## Setting up an Account

## For non Microsoft 365 Accounts



Click Integrator Portal in the email you receive



- 2 Choose Organizational Account
- Sign in

  That Microsoft account doesn't exist. Enter a different account or get a new one.

  a @gmail.com

  No account Create one!

  Sign in with a security key ⑦

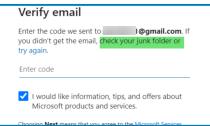
  Sign-in options
- 3 You will receive the message that your account doesn't exist. Click *Create one!*



4 Your email will become your login to the portal



5 Create your password, choose something you can remember. Click Next



6 Check your email for the code, enter it and Click Next Check your junk mail if you don't see it



7 Sign in with your email click Next and enter your password



8 Please Bookmark this site