Start by going to www.microsoft.com/learning and follow the screen shots below.
Choose register for an exam.
Choose the exam you are interested in.

Microsoft Certification exam list

Find the Microsoft Certification exams you need to highlight your skills and further your career. Browse the exam list to find details about skills measured, then click on the links to connect to preparation materials, or schedule an appointment to take the exam with an exam provider.

62-193: Technology Literacy for Educators
70-465: Designing Database Solutions for Microsoft SQL Server
70-488: Delivering Continuous Value with Visual Studio Application Lifecycle Management
70-499: Recertification for MCSD: Application Lifecycle Management
70-517: Recertification for MCSD: SharePoint Applications
70-532: Developing Microsoft Azure Solutions
70-533: Implementing Microsoft Azure Infrastructure Solutions
70-694: Virtualizing Enterprise Desktops and Apps
70-698: Installing and Configuring Windows 10
70-734: OEM Preinstallation for Windows 10
70-740: Installation, Storage, and Compute with Windows Server 2016
70-741: Networking with Windows Server 2016
70-742: Identity with Windows Server 2016
70-743: Upgrading Your Skills to MCSA: Windows Server 2016
Click “Schedule exam.”

You must sign in with your Microsoft account or create a new one with an active email address. Follow the “Create one!” steps if you do not have one.
Complete or confirm your exam registration details.
You will be transferred to the Pearson VUE site to finish your registration.
Choose how you want to take the exam.

- For information on each booking method, click on “Booking Method Descriptions.”
If you chose, “I will be scheduling for a future date as a **test center**.”…

Select your preferred language.
Confirm the details of your exams.

- Be sure to read the “Testing Policies.”
Search for and select the Pearson VUE® Authorized Test Center where you want to take your exam.
Choose your appointment date and time.

- Click on an available date (dark gray dates are available).
- Then, select a time.
Confirm the details of your exam registration before going to checkout.

- At this point, you can add an option Microsoft Official Practice Test to your order.

Continue to Checkout.
If you chose, “I want to take this exam as an online-proctored exam.”…

Read through and agree to all the Online Proctoring Policies.
Confirm the details of your exams.

- Be sure to read the “Testing Policies” and the “Online Proctoring Required Information.”
- Select “Schedule the exam.”
Choose your appointment date and time.

- Click on an available date (dark gray dates are available).
- Then, select a time.
Confirm the details of your exam registration before going to checkout.

- At this point, you can add an option Microsoft Official Practice Test to your order.

Continue to Checkout.