For Creating New **Microsoft Account** please follow below steps :

1. Close all browsers window.

2. Open chrome browser and press `ctrl + shift + N` keys from keyboard to open incognito window.

3. Open your mail Inbox in chrome incognito window, check your inbox to for the mail from office 365 as show below. Click on **WSSCC Members Community** link as shown below.

   ![WSSCC Members Community](image)

   You will be redirected to below link as shown in screenshot.

   ![SharePoint Online](image)

4. Click on “**Create a Microsoft account, it's quick and easy!**”. You will be redirected to microsoft account creation link as shown in below screenshot. Enter your email id and click on next.
5. It will be redirected to create password page as shown in below screenshot.

6. Click on Next button to verify your email address and enter the verification code which are sent on your email address and make sure that you uncheck “Send me promotional emails from Microsoft”
7. Click on Next button. It will be redirected to next screen. Enter the characters and click on Next button as shown below.
8. You will be redirected to below page click on Looks Good button.

9. You will be redirected to “Stay Signed in page”. Click on Yes button as shown below.
10. Your login successful and you will be redirected to **WSSCC Community** Page as shown below screenshot.