

Microsoft Family Safety Setup

Creating a Microsoft account on a Windows device checklist



This checklist guides you through the steps to create a Microsoft account on a Windows device. If you are creating a Microsoft account on a browser, follow steps **6-14**.

● A panel or page ● Click the button ● Input the info

Go to the Settings Menu

<input type="checkbox"/> Step 1	On your desktop, click the Window icon (☰) in the bottom-left corner.
<input type="checkbox"/> Step 2	Select Settings (⚙️).
<input type="checkbox"/> Step 3	Select Accounts (👤).
<input type="checkbox"/> Step 4	On the Settings menu, Your Info option.
<input type="checkbox"/> Step 5	Click Sign in with a Microsoft account instead .

Create a new email address

<input type="checkbox"/> Step 6	A sign-in page will pop up. Click Create one!
<input type="checkbox"/> Step 7	On the next page, click Get a new email address .
<input type="checkbox"/> Step 8	Enter your username into the "New email" form, before @outlook.com. <ul style="list-style-type: none">This is the part that will identify you. If the name is already taken, you'll see an availability message.
<input type="checkbox"/> Step 9	Once you've confirmed your username, click Next .
<input type="checkbox"/> Step 10	Now, you can create a password for your account. Then click Next . <ul style="list-style-type: none">If you want to receive updates about Microsoft products and services, leave the tick box checked. If not, uncheck it.Clicking Next also means you agree to the Privacy Statement and Microsoft Services Agreement. The blue text links provide details.
<input type="checkbox"/> Step 11	Enter your First name and Last name into the forms. Then click Next .
<input type="checkbox"/> Step 12	In the Country/region list, select Australia .
<input type="checkbox"/> Step 13	Then you can select and enter your birthdate . <ul style="list-style-type: none">Please make sure the year is correct as it affects account features.
<input type="checkbox"/> Step 14	If all information is correct, click Next .

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Link the account to your device

<input type="checkbox"/> Step 15	Enter your Current Windows password into the form. The one you use to log in to your laptop and click Next .
<input type="checkbox"/> Step 16	Choose additional sign-in options, you can use face recognition or your fingerprint. If you prefer, click Skip for now .
<input type="checkbox"/> Step 17	Next is Create a PIN for easier access to your account. Click Next .
<input type="checkbox"/> Step 18	Enter your PIN . It's usually 4-6 digits long. <ul style="list-style-type: none">Choose a PIN that is easy for you to remember but hard for others to guess. Avoid simple patterns like 0000 or using personal info.
<input type="checkbox"/> Step 19	Confirm the PIN and click Finish .
<input type="checkbox"/> Step 20	The final step is to keep your account details, including the username, password and PIN, somewhere private and secure. Losing the information could make it difficult to access your account later.

Your Microsoft account is now ready to use!