

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 excluding 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. Please choose to make your email a hotmail.com address
5. The email address you create must use the 6-digit code found on the back of the iPad.
 - Start with TC then add the 6-digit code found on the back of the iPad (the asset tag) - for example, TC170182@hotmail.com
6. You will then be asked to create a password
7. Please use the password Mosshead10
8. You will then be asked to provide a name
 - The first name should start with TC and then the 6-digit code found on the back of the iPad (the asset tag), for example TC170182.
 - The surname should be NHSGGC
8. Next you will be asked for a date of birth
 - Enter: 5 July 1948
9. Finally, to verify the account you will be asked to enter either
 - a mobile phone number to enable you to receive an activation code
 - the characters you see on the screen (Captcha Code)
10. Please ensure you have taken a note of the email address and password created

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