

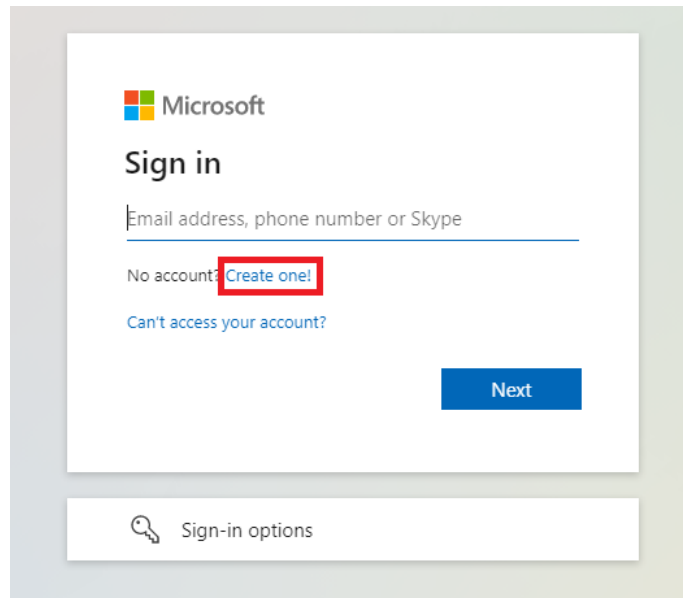
Microsoft Account Creation



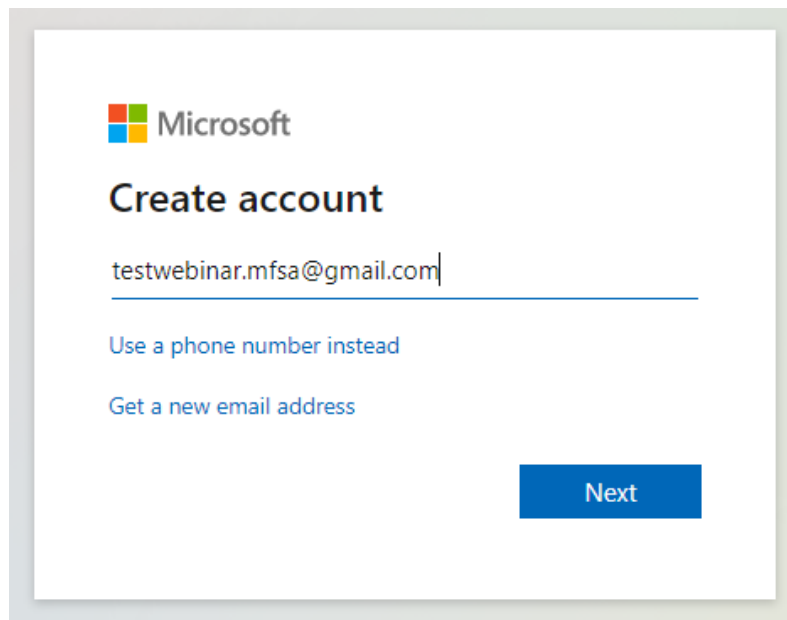
Step-by-step Guide



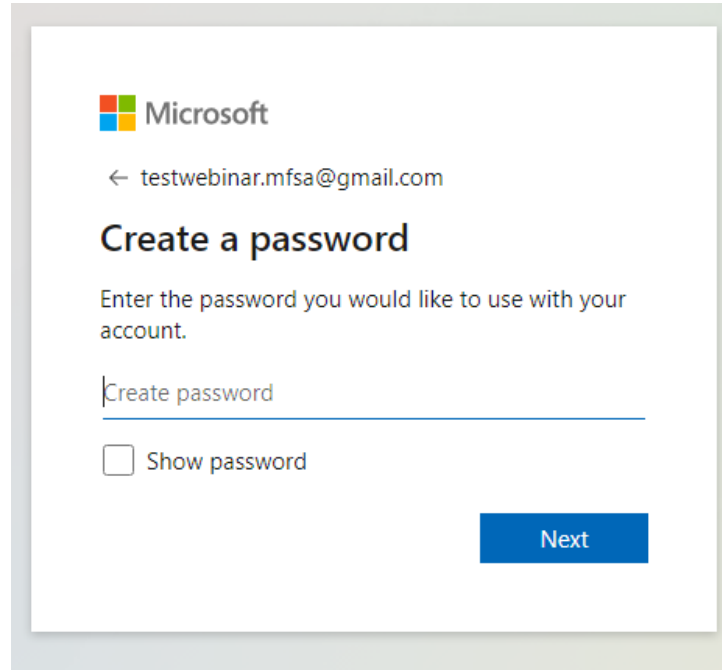
- Open your web browser and in the address bar type: **portal.office.com**.
- Click on '**Create one!**'.



- Enter the email address on which you received the invite from the MFSA and click '**Next**'.

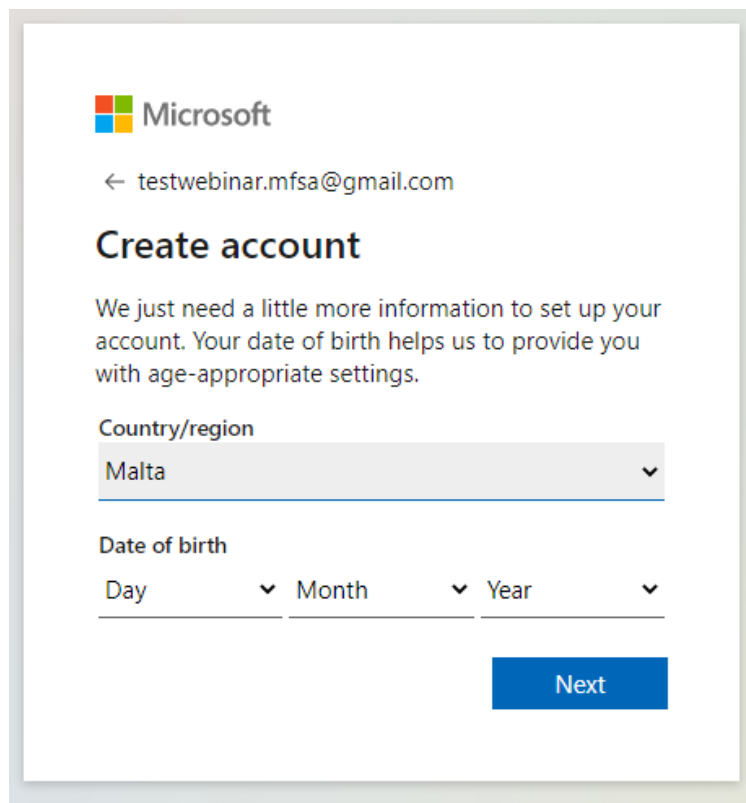


- Create a password for this Microsoft account and click '**Next**'.



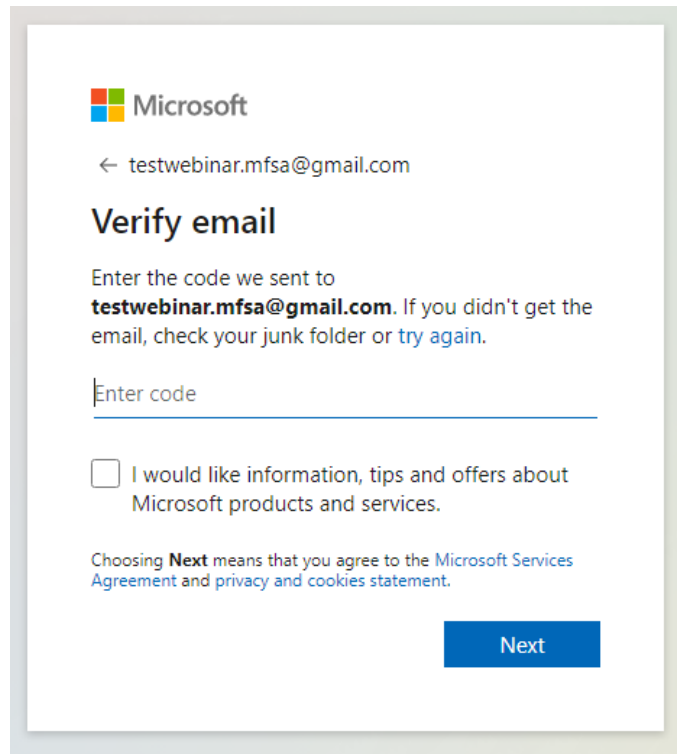
The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo. Below it is the email address 'testwebinar.mfsa@gmail.com' with a back arrow. The main heading is 'Create a password'. Below the heading is the instruction: 'Enter the password you would like to use with your account.' There is a text input field containing the placeholder text 'Create password'. Below the input field is a checkbox labeled 'Show password'. At the bottom right is a blue button labeled 'Next'.

- Enter the details below and click '**Next**'.

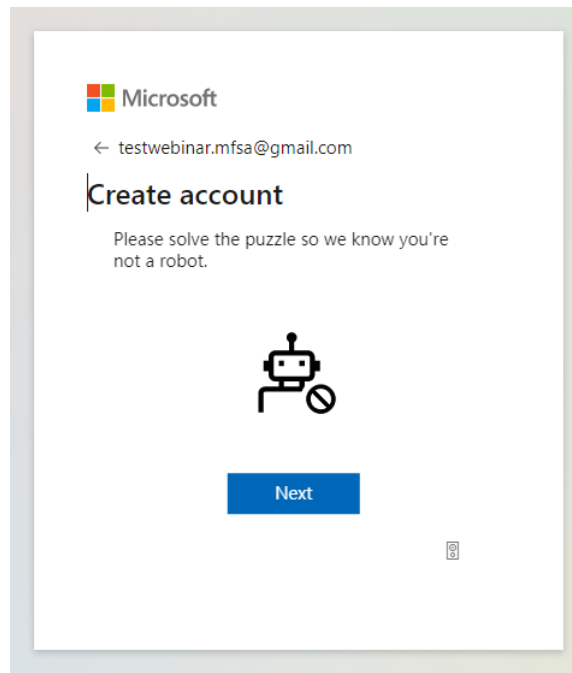


The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo. Below it is the email address 'testwebinar.mfsa@gmail.com' with a back arrow. The main heading is 'Create account'. Below the heading is the instruction: 'We just need a little more information to set up your account. Your date of birth helps us to provide you with age-appropriate settings.' There are two main sections: 'Country/region' with a dropdown menu showing 'Malta' and a downward arrow; and 'Date of birth' with three dropdown menus for 'Day', 'Month', and 'Year', each with a downward arrow. At the bottom right is a blue button labeled 'Next'.

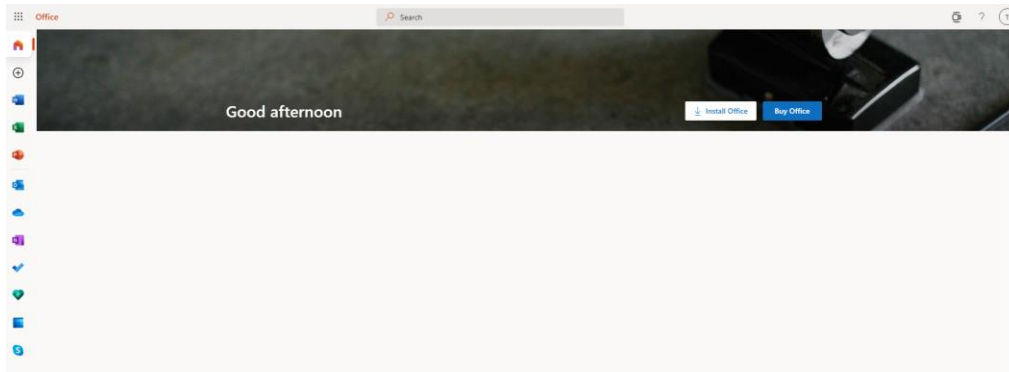
- Enter the code which you will receive from Microsoft on your email account and click **'Next'**.



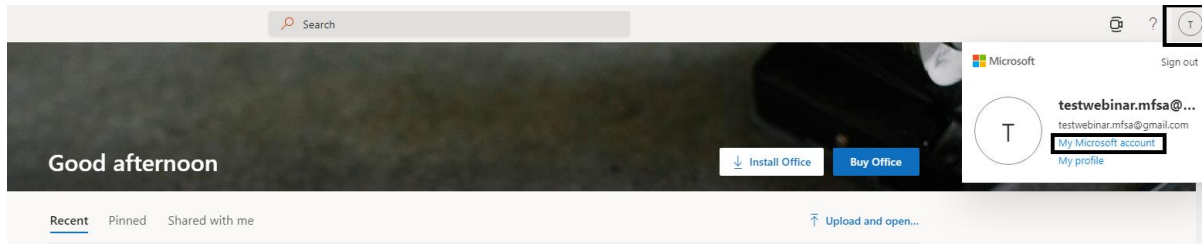
- Click on **'Next'** and solve the easy puzzle.



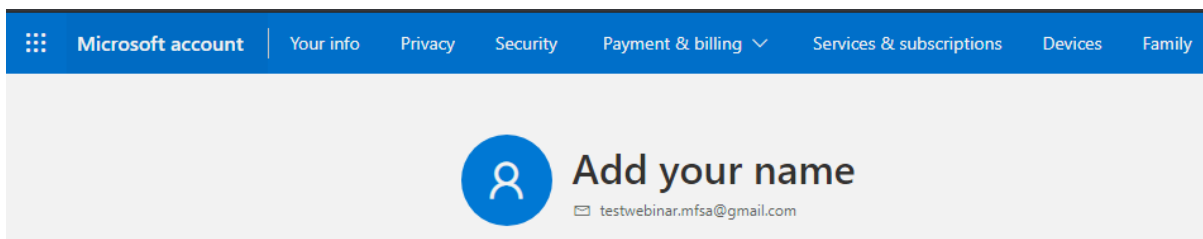
- The Microsoft Account has been created.



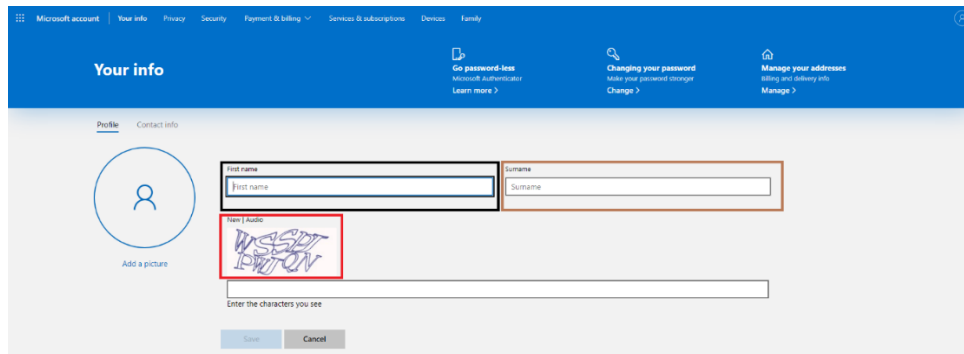
- Click on the **T** in this case, in your case this will be different depending on the first letter of the email address you used and select **'My Microsoft Account'**.



- Click on **'Add your name'** and click **'Add Name'**.



- Enter your first name and surname and then key in the letters and digits randomly displayed in the text box below.



The screenshot shows the 'Your info' page of a Microsoft account. The page has a blue header with navigation links: 'Microsoft account', 'Your info', 'Privacy', 'Security', 'Payment & billing', 'Services & subscriptions', 'Devices', and 'Family'. Below the header, there are three main sections: 'Go password-less', 'Changing your password', and 'Manage your addresses'. The main content area is divided into 'Profile' and 'Contact info'. Under 'Profile', there is a circular icon with a person silhouette and the text 'Add a picture'. To the right, there are two text input fields: 'First name' and 'Surname'. Below these, there is a 'New photo' section with a red-bordered image of a colorful, abstract pattern. Below the image, there is a text input field with the prompt 'Enter the characters you see'. At the bottom, there are 'Save' and 'Cancel' buttons.

- Click on **Save** and your details and Microsoft account have been created.