



INFO SHEET N°8

Creating a Microsoft account Outlook, OneDrive and much more

A Microsoft account is essential on Windows PCs and very useful on smartphones for accessing Outlook and Office.

Like Google, Microsoft offers a free account that gives access to many useful services. If you have a Windows PC, you probably already have one. This sheet explains what it is for, how to create it and how to keep it secure.



What is a Microsoft account used for?

Outlook

Your free email address ending in @outlook.com or @hotmail.com

OneDrive

5 GB of free storage for your documents and photos online

Office online

Word, Excel, PowerPoint free in your browser

Windows

Essential for setting up and backing up your Windows PC

Xbox / Games

Access to Microsoft games and the Microsoft Store

Microsoft applications

Teams (video), To Do (lists), Skype on smartphone



Google or Microsoft — which to choose?

● Google account

- ✓ Essential on Android (Samsung)
- ✓ Gmail very popular
- ✓ 15 GB free storage
- ✓ Google Maps, YouTube integrated
- ✓ Ideal if you have a smartphone

◆ Microsoft account

- ✓ Essential on Windows PC
- ✓ Outlook/Hotmail well known
- ✓ 5 GB free storage
- ✓ Word, Excel free online
- ✓ Ideal if you have a PC



Tip: You can have both! Many people use Gmail for daily life and Outlook for work or the PC. There is no wrong choice.



Creating your Microsoft account — step by step

Complete creation guide

1 Open your browser

Go to:

account.microsoft.com

— or search for "Create Microsoft account"

2 Tap "Create a Microsoft account"

You can use an existing email address (e.g. Gmail) or create a new @outlook.com address

3 Choose your email address

Option A: enter your existing Gmail address — Option B: create a new @outlook.com address (e.g. john.smith@outlook.com)

4 Create a strong password

Minimum 8 characters, mix letters, numbers and symbols. Write it down in a notebook!

5 Enter your first and last name

This information will appear in your sent emails

6 Security verification

Microsoft sends you a verification code by email or SMS — enter this code to confirm

7 Solve the security puzzle

Microsoft sometimes shows a small puzzle (clicking on images) to verify that you are not a robot

8 Your account is created!

You can now access Outlook, OneDrive and all Microsoft services for free

Accessing your Outlook emails

Once your account is created, you can access your Outlook emails in two ways:

Via the browser

Go to **outlook.com** — sign in with your email and password. Works on any device.

Via the app

Download the free "Outlook" app from the Play Store (Android) or App Store (iPhone). Very convenient on smartphone.

SeniorPhone tips

- If you already have a @hotmail.com or @live.com address, that is **already a Microsoft account** — you do not need to create a new one
- Write down your email address AND your password in a notebook — you will need them often
- On Windows PC, sign in with your Microsoft account **synchronise your settings** across devices
- OneDrive backs up your documents automatically — no more risk of losing them
- Enable **2-step verification** in Microsoft security settings
- The Outlook app on smartphone is free and very easy to use

Warning — Microsoft-related scams

-  Microsoft will **NEVER** call you spontaneously to help you secure your account
-  If you receive an error message on your screen with a number to call — it is a scam! Do not call
-  Never give access to your computer to someone who claims to be from Microsoft
-  Official Microsoft emails always come from **@microsoft.com** — not other domains
-  Microsoft will never ask you to pay by gift vouchers or urgent bank transfer

✓ Key takeaways

- A Microsoft account gives access to Outlook, OneDrive, Word/Excel — for free.
- If you already have @hotmail.com or @live.com — you already have a Microsoft account.
- Google = ideal for Android smartphone. Microsoft = ideal for Windows PC.
- Write down your email and password in a notebook.
- Microsoft never calls you spontaneously — hang up if this happens.

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🔴 Safety — Essential reminders



Never share your passwords or codes with anyone

Not by phone, not by email, not by SMS. Your bank, the police and operators will never ask for them.



Hidden number — do not answer

A hidden number deliberately conceals its identity. Hang up without hesitation.



Unknown number — avoid answering

Let it ring, wait for a voicemail, call back only if necessary. Never call back a 0900 number.



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