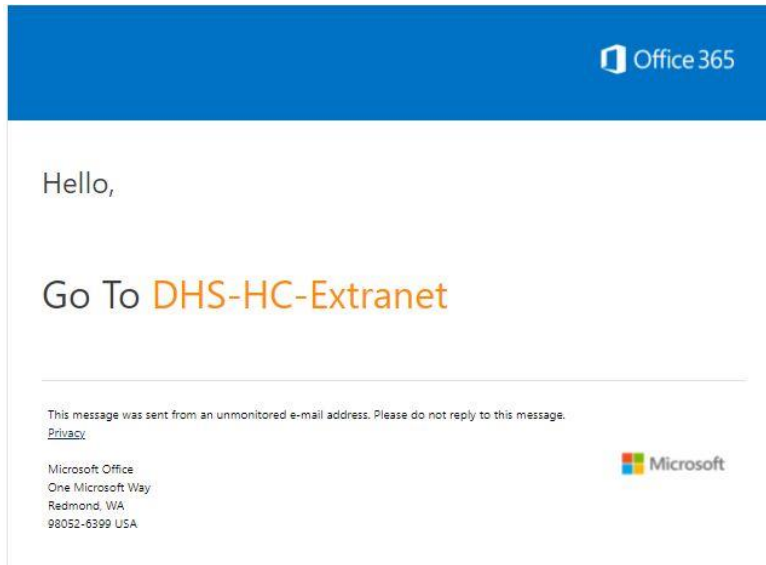


Creating a Microsoft Account

1. Click the site link within the SharePoint email invite.



2. Click the "Create a Microsoft account, it's quick and easy!" link near the bottom of the SharePoint Online welcome screen.

Welcome to SharePoint Online

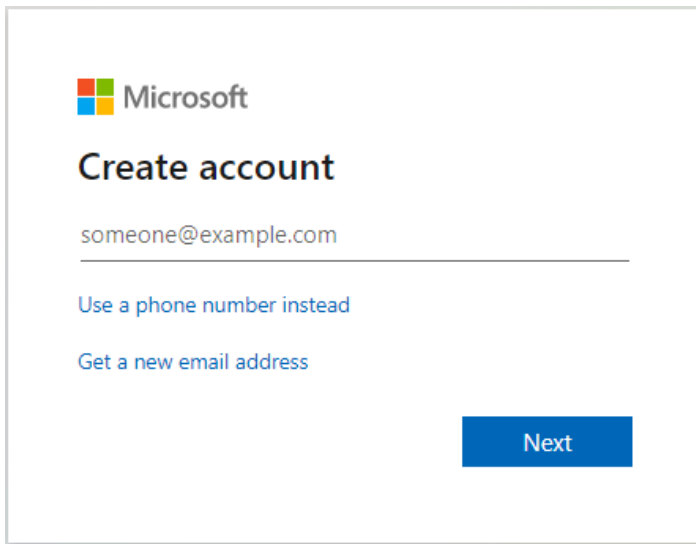
To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization. By signing in you allow Commonwealth of Pennsylvania to use your basic profile (name and email address) in accordance with their privacy statement. Commonwealth of Pennsylvania has not provided links to their terms for you to review. You can remove these permissions at myapps.microsoft.com.

 **Microsoft account**
Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.

 **Organizational account**
Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.

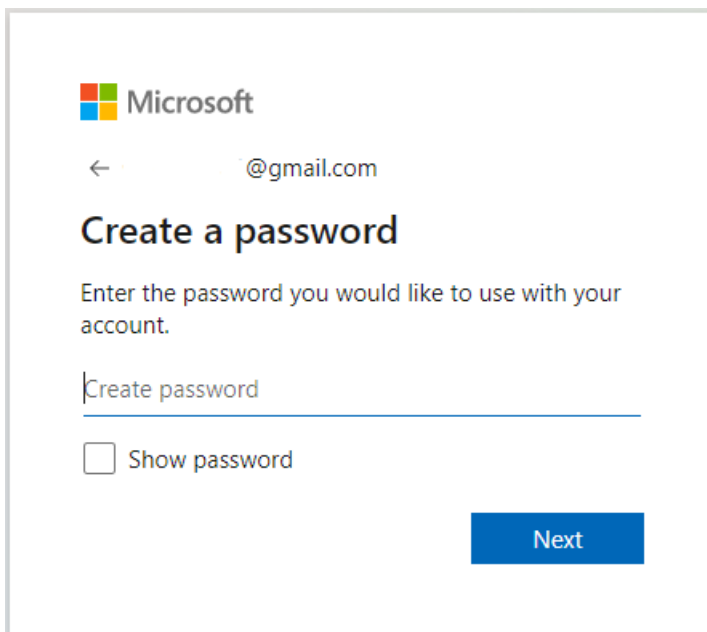
Don't have either account? [Create a Microsoft account, it's quick and easy!](#)

3. Enter your email you would like associated with your Microsoft account.



The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo. Below it, the heading "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". At the bottom right, there is a blue button labeled "Next".

4. Create a password.



The screenshot shows the Microsoft account creation interface for password creation. At the top left is the Microsoft logo. Below it, there is a back arrow and a partially visible email address "@gmail.com". The heading "Create a password" is displayed. Below the heading, there is a text input field with the placeholder text "Create password". Below the input field, there is a checkbox labeled "Show password". At the bottom right, there is a blue button labeled "Next".

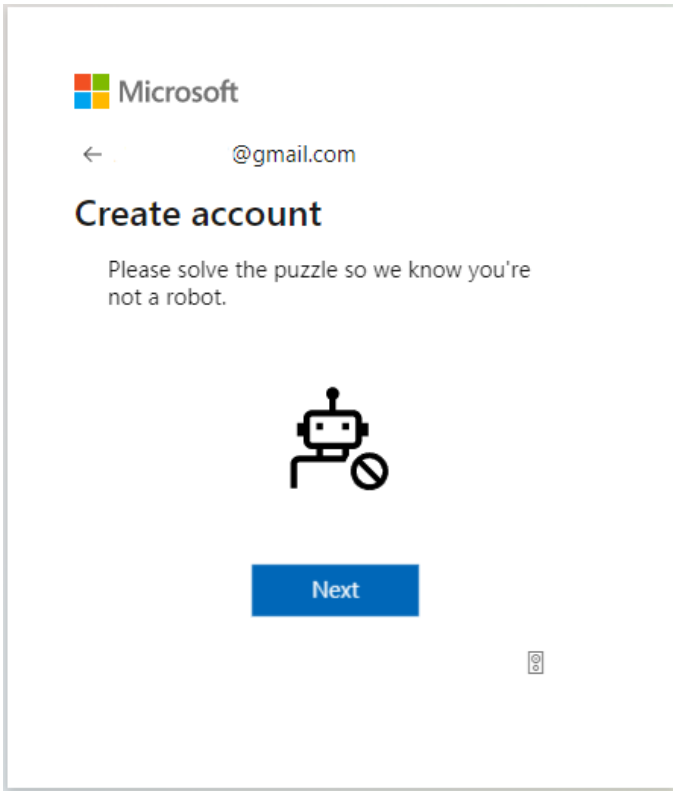
5. Enter additional info.

The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo. Below it is a back arrow and a partially visible email address ending in '@gmail.com'. The main heading is 'Create account'. Below the heading is a paragraph: '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 main input sections: 'Country/region' with a dropdown menu currently set to 'United States', and 'Birthdate' with three dropdown menus for 'Month', 'Day', and 'Year'. At the bottom right is a blue 'Next' button.

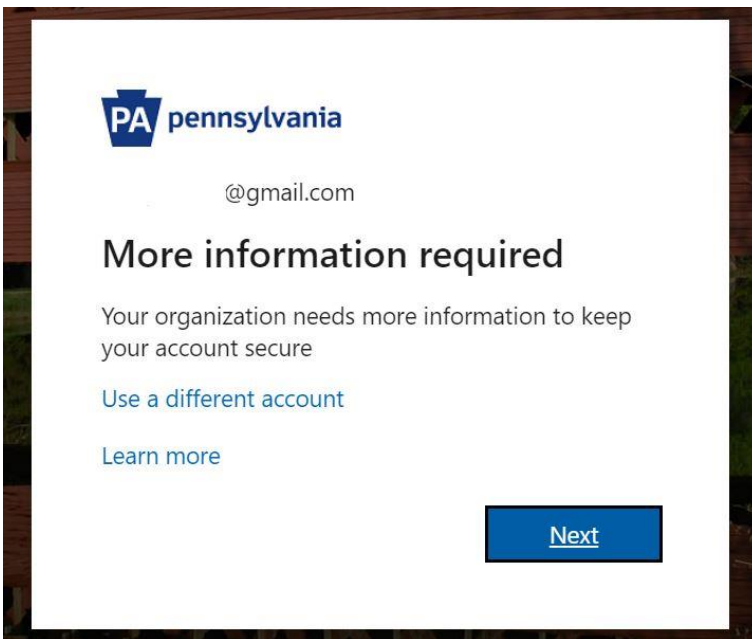
6. Enter verification code received by email.

The screenshot shows the Microsoft account creation interface for email verification. At the top left is the Microsoft logo. Below it is a back arrow and a partially visible email address ending in '@gmail.com'. The main heading is 'Verify email'. Below the heading is a paragraph: 'Enter the code we sent to: @gmail.com. If you didn't get the email, check your junk folder or try again.' There is a text input field labeled 'Enter code'. Below that is a checkbox with the text: 'I would like information, tips, and offers about Microsoft products and services.' At the bottom is a paragraph: 'Choosing Next means that you agree to the Microsoft Services Agreement and privacy and cookies statement.' At the bottom right is a blue 'Next' button.

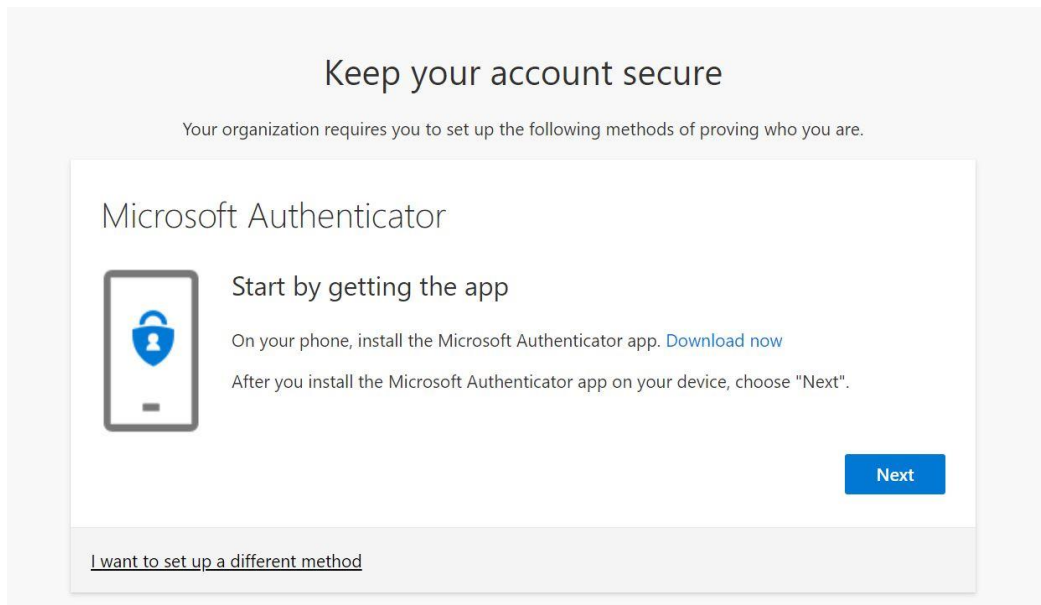
- Solve puzzle.



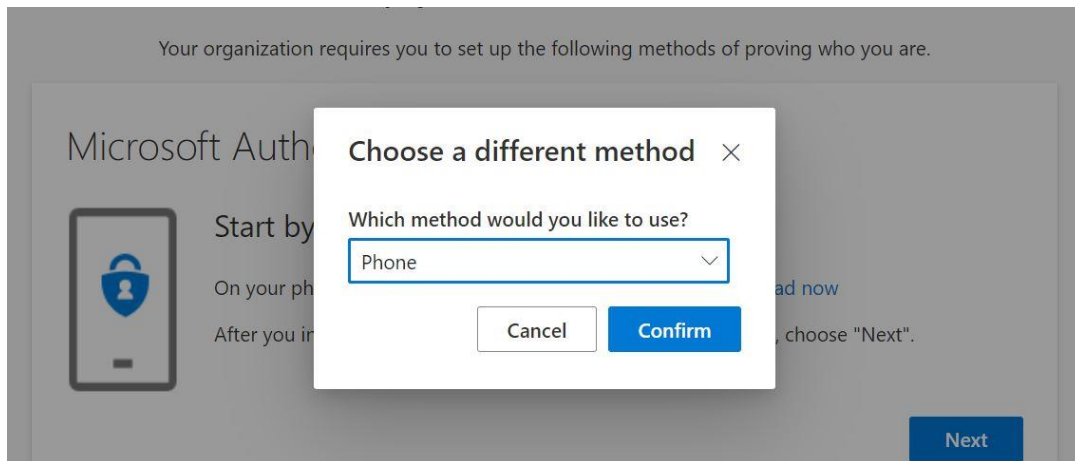
- Click Next on the more information required screen.



9. Click “I want to set up a different method” link at the bottom of the Keep your account secure screen.



10. Choose “Phone” in the drop-down menu and click Confirm.



11. Enter your phone number and choose either “Text me a code” or “Call me”. It’s suggested to use the call me option in case your phone line doesn’t support text messages. Click Next.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1)

Text me a code

Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#)

12. You should then receive a phone call. After answering you should have to press the # key to verify.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

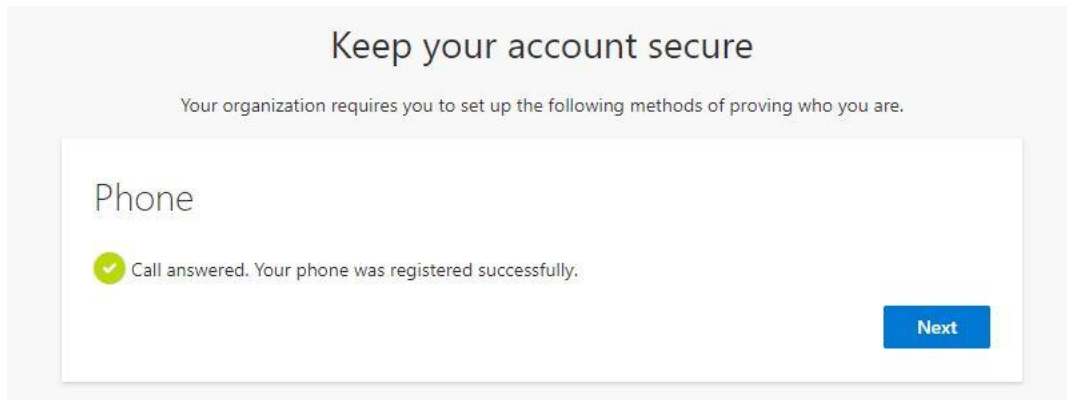
Phone

We're calling +1

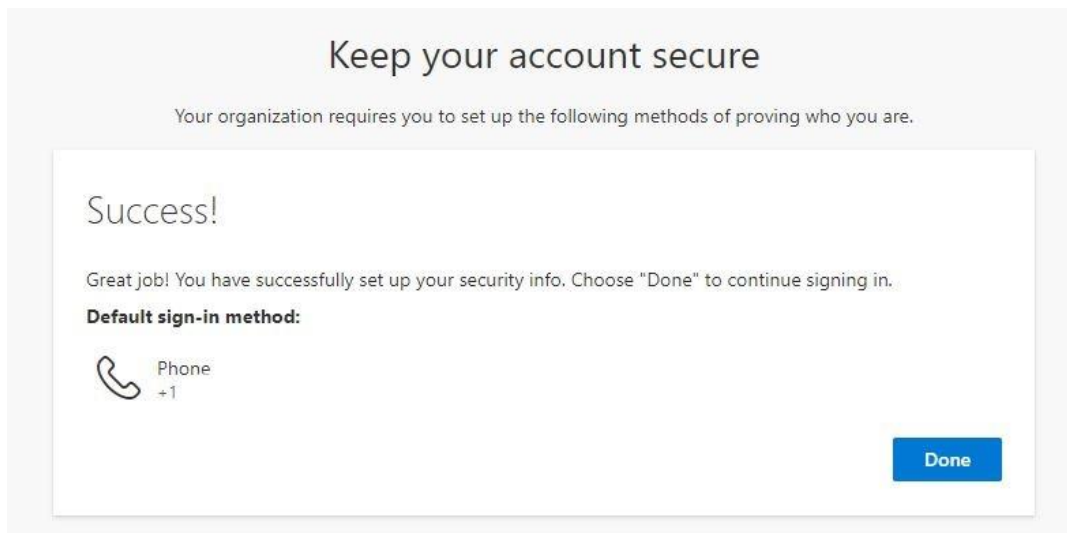
Back

[I want to set up a different method](#)

13. After verifying the call, you should receive a message stating your call was answered and registered successfully. Click Next.



14. Click Done on the screen stating your security info was successfully set up.



15. You should then receive another phone call to approve your sign in request to the site. After answering you should have to press the # key to verify.



16. You should then be directed to the HC Extranet Homepage.

