

STEP BY STEP WITH OFFICE LIVE

1. Get online and type in address bar: officelive.com
2. You will see an orange button "Create A Free Website". Double click that.
3. Type in an existing email account that you want to use. Click Next. (This is the address where Microsoft will email you.)
4. Make up a password and type that in and type it again to verify.(As you create your password and type it in, your password strength will show above your password).
5. Type in your password re-set information and secret question and secret answer. (As always, keep your password safe and secure.)
6. Next, you will enter information (first name, last name, organization name and type and number of employees.)
7. You will then be asked to identify the characters in a picture. (A security thing.)
8. You will be given the opportunity to review Microsoft's Privacy Policy and Service Agreement. You can print these out or copy and save them to a file for reference, but you must agree to them to proceed.
9. Clicking "I Accept" means you agree to those terms.
10. Check your email inbox to activate your account.
11. There will be "verify your email account" link in the email they send you. Click on that.
12. This will take you to the Office Live Page. Notice your name and "business" is in the upper right hand corner now.
13. Click on "Get A Domain"
14. You will see you have been "assigned" a domain name based on the information you gave them earlier, It's free. Now you can rename it if you like. Look under "Options".
15. Click on rename and follow directions... or
16. Use the name assigned.
17. You can also purchase a domain name at this time for \$14.95 a year.
18. Type it in and if it is available, you can now register it by typing it again. Be sure it is typed exactly as you want it. You will not be able to edit it once it is submitted!

19. You'll then give your billing information and credit card number and expiration date, etc.
20. You will then be taken to the Melbourne IT Domain Registration Agreement section to authorize Microsoft to charge your credit card. Again, you can copy and paste it into a Word file for later reference if you like.
21. Click on "Accept and complete my order"
22. Print your confirmation of the domain order.
23. You can now either sign out in the upper right hand corner of the screen or...
24. Begin work on your website by clicking on the Web Site tool bar.
25. Scroll down to Page Manager. You will see 4 default pages: About Us, Contact Us, Home and Site Map.
26. You can now import photos to your Image Gallery, Document Gallery, or you can design your pages and import things to the zones provided.
27. Have a good time!

After step 22, I strongly recommend looking at the helpful videos that cover every question and contingency that you can think of. Take time to look them over, replay them as often as you want, and get to know what you are doing.

Everything takes a little time investment and this is no exception. However, by following the above and also the notes of our session, it should save you hours and hours of trying to piece together everything cold turkey.

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