

# Using a Microsoft Account

We live in a world of ever-increasing computer connectivity, where users expect to be able to access their content wherever they are and share it with their friends and family in a variety of ways, whether it is by email, messaging or photo sharing. This is known as Cloud computing, with content being stored on online servers, from where it can be accessed by authorized users.



Without a Microsoft Account you will not be able to access the full functionality of the apps listed here.

In Windows 10, this type of connectivity is achieved with a Microsoft Account. This is a registration system (which can be set up with most email addresses and a password) that provides access to a number of services via the Windows 10 apps. These include:

- **Mail.** This is the Windows 10 email app that can be used to access and manage your different email accounts.
- **Skype.** This is the text messaging and video chatting app.
- **People.** This is the address book app.
- **Calendar.** This is the calendar and organizer app.
- **Microsoft Store.** This is the online store for previewing and downloading additional apps.
- **OneDrive.** This is the online backup and sharing service.

## Creating a Microsoft Account

It is free to create a Microsoft Account. This can be done with an email address and, together with a password, provides a unique identifier for logging in to your Microsoft Account and the related apps. There are several ways in which you can create and set up a Microsoft Account:

- During the initial setup process when you install Windows 10. You will be asked if you want to create a Microsoft Account at this point. If you do not, you can always do so at a later time.
- When you first open an app that requires access to a Microsoft Account. When you do this you will be prompted to create a new account.
- From the **Accounts** section of the **Settings** app (see page 53).

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Whichever way you use to create a Microsoft Account, the process is similar:

1 When you are first prompted to sign in with a Microsoft Account you can enter your account details, if you have one, or

2 Click on the **No account? Create one!** link

No account? [Create one!](#)



Microsoft Account details can also be used as your sign-in for Windows 10.

3 Enter your name, an email address and a password for your Microsoft Account

4 Click on the **Next** button to move through the registration process

Next

5 Enter your password again to confirm your account

6 Click on the **Finish** button in the final window to complete setting up your Microsoft Account