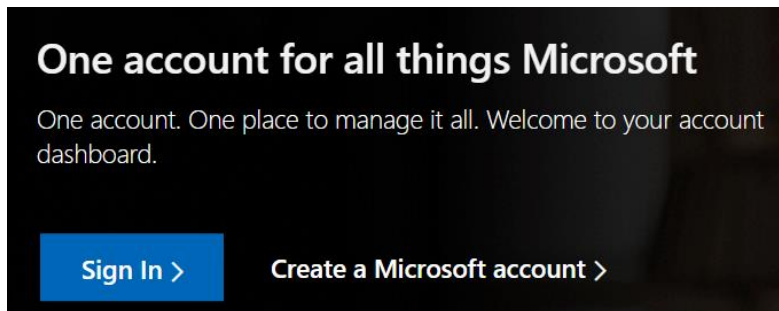


## How to Create a Free Office 365 Account & Switch Users (Sign Out)

### Step 1:

- Go to [account.microsoft.com](https://account.microsoft.com), select **Sign in**, and then choose **Create one!**
- If you'd rather create a new email address, choose **Create a Microsoft account**, choose **Next**, and then follow the instructions.



Video Link to Creating an Account: <https://support.microsoft.com/en-us/help/4026324/microsoft-account-how-to-create>

### Create a Microsoft account:

### Step 2: Click **Create one!**



## Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Sign in with a security key](#) ⓘ

[Sign-in options](#)

Next



**Step 3:** Enter an email address you want to create and click **Next**.

## Create account

someone@example.com

[Use a phone number instead](#)

[Get a new email address](#)

Next

**Step 4:** Enter a password of your choosing and click **Next**.

## Create a password

Enter the password you would like to use with your account.

Create password

Show password

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

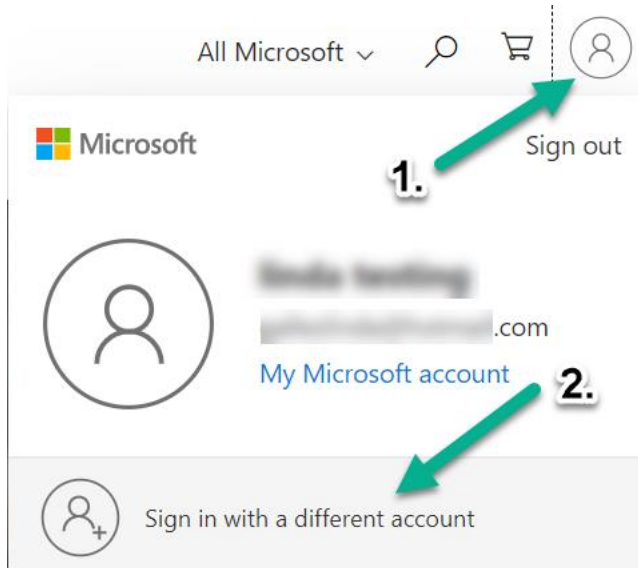
Next

This will create your Office365 account. **Save the user name and password to sign into Office 365.**

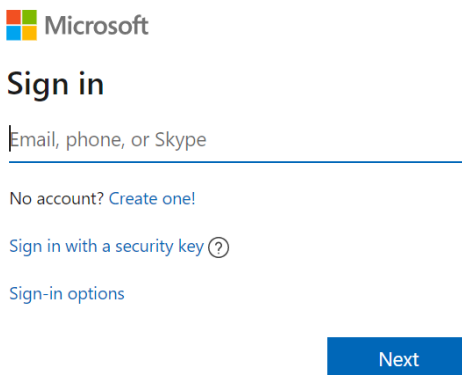
## To Switch to Another User Account:

**Step 1:** Click on the user icon in the top right corner.

**Step 2:** Click on **Sign in with a different account**.

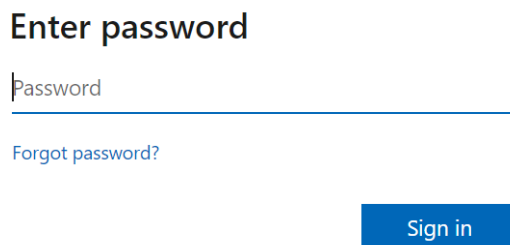


**Step 3:** Enter the email address and click **Next**.



Microsoft  
**Sign in**  
Email, phone, or Skype  
No account? [Create one!](#)  
[Sign in with a security key](#) ⓘ  
[Sign-in options](#)  
[Next](#)

**Step 4:** Enter the password and click **Sign in**.



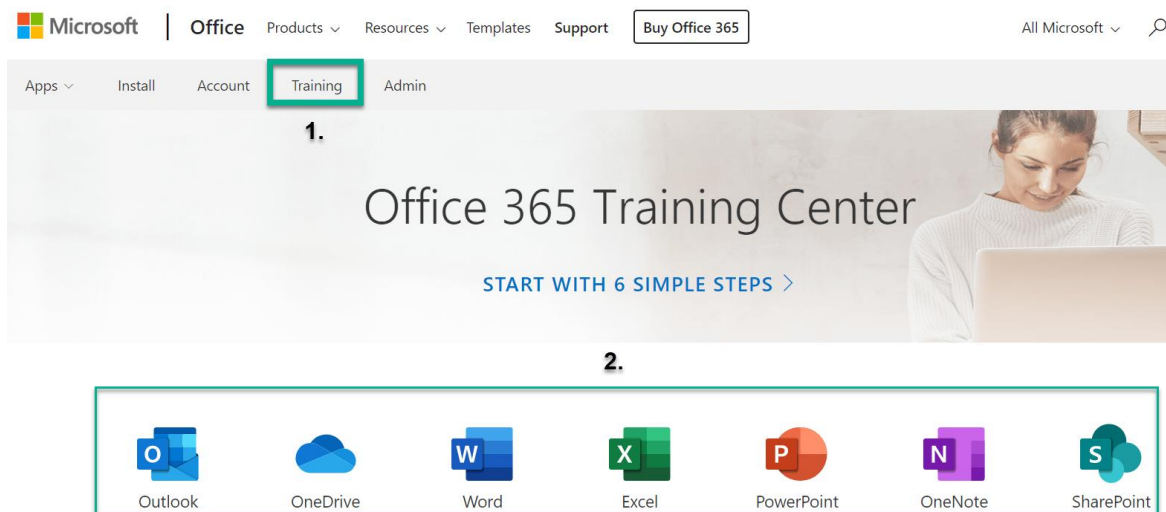
**Enter password**  
Password  
[Forgot password?](#)  
[Sign in](#)

## **Support and Accessing Office 365**

Once you've created your account you can access Office 365 by going to <https://support.office.com/> and entering your email and password.

There are various links on the website for support in using Office 365.

1. Click on the Training link for training on the applications.
2. Click on one of the Office apps links to open that program.



Microsoft | Office Products Resources Templates Support Buy Office 365 All Microsoft

Apps Install Account **Training** Admin

1.

# Office 365 Training Center

START WITH 6 SIMPLE STEPS >

2.

Outlook OneDrive Word Excel PowerPoint OneNote SharePoint

## **QR Code to Access Office 365:**

