

Person Centred Virtual Visiting Creating an email/Microsoft account (Skype or Zoom)

About this guide:

This guide shows you how to set up an email/Microsoft Account. You will need to do this before setting up an account with Skype or Zoom.

Who is it for?

You will only need to set up an email account or Microsoft account if one hasn't been created already – **please check with the nominated custodian of the iPad for your ward first.**

What does it do?

It will allow you to set up an account with Skype, Zoom or any other approved service apart from FaceTime.

Setting up for the first time:

1. Go to: <https://outlook.live.com/owa/>
2. Click on the 'Create free account' button.
3. You are then taken to a screen where you have the option to 'create a new email address'.
4. The email address you create must use the 6-digit code, starting with TC, found on the back of the iPad (the asset tag).
5. Please choose to make your email a hotmail.com address. For example, TC170182@hotmail.com
6. You will then be asked to create a password. Please use the same password that you use for the FaceTime account. (You will find this on the box the iPad was delivered in).
7. You will then be asked to provide a name. The first name should be set to your ward (eg Ward4a). The surname should be the name of your hospital (eg QEUH).
8. Next you will be asked for a date of birth. Enter: 5 July 1948
9. Finally, you need to verify the account by entering the characters you see on the screen.

How to use:

Your Microsoft Account has now been set up and you can use it to set up a Zoom or Skype account or an account for any other approved service.

Troubleshooting

If you need any further support, please send your query to:

Library.Network@ggc.scot.nhs.uk