



# Setting Up Your Microsoft Account

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## 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?](#))

### How to get a Microsoft Account

#### **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?](#))

#### **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.

If you have any questions, please reach out to [cpe.support@ubc.ca](mailto:cpe.support@ubc.ca) 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 [cpe.ubco@ubc.ca](mailto:cpe.ubco@ubc.ca).