

## **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.)

Please note: You do not need a Microsoft account to access your Windows 10 computer. Nor do you need a password. However, when you sign in to your PC with a Microsoft account, you can get apps from the Windows Store, back up many of your important data using free cloud storage (OneDrive), and access the free online Microsoft Office applications.

If more than one person uses your PC, each person should have his own local account. They can sign in and personalize the PC with their own background colors, favorite apps, account picture, a separate email inbox, and more.

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 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.

### **SIGNING IN TO A MICROSOFT ACCOUNT FROM A LOCAL ACCOUNT**

If you're signed in to Windows 10 with a local account, it's easy to switch to a Microsoft account on your PC. Press Windows + I, then Settings. Click Accounts and then click Connect to a Microsoft account. You will be asked for your email address and password that you used to establish your Microsoft account.

If you don't have a Microsoft account, you can use any email address that you already have. It can be your email address from Cox, CenturyLink, Gmail, Yahoo, AOL, or any others. In any case, you should enter the password for your chosen email address.

If you haven't accessed your Microsoft account recently, you will be asked to verify your identity by inserting a seven digit numeric code. You can have the code sent to you in one of several ways: 1) To the inbox of your email address. 2) To

your home telephone number, or 3) To your cell phone. You will determine your choices when you set up your Microsoft account the first time.