How to create a Microsoft Account
Go to account.microsoft.com, select Sign in, and then choose Create one!

If you’d rather create a new email address, choose Get a new email address, choose Next, and then follow the instructions.
Enter the Gmail account you created when turning on the Chromebook or select **Get a New Address**, choose **Next**

**SKIP if you entered a Gmail Account Address.**

Create a email address and select **Next**
SKIP if you entered a Gmail Account Address.

Create a password and decide if you want Microsoft emails then select Next.

SKIP if you entered a Gmail Account Address.

Select your country and enter your birthday than select Next.
You may get flagged to verify you are not a robot, click **Next** just follow instructions

CONGRATULATIONS YOU CREATED A MICROSOFT ACCOUNT AND CAN SIGN INTO MICROSOFT OFFICE ON YOU CHROMEBOOK
How to install and run Microsoft Office on a Chromebook

You can use Office for the web in your browser to create, edit and collaborate on files from your Chromebook. If your Chromebook uses the Chrome Web Store, you can also install the Office mobile apps through the Google Play Store.

Notes:

- To find out which Chromebooks support the Office mobile apps from the Google Play Store, see Chrome OS Systems Supporting Android App.
- You can’t install the Windows or Mac desktop versions of Microsoft 365 or Office 2016 on a Chromebook.
- The Android version of OneDrive is not currently supported on a Chromebook.

How to install Office apps on a Chromebook:

1. Open the Google Play Store and search for the apps you want to install.
   
   Or you can click on any of these links to download a specific app: Microsoft Outlook, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, OneNote, Office Lens, or Microsoft Teams.

2. Click Install.

3. Once your app(s) are installed, click the Launcher on your Chromebook and click on the app to open it.

4. Sign in with your personal Microsoft Account or your account associated with your Microsoft 365 subscription. See Install and set up Office on an Android for details on how to sign in to Office on Android.