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New features

In addition to the return to familiar ground are a number of new features, including a new web browser, Microsoft Edge, that allows users to draw on and annotate web pages and then send them to other people.

There is also a new personal digital assistant and voice search, Cortana, to help elevate Windows 10 to be the most advanced operating system that Microsoft has produced.

It is free to upgrade to Windows 10 from Windows 7, 8 or 8.1 (not Enterprise editions) but for earlier versions, e.g. Windows Vista and XP, a DVD is required for undertaking a clean installation, which does not save settings or files so these will need to be backed up prior to installation.

Tapping and swiping gestures can be used for touchscreen devices with Windows 10 but one of its aims is to make it more familiar again for mouse and keyboard users.

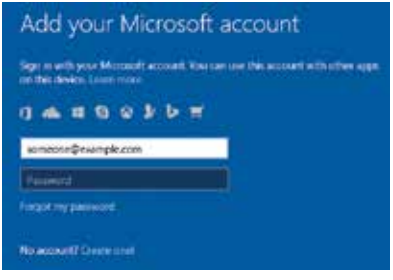
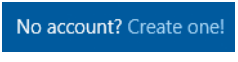
Getting a Microsoft Account

A Microsoft Account is required for many of the features of Windows 10. It is free to create and can be done with an email address and, together with a password, this provides a unique identifier for logging into 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.

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