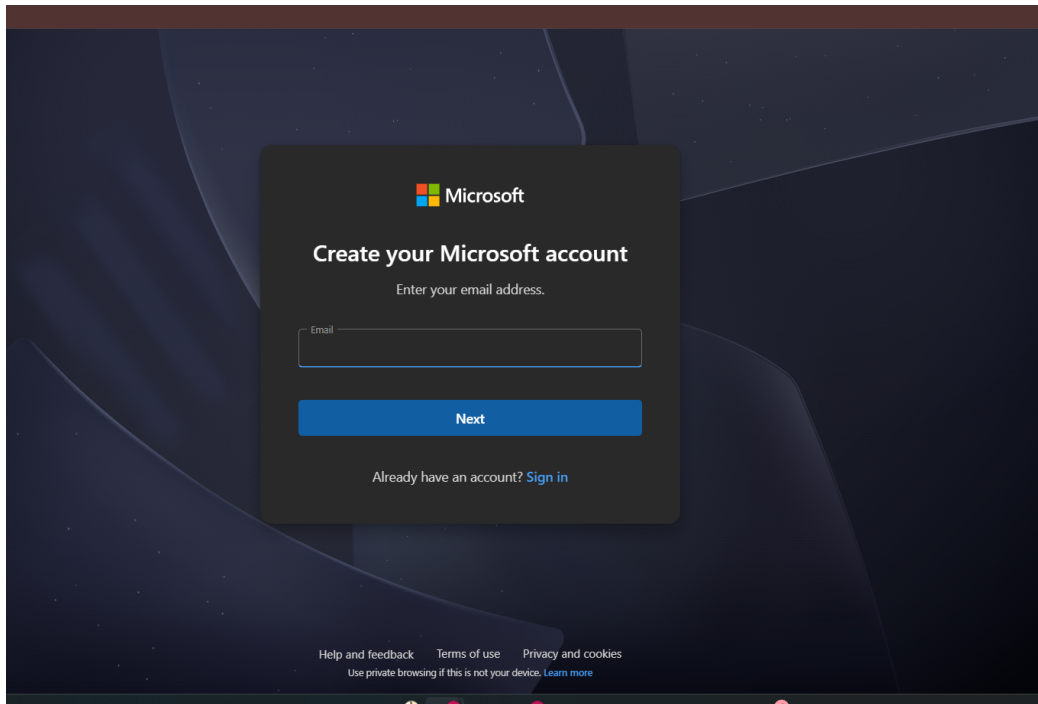


G-Link Microsoft SharePoint Sign Up

Sign Up for Microsoft SharePoint

1. First you have to create a Microsoft account by visiting the site <https://signup.live.com>



2. Provide **Email** and click on **Next**
3. Enter the OTP and click on the **Next** or **Verify**
4. Enter your details such as:
 - Country/Region
 - Date Of Birth
5. Click on **Next**
6. Enter additional information such as:
 - First Name
 - Surname

Tick **I would like information, tips, and offers about Microsoft products and services.**

7. Click **Next**
8. Click **OK**

A quick note about your Microsoft account



Your important things are right here

When you sign in, things like your contacts, passwords, favourites, browsing history, and photos and files are available across Microsoft products.

Your privacy is our priority

To help protect your data, we use encryption and other security best practices.

You're in control

We give you choices about how your data is used and what you sync.

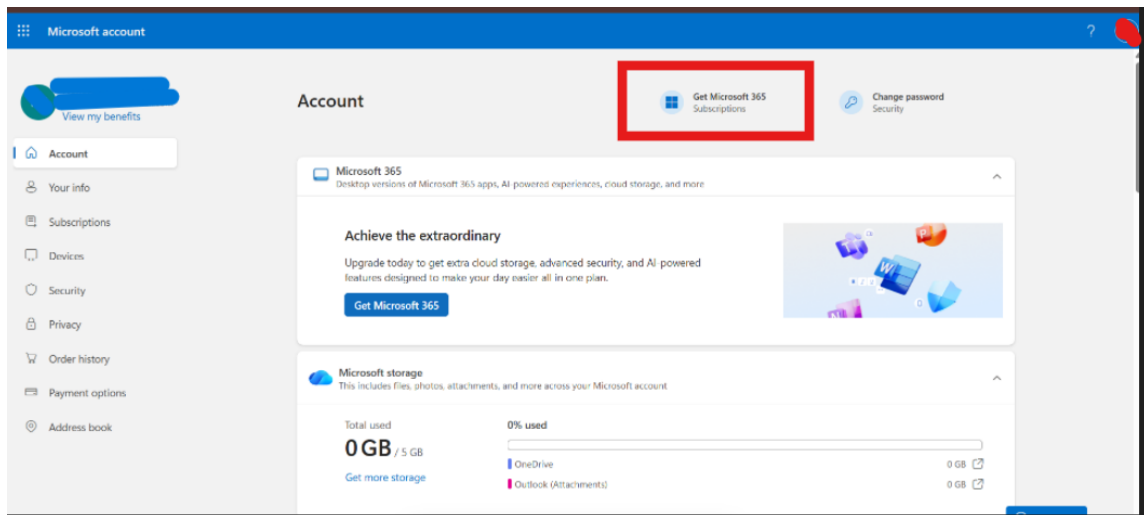
[Learn more](#)

OK

9. It will ask for the PassKey option. Click on **Cancel**

Buy Microsoft 365 Plan

1. Click **Get Microsoft 365** or go directly to <https://www.microsoft.com/microsoft-365/business>



2. Click **By now**



3. Choose your plan and click **Buy now** or **Try for free**

Microsoft 365 Business Basic	Microsoft 365 Business Standard	Microsoft 365 Business Premium
₹ 145.00 user/month, paid yearly (Annual subscription–auto renews) ¹ GST extra as applicable	₹ 770.00 user/month, paid yearly (Annual subscription–auto renews) ¹ GST extra as applicable	₹ 1,830.00 user/month, paid yearly (Annual subscription–auto renews) ¹ GST extra as applicable
Buy now Try for free (highlighted with red box)	Buy now Try for free	Buy now Try for free
See trial terms ²	See trial terms ²	See trial terms ²
✓ Identity and access management for up to 300 users ✓ Web and mobile versions of Word, Excel, PowerPoint	✓ Identity and access management for up to 300 users ✓ Desktop, web and mobile versions of Word, Excel	✓ Advanced identity and access management for up to 300 users

4. Fill all the details as per your requirements

Subscription & account details Sign-in details Add payment, confirm & complete order

Try free for one month

Before you start your trial, you need to set up your subscription by adding up to 25 free users.

How many people is this for?
1

Choose the length of your subscription
☒ 1 year
☐ 1 month

How often do you want to be billed?
Yearly

Your order summary
Details of your order after your trial ends on 23 May 2026. You'll be billed yearly after this date.

Microsoft 365 Business Standard	
1-year subscription, Pay ₹9,240.00 user/year for 1 user	
Subtotal after trial (tax not included)	₹9,240.00

Payment due today (tax not included) ₹0.00

After the trial ends, it will become a 1-year paid subscription. You won't be charged if you cancel before 23 May 2026. After that date, you have 7 days to cancel for a pro-rated refund. [Learn more about cancelling](#)

Next

Microsoft 365 Business Standard - Trial

Signing up for your trial
Add up to 25 users during trial.
Trial includes same features as the paid product.
Credit card required for future billing.
Paid subscription starts when this trial ends, unless you cancel by 23/05/2026.

Product highlights

- ✓ Get started quickly with **documents, spreadsheets, presentations, and email**
- ✓ **Work from anywhere**, on any device
- ✓ Securely meet online and chat with **Microsoft Teams**
- ✓ Back up and share files with a terabyte of **cloud storage**
- ✓ Free **24/7 support** included

Word Excel PowerPoint Outlook
Publisher (PC Only) Access (PC Only) Teams collaboration hub OneDrive cloud storage

5. Click **Next** and add **Sign In details** for Create Your Admin Account and Tenant Name

About you **Sign-in details** Payment info and finish

How you'll sign in

This username is what you'll use to sign in each time you use your apps. The domain name is a suggestion. You can change your domain now, or later at any time with your own customised domain.

Username **Domain name**

[Redacted] @ [Redacted].onmicrosoft.com [Save](#)

Password

[Redacted] [Show/Hide](#)

Confirm password

[Redacted] [Show/Hide](#)

Next

6. Click on **Next**

7. Add payment Information

Microsoft 365 Business Premium Trial

One month free with payment details

●

●

○

About you

Sign-in details

Payment info and finish

Quantity and payment

First month is free

Product name	Price (INR)	Quantity	Subtotal (INR)
Microsoft 365 Business Premium Trial	₹1,585.00 / user / month	1 Maximum of 25 during trial	₹1,585.00

Yearly plan, paid monthly after trial (before tax): ₹1,585.00

Total today: ₹0.00

Add payment method

Microsoft 365 Business Premium Trial

Signing up for your trial

Add up to 25 users during trial.

Trial includes same features as the paid product.

Credit card required for future billing.

Paid subscription starts when this trial ends, unless you cancel by

Product highlights

- ✓ Get started quickly with documents, spreadsheets, presentations, and email
- ✓ Use Microsoft Teams to meet online and chat securely

- Click on **Add payment method**
- Provide your card details

Add payment method

First month is free

Add a payment method

Your first month is free. You need to add a payment method because the free trial will be automatically converted to a paid subscription after the trial period.

We accept the following cards:

Card number *

Security code * ⓘ

Expiration month *

Expiration year *

First name *

Last name *

Name on card *

Address line 1 *

Address line 2 (Optional)

Address line 3 (Optional)

City *

State *

Postal Code *

Country/Region *

By clicking the button below to continue, you consent to tokenize and save this card. You'll be redirected to your bank's website for verification.

[Learn more about tokenization](#)

Save

Cancel

10. Click **Save**
11. It will open the Review and confirm screen where you may be asked for tax information
12. Enter the requested Tax ID fields where applicable and click **Save**
13. Once everything is valid, the **Start trial** button becomes active. Click **Start trial**

Microsoft 365 Business Premium Trial
One month free with payment details

Progress: About you | Sign-in details | **Payment info and finish**

Review and confirm

First month is free

Product name	Price (RM)	Quantity	Subtotal (RM)
Microsoft 365 Business Premium Trial	RM1,585.00 / user / month	1	RM1,585.00

Payment method: **Sold-to address** [Redacted] [Edit](#)

Payment method: [Add a new payment method](#)

Due to recent changes in bank regulations for remote credit card transactions, you'll need to go to Payment methods each month to pay your balance.

Tax ID: [Edit](#)

Registration number: [Learn more about registration numbers](#)

Summary:

Yearly plan, paid monthly after trial (before tax):	RM1,585.00
Estimated taxes:	RM285.30
Total, paid monthly after trial (Annual plan):	RM1,870.30
Total today:	RM0.00

By clicking Start trial, you agree that the subscription is governed by the [Microsoft Online Service Agreement](#).

Starting on 2/24/2023, we'll charge you RM1,585.00 per license each month, plus applicable taxes. You'll be notified before any price changes.

Cancel at [Microsoft 365 Admin Center](#) before the end of the trial to avoid future charges. [Learn more about canceling your trial.](#)

Start trial

Microsoft 365 Business Premium Trial

Signing up for your trial

Add up to 25 users during trial.

Trial includes same features as the paid product.

Credit card required for future billing.

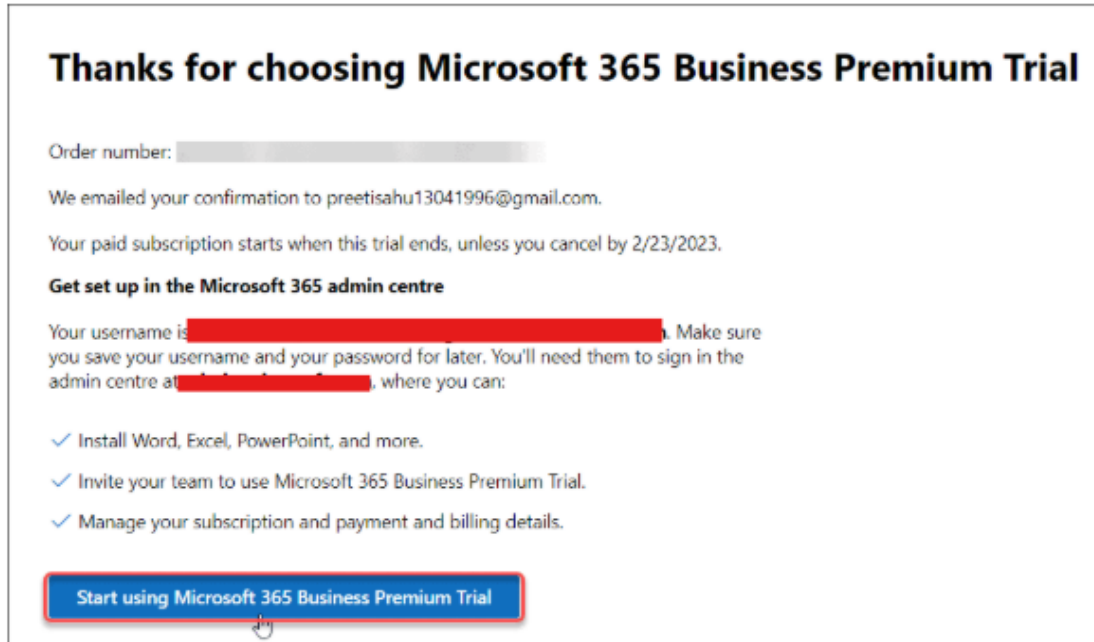
Paid subscription starts when this trial ends, unless you cancel by 2/23/2023.

Product highlights

- ✓ Get started quickly with documents, spreadsheets, presentations, and email
- ✓ Use Microsoft Teams to meet online and chat securely
- ✓ Help keep business data secure on your devices
- ✓ Get phishing and malware protection to guard against cyberthreats
- ✓ Manage new PCs and devices quickly and easily
- ✓ Back up and share files with a terabyte of cloud storage

Icons: Word, Excel, PowerPoint, Outlook, Teams, OneDrive, SharePoint, Exchange

14. You'll land on the Microsoft 365 admin center, where you can manage users, licenses, and services like SharePoint, Teams, and Exchange.



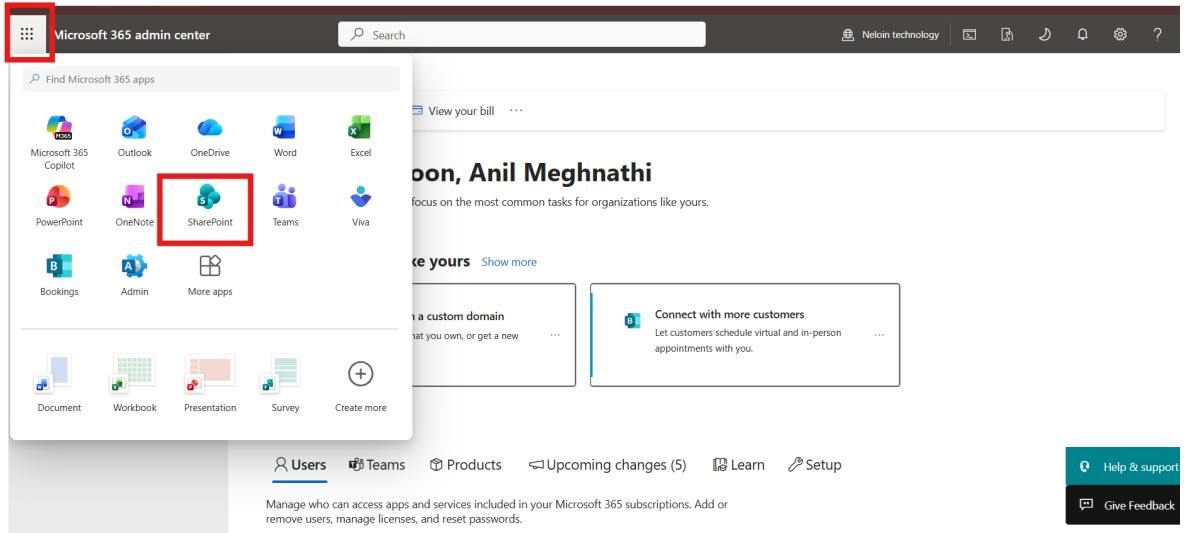
15. Click on **Start using Microsoft 365 Business Premium Trial**

Open Microsoft SharePoint

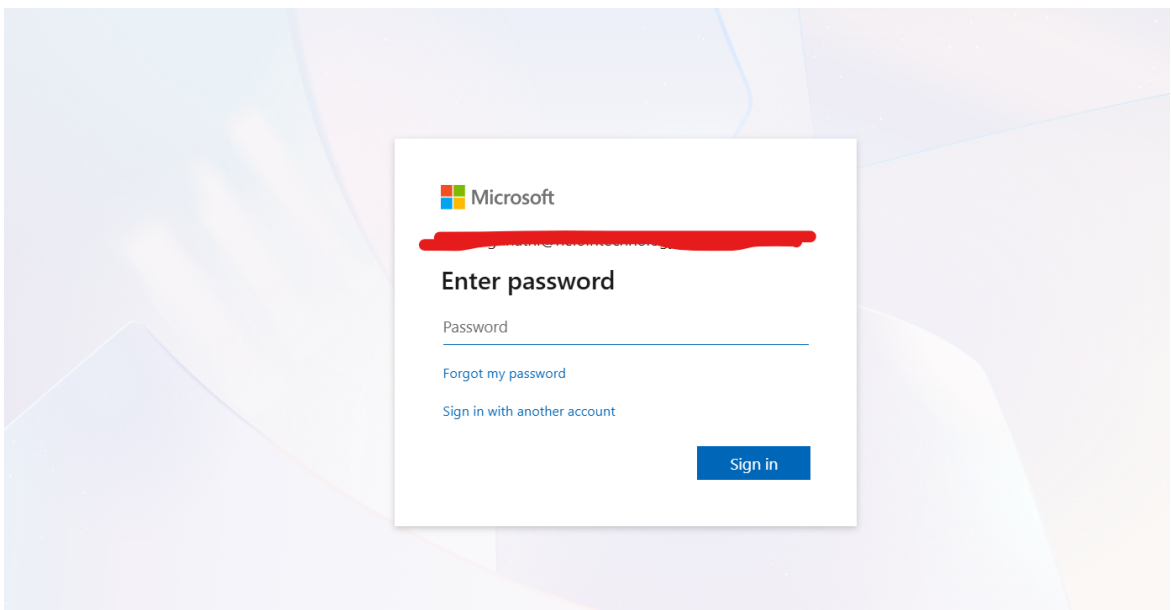
1. Click on **Admin Center**



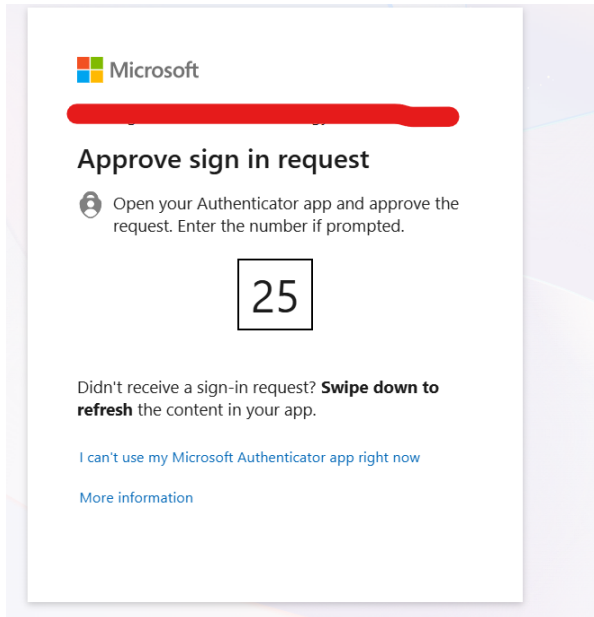
2. Click the 9 dots to top left corner to open App Launcher and click **SharePoint**



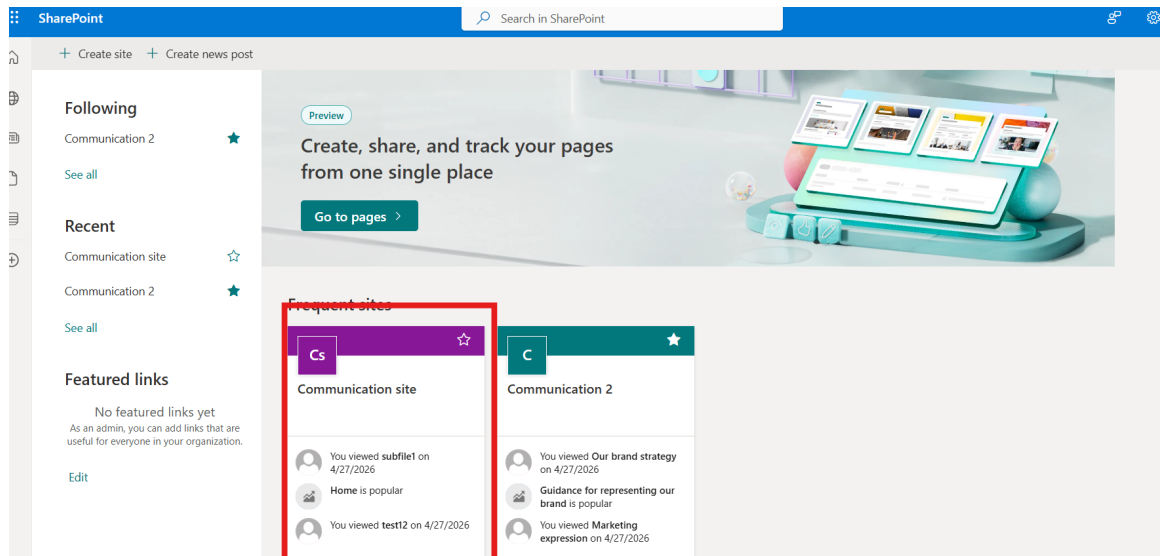
3. Login with newly created Microsoft Account



4. Approve it from Microsoft Authentication App



5. Click **Communication site**



6. Click on **Documents**

SharePoint

Search this site

?

Cs

Communication site

HomeDocumentsPagesTestTest2Site contentsEdit

Not following

Site access

CreatePage detailsPreviewAnalytics

PublishedShareEd

Welcome! Select Edit at the top right of the page to start customizing

LEARN MORE >

Learn more about your Communication site

Get inspired with the SharePoint look book

Learn how to use the Hero web part

Discover web parts you can add to this page