Setting Up Your Microsoft Account

Part One: Getting a Microsoft Account

Why do you need a Microsoft Account?

For your upcoming course UBC will be providing you with a virtual computing environment. These Virtual Machines (VM) use Microsoft Azure Lab Services and Office 365. **An active Microsoft Account is required** to access the licensed software. (What is a Microsoft Account? ⬏)

Do you have a Microsoft Account already?

Faculty, Staff and Undergraduate / Graduate Students:

An active Microsoft account already exists under your current UBC Email (first.last@ubc.ca) or your student CWL email (cwl@student.ubc.ca). This login type is preferred if you have it available.

Continuing and Professional Education Learners:

You may already have an active Microsoft Account if you use any of the following services: Outlook.com, Office, Skype, OneDrive, Xbox Live, or Windows. If you use one of the above services, the email associated with that service can be used to assign you a Virtual Machine. If you do not use any of the above services, you can create a Microsoft Account for free. (How do I create a Microsoft Account? ⬏)

Part Two: Send your Microsoft Account information to your course instructor

In order to provide you with access to a virtual computing environment, UBC will need to associate your Microsoft Account with a Virtual Machine. Please **send the following information to** your course instructor:

- **First name**
- **Last name**
- **The email address associated with your Microsoft Account**

If you have any questions, please reach out to your course instructor for assistance.

Privacy Notification: Your personal information is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA). This information will be used for the purpose of licensing, registering and providing a service to the individual as it relates directly to and is necessary for a program or activity at UBC. Questions about the collection of this information may be directed to your course instructor.