft account!

You will be able to use this account for the Virtual Post-Secondary Fair, Scholarship and Financial Aid Presentation, plus all Career Exploration Sessions and other Career Transitions events hosted on Teams.