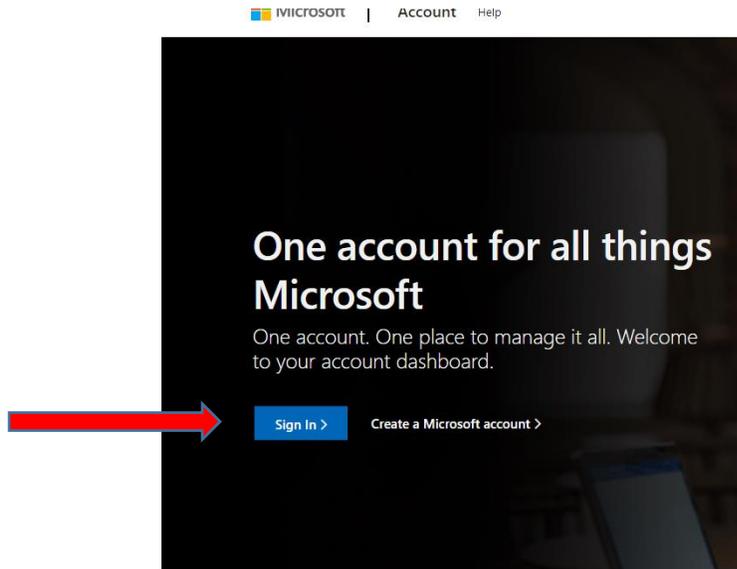
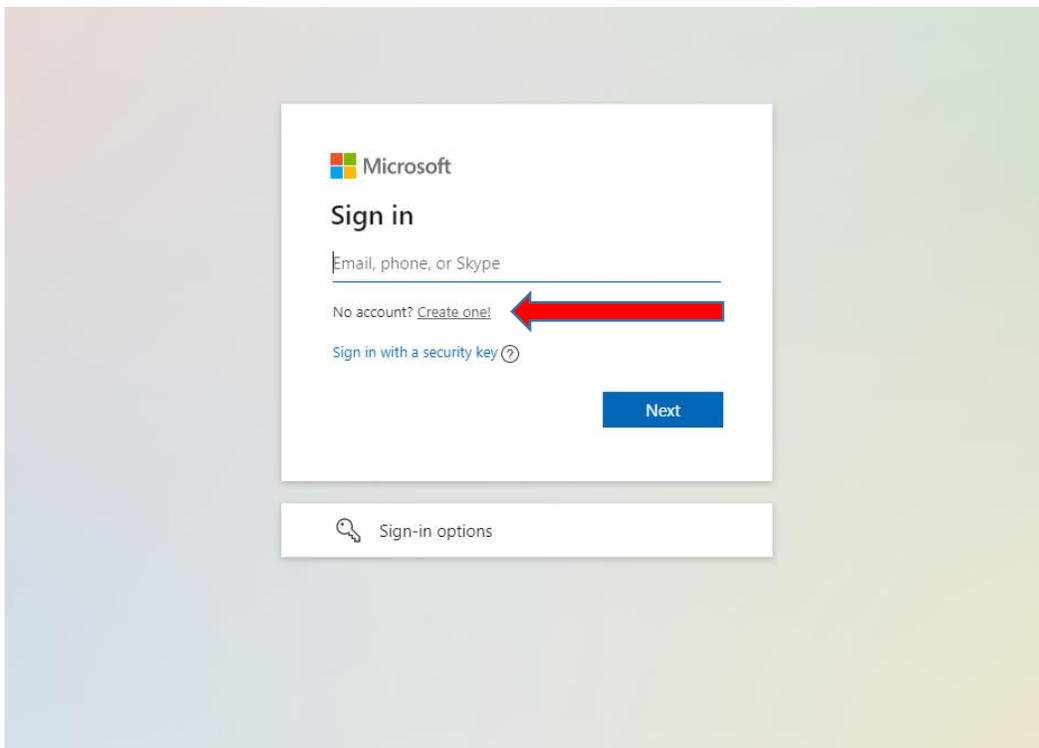


How to create a Microsoft Account

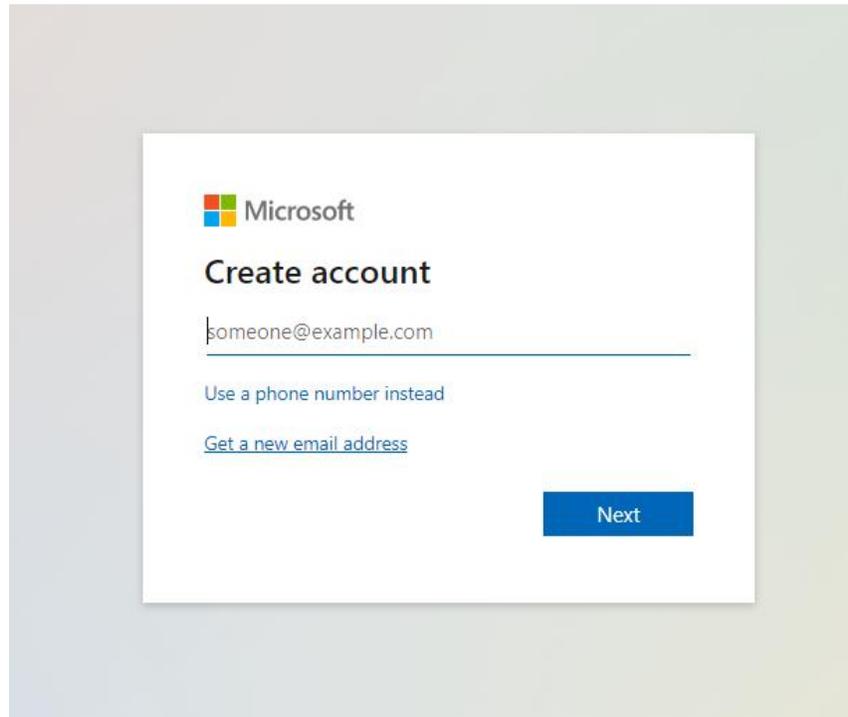
Go to account.microsoft.com, select **Sign in**, and then choose **Create one!**



If you'd rather create a new email address, choose **Get a new email address**, choose **Next**, and then follow the instructions.



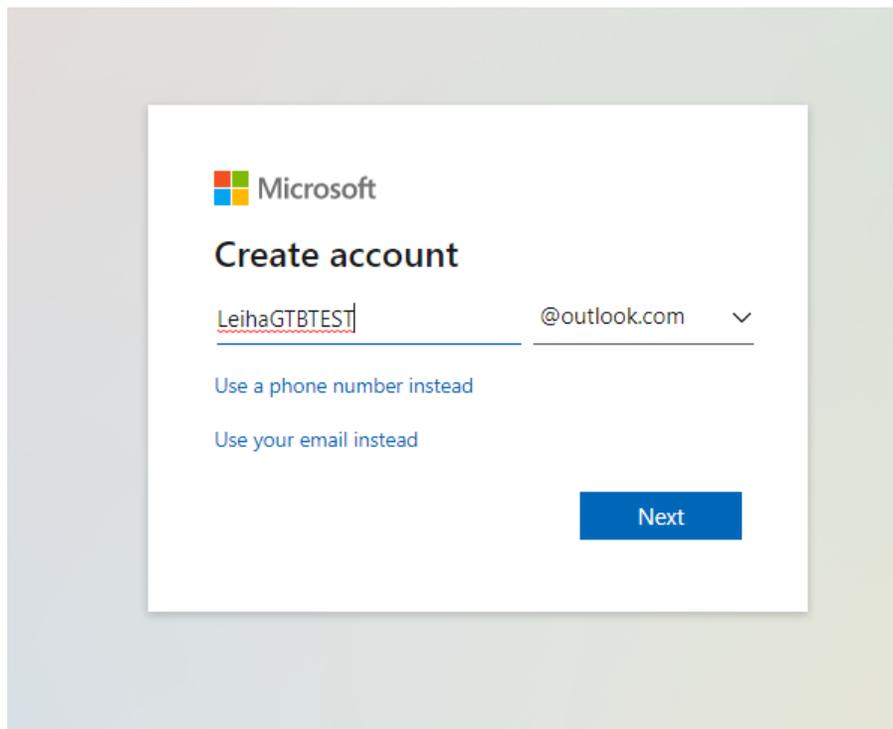
Enter an the Gmail account you created when turning on the Chromebook or select **Get a New Address**, choose **Next**



The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo. Below it, the text 'Create account' is displayed. A text input field contains the email address 'someone@example.com'. Below the input field, there are two links: 'Use a phone number instead' and 'Get a new email address'. A blue button labeled 'Next' is positioned at the bottom right of the form.

SKIP if you entered a Gmail Account Address.

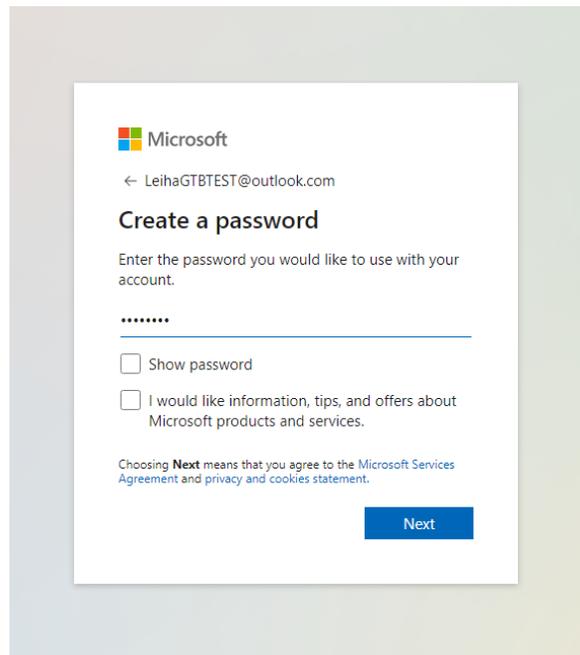
Create a email address and select **Next**



The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo. Below it, the text 'Create account' is displayed. The first name input field contains 'LeihaGTBTESI'. To the right of the first name field is a dropdown menu for the domain, currently set to '@outlook.com'. Below the input fields, there are two links: 'Use a phone number instead' and 'Use your email instead'. A blue button labeled 'Next' is positioned at the bottom right of the form.

SKIP if you entered a Gmail Account Address.

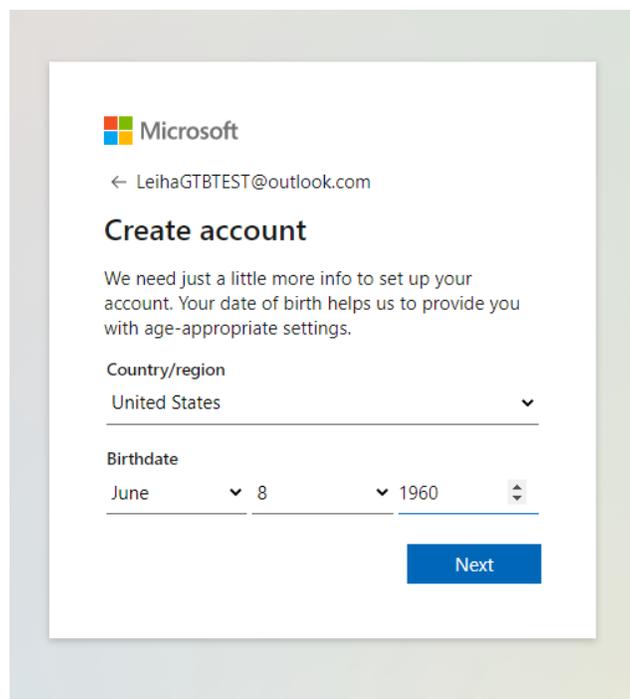
Create a password and decide if you want Microsoft emails then select **Next**



The screenshot shows a Microsoft account creation screen. At the top left is the Microsoft logo. Below it is the email address 'LeihaGTBTEST@outlook.com'. The main heading is 'Create a password'. Below the heading is the instruction 'Enter the password you would like to use with your account.' followed by a password input field containing seven dots. There are two checkboxes: 'Show password' and 'I would like information, tips, and offers about Microsoft products and services.'. At the bottom, there is a small text block: 'Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).' and a blue 'Next' button.

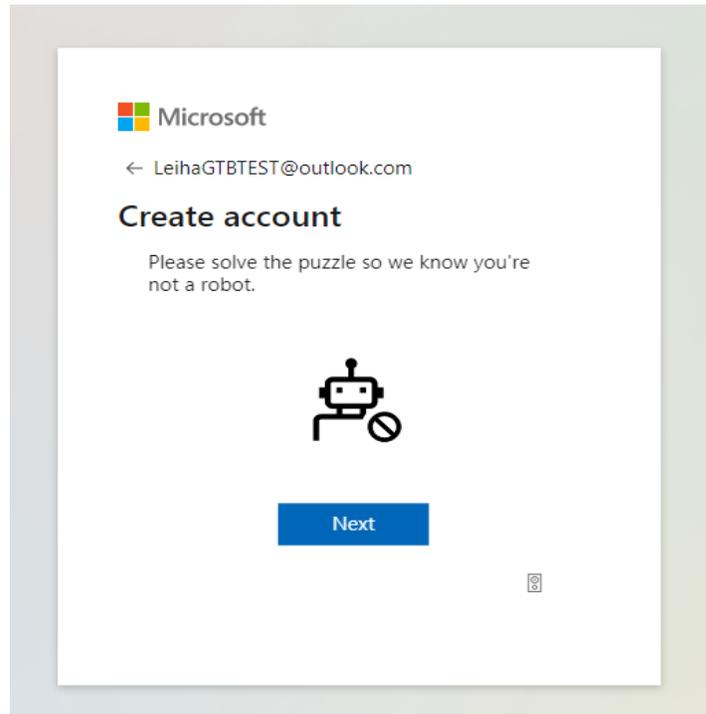
SKIP if you entered a Gmail Account Address.

Select your country and enter you birthday than select **Next**

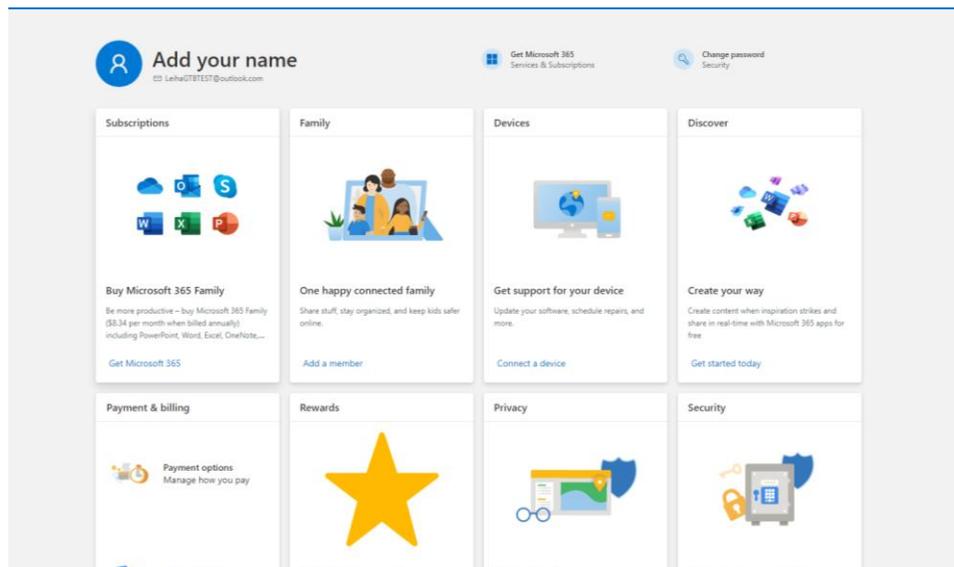


The screenshot shows a Microsoft account creation screen. At the top left is the Microsoft logo. Below it is the email address 'LeihaGTBTEST@outlook.com'. The main heading is 'Create account'. Below the heading is the instruction 'We need just a little more info to set up your account. Your date of birth helps us to provide you with age-appropriate settings.' There are two dropdown menus: 'Country/region' with 'United States' selected, and 'Birthdate' with 'June', '8', and '1960' selected. At the bottom right is a blue 'Next' button.

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.
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