

[# 1] Windows [All Versions] and Microsoft Accounts

STMC (formerly Swedos Computer and Technology Care) 1st Bulletin:

Your Microsoft Account & "Technological" Relationships

Introduction

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Modern life online means you gradually build different relationships with many large, often US based companies. Many of the services you use will be free of charge, others will be paid for and often it is necessary to set up an initial "Account" with each company to use their services. How intensely you are entwined in their systems depends on the technology you choose to use, whether like me you are a fan of Microsoft Windows, or perhaps you prefer Apple, or Google/Android, or Amazon/Fire, or maybe you use a combination of different providers. You may also have accounts with Facebook, Twitter or other social media services, all of which will have different privacy settings and Terms & Conditions.



Apple only provide a closed system. They build their own devices – no one else makes them. Many of their services (iPages, Apple Photos, or FaceTime for example) are not available on devices that do not run Apple OS (Operating Systems) [so they are not available on Windows, Android or Fire devices.] Apple only allow users to have one Apple ID that they can use with their Apple Devices (Mac computers, iPad tablets or iPhone phones.) Thousands of App Developers (including Microsoft) make Apps for Apple devices. Apple uses two different operating systems, one for computers (Apple OS), and one for tablets and phones (Apple iOS).



Google provide a very open system (called "Android"), with thousands of App developers and device manufacturers (especially Samsung for example). They also build their own devices; you may have heard of the Nexus and Pixel range of products for example, but you will also find Google Chromebook computers, and Google Android tablets and phones made by many of the world's largest companies including HP, Lenovo (formerly IBM), and Toshiba. Google generally competes vigorously against Microsoft so do not keep their services (such as Google Apps, Google Docs, Picasa, YouTube, Google Plus, and Google Hangouts) as up to date for Windows devices as they are for either Android or Apple ones. Android uses two different operating systems, one for computers (Chrome OS) and one for tablets and phones (Android.) Since 2013 Google has allowed users to set up multiple Google Accounts on their devices.



Amazon have also started manufacturing their own Fire branded products including Kindle readers, tablets and phones. Amazon uses an adapted version of Google Android as the operating system for their devices. The number of Apps available for Amazon devices is much smaller than those for full Android devices, but many Microsoft Apps are available on the Fire platform.



In the days of Windows XP (circa 2001) Microsoft was also a very closed organisation, but since Windows 8 was launched circa 2011, this has changed considerably, and often Microsoft services are updated simultaneously on Windows 10, iOS and Android. Microsoft continues to be supported by many big names around the world including HP, Samsung, and Toshiba. Before 2010 the only devices Microsoft made themselves were Xbox gaming machines and a good range of peripherals such as keyboards, "mouses" and pointing devices.



However, since 2010 Microsoft has made an excellent range of high quality and high or low budget devices including the Surface range of computers, tablets, Lumia phones, and also now produce other technology including the Surface Hub large screen interactive display for schools and businesses, as well as working on the HaloLens virtual reality (VR) headset and Xbox One gaming machines. Microsoft continues to support older versions of Windows through Windows Vista and Windows 7 to the various forms of Windows 8, but since July 2015, Microsoft uses only one operating system (Windows 10) for all their devices – whether you use a Windows 10 computer, tablet, phone, SurfaceHub wall mounted large screen computer, SurfaceStudio drawing-board style computer, HaloLens virtual reality headset, or XboxOne games console – they ALL have the same operating system (Windows 10), logos, buttons and consistent design.

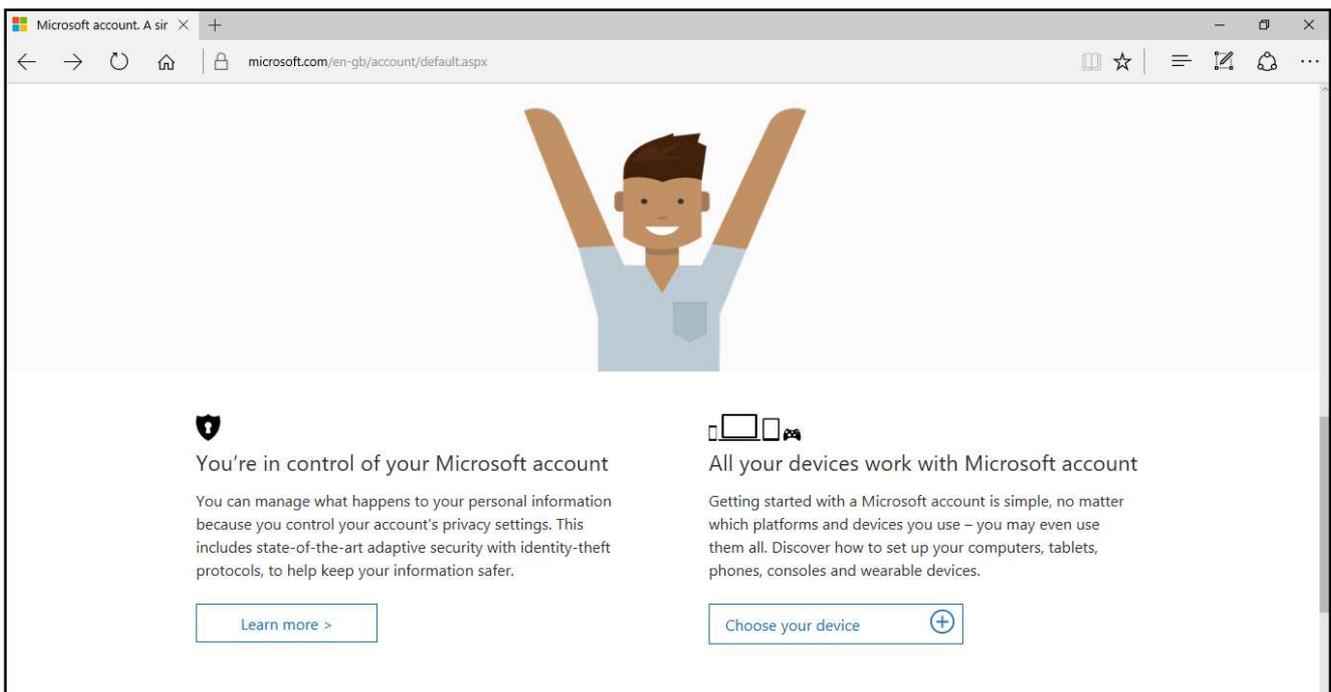
Since the launch of Windows 8/8.1/RT and Windows Phone 8/8.1 Microsoft has also welcomed App developers to provide Apps in the Microsoft Store for all its Windows 8, Windows 10 and Windows 10 Mobile devices. The Windows Store is relatively new so does not yet feature the same number of Apps that can be found in either the Apple or Android App Stores, but most major brands feature.

Microsoft allows anyone to set up multiple Microsoft Accounts on Windows Devices, and use almost all Microsoft Services on ANY device, whether it runs Windows, iOS, Android, Fire, or lesser known Linux. This means it can sometimes all get a bit confusing!

Whichever brand you choose, this guide will help you make the most out of any of the Microsoft Services you use on it.

All of these services work with your Microsoft account

Whether you use a couple of Microsoft services or all of them, your account keeps everything you find important such as settings, photos and files with you, on any device.



This is the account you set up to use (and be able to sign into) some or all of these services from Microsoft:

1. **Windows 10** / Windows 8/8.1/RT The operating system you use to control your computer
2. **OneDrive** Access to 5Gb of free cloud storage space available between your inked devices
3. **Skype** Communicate by instant message, audio conversation or webcam free of charge with anyone else who has Skype on any device including computers mobile phones and tablets, or purchase Skype Credit from the Windows Store to be able to make low cost international calls and use Skype like a phone.
4. **OneNote** *[Available on all versions of Windows]* A simple note taking and productivity App
5. **Outlook.com** The free webmail service and calendar from Microsoft [not to be confused with Microsoft Office Outlook]
6. **People** *[Available in Windows 10 and Windows 8/8.1/RT only but also available online for users of Windows 7 or Vista]* Manage contacts [names, email addresses, phone numbers, addresses and special dates or notes] across all Microsoft Services
7. **Maps** *[Available in Windows 10 and 8/8.1/RT and Windows Phone only – or Bing Maps online for older devices]* Find addresses, plan routes, check traffic congestion, explore the world in 3D using satellite images, and if you have a Windows Phone running either Windows Phone 8 or Windows 10 Mobile, use the Maps App for voice navigation [sat nav]
8. **Windows Store** *[Windows 10 and all versions of Windows 8 and Windows Phone]* Download Apps and games that are free, or pay for Apps, games, music or rent or buy films
9. **MSN Apps** Store your preferences for the Microsoft Network (MSN) **News, Weather, Sport** and **Money** Apps
10. **Bing** (Microsoft's internet search engine) Store your favourite websites and reading list, manage your online browsing preferences
11. **Security** Manage your online security and what data is used by Microsoft, control your marketing preferences and set up two-stage-authentication to allow you to sign in and out of your Microsoft Services using a text sent to your mobile phone so that only you can access the content.
12. **Xbox Gaming** Manage your online gaming profile, set up an avatar, keep records of your scores in games you play [including free ones from the Windows Store,] manage purchases of games you have paid for, manage your Xbox gaming devices.
13. **Cortana** *[Available on Windows 10 Devices, Android Devices and coming soon to Apple iOS]* Your personal assistant helps you find things online, make appointments in your calendar, set reminders, find directions, check for traffic jams, [or entertain you with jokes and songs], and you don't even have to type – just speak to her – you can even dictate emails to her [or dial phone numbers and send text messages if you have a Windows Phone]. If you have set an appointment and stored the address of the appointment in your People App she will pop up and advise you that you need to leave earlier if there are travel delays.
14. **Microsoft Office Online** Create and share Microsoft Word, Excel, PowerPoint and Sway documents online free of charge, and store them in your OneDrive Documents folder [you cannot save Office Online files to your devices.]
15. **Microsoft Office 2016 or 365** pay a one off charge for Office 2016, or an annual or monthly subscription for Office 365 to use the full versions of Microsoft Office **Word, Excel, PowerPoint, Outlook, Access, Publisher, Skype For Business, and Yammer.**

What Does A Microsoft Account Look Like?

A Microsoft Account can be any email address you choose, with its own password.

You may have set up a new "outlook.com" account with Windows 10, but it is quite likely that you may have used an older email address that you might have set up in the past. The following email addresses are all from services provided by Microsoft:

- Outlook.com
- Hotmail.com/Hotmail.co.uk
- Live.com/Live.co.uk
- MSN.com
- Office.com

Also remember that Skype is owned by Microsoft, so if you have a Skype Name that is not an email address and a password to go with it, that could also be used as a Microsoft Account. (Many people have merged their Skype Names with their Microsoft Accounts.)

If you previously used MSN Messenger or Windows Live Messenger, the address you used to set up either of those services is also a Microsoft Account. These services have become part of Skype.

You may already have accounts with other providers such as a Gmail.com email address if you use Google Services, an iCloud.com email address if you use Apple services, or an email address you use that was provided by your Internet Services Provider such as Btinternet.com or TalkTalk.net. You can use any email address to be your Microsoft Account, but if you choose to use one that is not a Microsoft service it will not provide you with an Outlook.com (webmail) email service.

I recommend that if you already have an email address provided by your Internet Services (phone and broadband) provider, you DO NOT use that as your Microsoft Account. Instead, set up a new Microsoft Account either with a new Outlook.com email address, or use an old email address from another Microsoft Service that you have used before.

(If I have helped you set up new Windows 10 devices I would have done this with you already.)

How Do I Check My Microsoft Account?

If you are reading this bulletin online, click this link: www.microsoft.com/accounts, or alternatively open your internet browser (such as Microsoft Edge or Internet Explorer) and type the details carefully into the address bar.

If you can't remember the password click the "forgotten password" link and attempt to create a new one. *This may not be an easy task if you didn't update the account you are trying to sign into with an alternative means of contact such as a mobile phone number or alternative email address.*

If you think you have more than one Microsoft Account, try signing in to each of them.

If you have an old Microsoft Account or service that you are no longer using it is very important for your digital and online safety that you sign into this account and set it for deletion. Please contact me if you would like help doing this.

Do I Have To Use A Microsoft Account?

No, but that rather defeats the object of using modern Windows Devices. Linking and synchronising data between devices, or allowing your preferences to be remembered on one device makes life so much simpler!

You do not have to have a Microsoft Account if you use a program or app to manage your emails. If you use the Windows 10 Mail App, the Windows 8 Mail App, Windows Live Mail on Windows 7 or Windows Mail on Windows Vista, you can set these Apps and programs up so that they manage as many email addresses as you like, including those provided by Microsoft.

Can I Have More Than One Microsoft Account?

Yes! Unlike Apple who restrict you to only having one Apple ID per set of Apple Devices, you can have as many Local or Microsoft Accounts on every Windows device you use. It is even possible for you to sign into your devices using one account but nominate some Microsoft Services as Work or School accounts too.

Perhaps it would be useful for you to have one Microsoft Account for family and home, and another for work, but remember if you subscribe to Microsoft Office 365 using the account you set up for your work, you wouldn't be able to access the documents you created on that account if you were signed in to your computer using your family account.

BE CAREFUL! If you have set up a new Windows 8 or Windows 10 device (computer, tablet, phone or games console), make sure you use the SAME Microsoft Account to set up any new devices. It can be extremely confusing otherwise!

If you have set up different Microsoft Accounts for different devices it can be quite a long task to migrate and synchronise the data and merge the details into one account.

However Windows 10 devices do now include Recovery and Refresh options.

What Does My Microsoft Account Do?

It allows you to sign into multiple Microsoft Services using one email address and password. With Windows 10 the simplest way to use it is to sign into your computer – which then automatically signs into all the other Microsoft Services you use. It will synchronise your Contacts (People), Windows Store Library, OneDrive documents and photos, Edge Browser Favourites, Calendar Appointments, Cortana Reminders, Profile Picture, Payment Details (if you have any), and Microsoft Office Subscriptions (if you have any.)

If you buy a new Windows 10 Device, and sign into it first time using your Microsoft Account, all the above data will be transferred to it. (You will have to set up non-Microsoft email accounts within the Mail App yourself.) If you have set your account to synchronise data within the SETTINGS app, your desktop backgrounds and theme settings will also be transferred. After updating the Apps in Windows Store, find the ones you have downloaded previously in your LIBRARY.

1) Sign in!

If you use Windows 10 I would have advised you to use your Microsoft Account to sign into your computer or other Windows 10 Devices (Windows 10 tablets and phones.) Doing this means that when you turn on your computer and enter your password or the PIN number you have set up, you are signing in to ALL of the services you use from the list above. This is the simplest way to use your Microsoft Account.



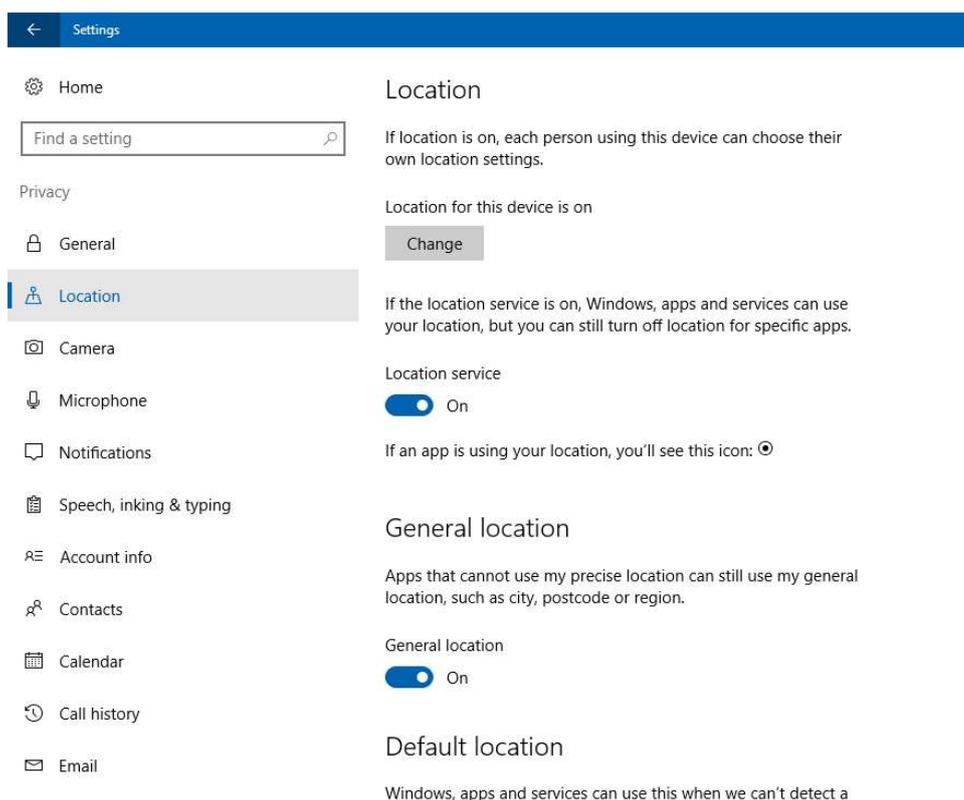
It is possible to sign-out of any of the services or Apps at any time. For example if you don't want Bing to know what you have been searching for on the Internet, look for the PEOPLE icon or the photo you have chosen to represent you in your Microsoft Account towards the top right of Edge or the browser you are using, and click it then click SIGN OUT. This will keep you signed out of Bing until you start your computer again and sign into Windows.

If you use Windows 8, 8.1 or RT, you may have set up a Microsoft Account to sign into your computer or device, but it is more likely you use a Local Account (where you just enter a password to use your computer, but that does not link with any other accounts.) You may however be using SOME of the Microsoft Services listed above, and you will have signed into them (using a Microsoft Account) individually.

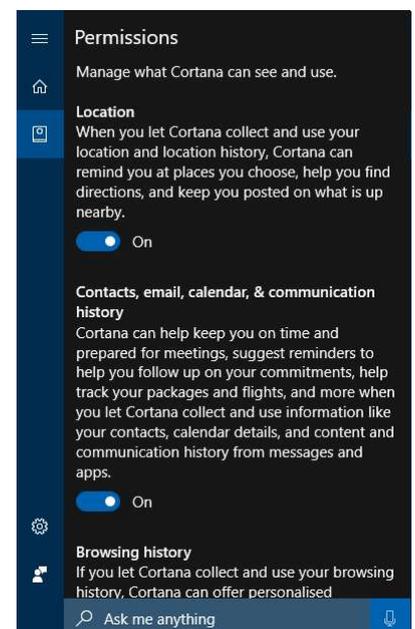
You would not have set up a Microsoft Account to sign into your computer if it is running Windows 7 or Windows Vista, but as with all versions of Windows 8, there may be some Microsoft Services (from the list above) that you DO use, and you would have set up a Microsoft Account to use those and sign into them.

2) Make sure LOCATION services are turned ON

Use the SETTINGS App in Windows 10 or Windows 8, 8.1 or RT, or use Control Panel in Windows 7.



In Windows 10 also check your *Speech, Inking and Privacy settings*, and configure Cortana correctly. (Click her notebook then turn the Location button on)



3) Make Sure Your Apps Are Synchronising Their Data

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- From Within the **Windows 10 Mail App** click the SETTINGS cog, then click Manage Accounts, then make sure the SYNC button is on.
- If you still use the **Windows Live Mail** program make sure you are signed in (from the accounts button at the top right of your page.)
- If you use the **Windows Live Photo Gallery and Movie Maker** programs on Windows 8 or 7 if you sign in (in the same way as you do for Windows Live Mail) it means that your photos will be shared with your OneDrive account.
- If you use **Windows 10 or Windows 8/8.1/RT with a local account**, open each of the following Apps and click their SETTINGS button and sign in using your Microsoft Account.

Cortana • Groove Music • MSN News, Weather, Sport, Money

OneDrive* • OneNote • People • Photos* • Xbox

* Please note that OneDrive is built in to Windows 10 so you can't sign in separately or use OneDrive with Windows 10 if you do not sign in using a Microsoft Account, also remember that the Photos App in Windows 10 is designed so that it synchronises with the Photos App.

4) [Optional] Fully Explore Your Microsoft Account Settings Online

Please read this article written by Paul Thurrott at Thurrott.Com (one of my favourite US based resources of information) that clearly explains how to get the most from your Microsoft Account (MSA) along with the relevant website links to access the different sections of an account:

<https://www.thurrott.com/cloud/87842/first-steps-proper-care-feeding-microsoft-account>

5) If You Use Apple, Google, or Amazon Devices

Remember you will have separate accounts for each of those providers too. The functions they provide will be similar but different to those provided by Microsoft. You would sign into each of the accounts using the information you provided at the time of setting up your device. Remember that if you use Microsoft Services on those devices you need to sign into those services using your **Microsoft Account** email address and password.

If you would like to check the information associated with those devices, you need to visit the website that is relevant to your device:

Apple Devices: www.icloud.com (Sign in using your Apple ID and Password)

Android Devices: <https://accounts.google.com> or www.gmail.com to check your contacts.)

Amazon Fire Devices: <http://www.amazon.com> – Sign in and click “My Account”

More information next month!

This is the first monthly bulletin from Graham Hardy, proprietor of See Tech More Clearly, providing friendly easy to understand computer advice and support locally around the county of Dorset on the south coast of England, and online.

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