

HOW TO SIGN IN TO YOUR MICROSOFT ACCOUNT.

A Microsoft account is an email address and password that you use to sign in to the Windows Store. It's free and easy to set up, and you can do so with any email address you choose, or get a new email address. (For example, you can use your Cox username and password or your Gmail username and password to access your Microsoft account.)

Important note: If you boot to your Microsoft account, you will need to have your password (or pin) to access the account. There are four purposes for having a Microsoft account: shopping in the Microsoft Store, access to OneDrive and its 5 GB of cloud storage, access to free Microsoft Office online apps, and synching files between computers that have the same Microsoft account.

To check whether you're already signed in with a Microsoft account (your first clue will be if you need to sign-in with a password or 4-digit pin): Press Windows + I, then click Accounts. If you're already signed in with a Microsoft account, your name and email address will appear above your account picture. If you're signed in with a local account, you'll see the words Local Account below your name, along with the Connect to a Microsoft account link.