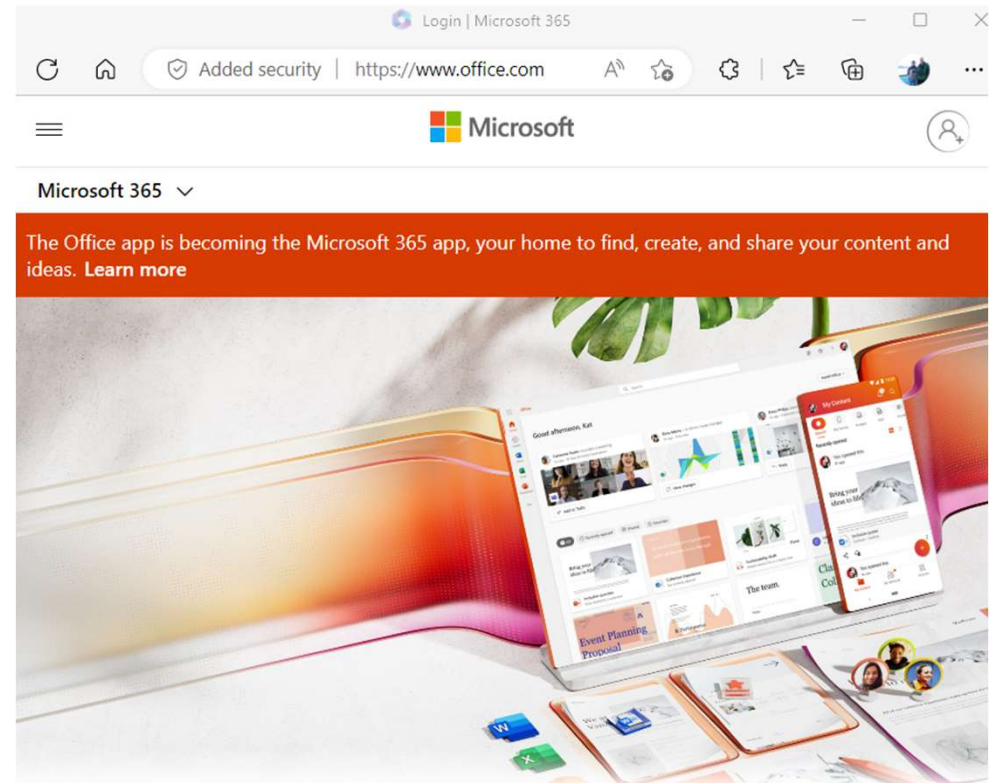


Welcome To Microsoft!

Your Microsoft ID

June 26, 2023
Norm Galloway



Hello, Norm. Welcome back.

- **Apple ID**
 - Provides a seamless experience across Apple devices and services
 - Enables secure transactions, including purchases from the App Store and digital media platforms like iTunes and Apple Books
 - Offers additional features like Find My iPhone/iPad and Apple Pay
- **Microsoft ID**
 - A single sign-on account used to access Microsoft services and products such as Windows and Office 365
 - Enables users to synchronize settings, files, and preferences across multiple devices.
 - Allows users to collaborate and share files easily through platforms like OneDrive and SharePoint.
- **Google ID**
 - A user account that allows access to Google services like Gmail, Google Drive, Google Maps, and YouTube.
 - Provides seamless integration with Android devices, allowing users to sync their data and settings across multiple devices.
 - Supports a wide range of applications and services, including Google Assistant, Google Photos, and Google Calendar.
- **Most of our Members use at least two of these ID's – and many all three!**

If it is
Microsoft, it
starts with
your
Microsoft ID

What is Your
Microsoft ID?

How do I
manage my
ID?

Sign-in to
Windows

Purchase Apps

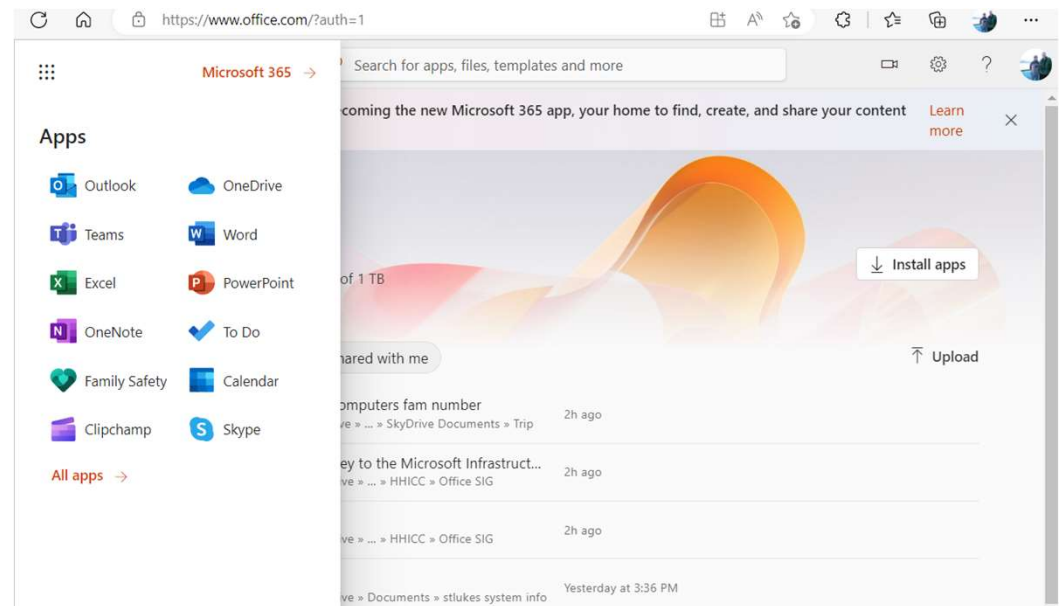
Install Apps

Sign-in to Apps

Using One
Drive

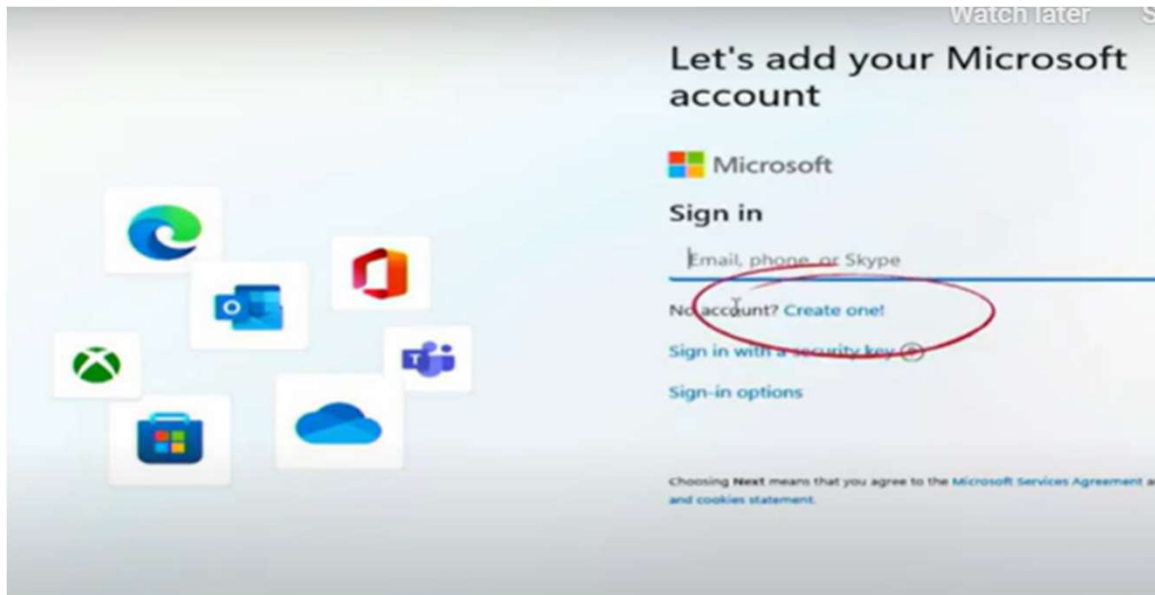
Questions?

Your Microsoft ID manages your use of Windows, all the Microsoft Office Apps and tools such as OneDrive and the Edge Browser



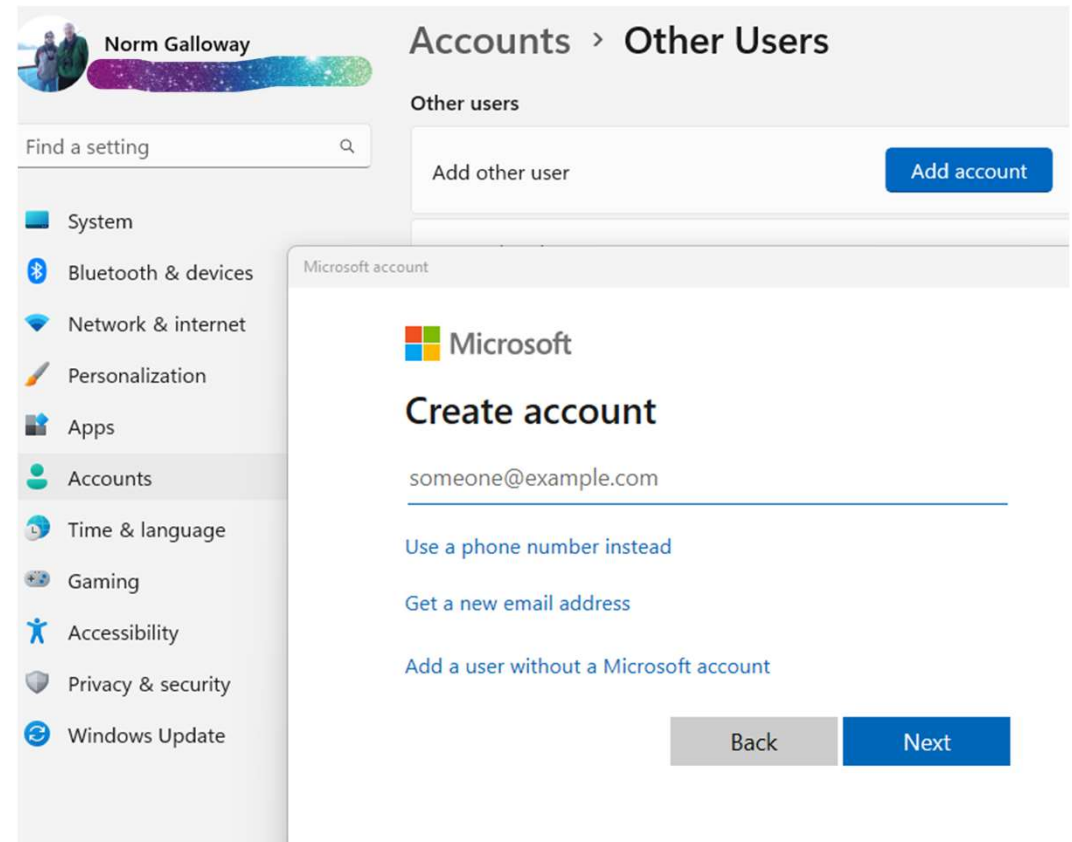
How do I get (or did I) get a Microsoft ID

- When you set up your Windows PC



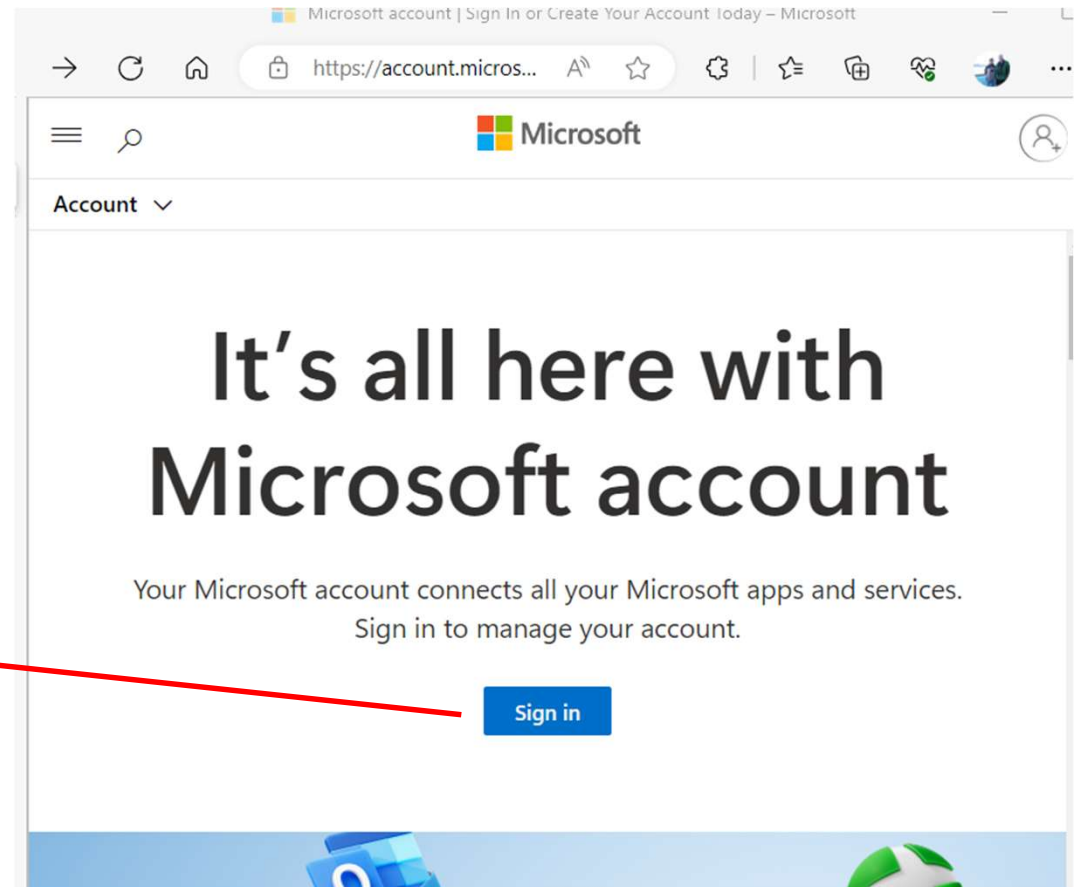
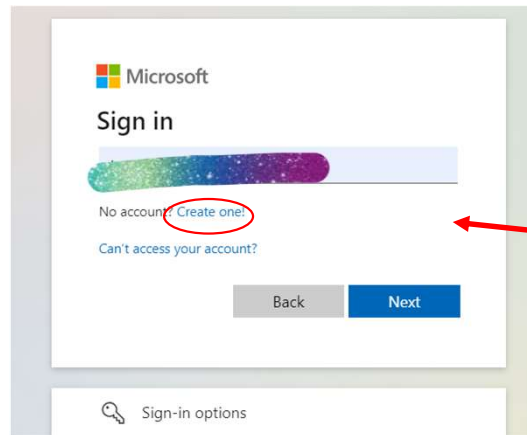
How do I get (or did I) get a Microsoft ID

- Or you set up a new user on your Windows PC



How do I get (or did I) get a Microsoft ID

- Or, if you want to set up a new one go to
- Account.Microsoft.com



Some things to think about when creating a Microsoft ID

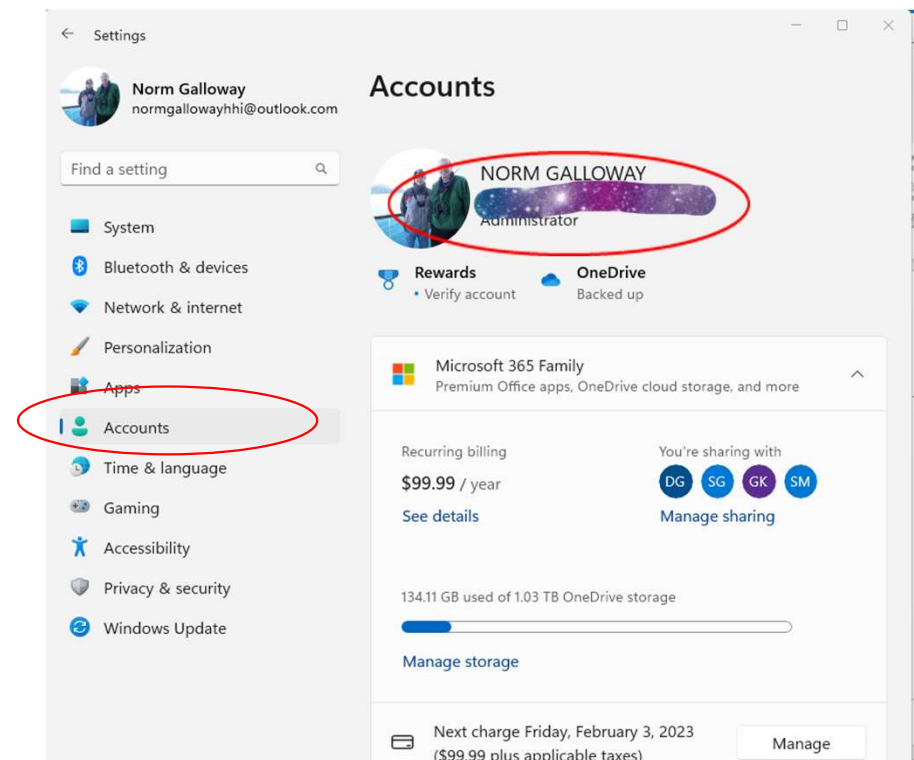
- If you already have one, it can be a very bad idea to get another one
 - Windows saves credentials and it will get mixed up!!!
 - Very difficult to debug account issues on your own hardware
- Rather than create a different ID, it is far better to add a new email as an alias for your current ID (we'll show that later in this presentation)
- It works much better if your new account uses an Outlook email address. When you create it, you'll have the choice to use an Outlook account

How do I find out what my Microsoft ID is?

If you have a Windows PC, you probably have a Microsoft ID

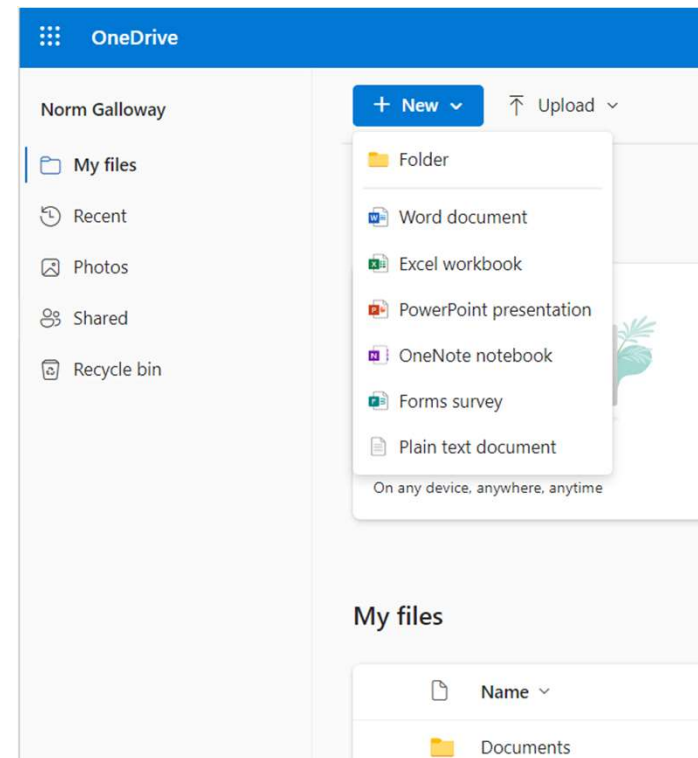
- On your PC, go to Settings/Accounts
- If your account name has an email address under it, that email is your account username and the password you use to log into your PC is your Microsoft Account password.

The screen shot is Windows 11



What Comes With Your Microsoft ID

- 5 GB of OneDrive Space
 - Purchase 100 GB for \$20 annually
 - Available on Apple and Android Devices
- Access to Microsoft Store
- Word, Excel, PowerPoint and OneNote available on Web
- Back up key files to the cloud



Microsoft 365 Purchase Plans

Personal - \$70 per year

- Install on 5 devices (includes Macs)
- 1 TB OneDrive Storage
 - Ransomware Protection
 - 30 day rolling full backup
 - Automatic PC backup available
- Desktop versions of Office Products (On Windows and Apple systems)
 - Outlook, Word, Excel, PowerPoint, *Publisher*, Access, Teams

Family – \$100 per year

- All features available to 6 Microsoft ID's

Viewing Your Account Details

account.microsoft.com

The screenshot shows the Microsoft account dashboard for Norm Galloway. The top navigation bar includes links for Microsoft account, Your info, Privacy, Security, Rewards, Payment & billing, Services & subscriptions, and Devices. The user's name, Norm Galloway, is displayed with a profile picture and a colorful decorative bar. Below the name are two action buttons: 'Manage Microsoft 365 Family Services & Subscriptions' and 'Change password Security'. The main content area is divided into three sections: Subscriptions, Microsoft storage, and Devices. The Subscriptions section shows two active subscriptions: Microsoft 365 Family (with a 'Manage' link) and Xbox Game Pass Ultimate (with a 'Learn more' link). The Microsoft storage section indicates that files, photos, and attachments are stored across the account. The Devices section lists two devices: a laptop named 'DESKTOP-7VIUNAU' (82BG) and a desktop monitor named 'NormDesk' (Inspiron 27 7710 All-in-One), both with 'View details' links.

Microsoft account | Your info | Privacy | Security | Rewards | Payment & billing | Services & subscriptions | Devices

Norm Galloway

Manage Microsoft 365 Family Services & Subscriptions | Change password Security

Subscriptions | View and manage your Microsoft products and subscriptions | View all subscriptions (2)

- Microsoft 365 Family**
Next charge on February 4, 2024, \$99.99 plus applicable taxes
[Manage](#)
- Xbox Game Pass Ultimate**
Get a 1 month free trial
[Learn more](#)

Microsoft storage
This includes files, photos, attachments, and more across your Microsoft account

Devices | Find, repair, and manage your devices | View all devices (4)

- DESKTOP-7VIUNAU**
82BG
[View details](#)
- NormDesk**
Inspiron 27 7710 All-in-One
[View details](#)

Your info Tab is where you can add and change email addresses.

Microsoft account | Your info | Privacy | Security | Rewards | Payment & billing | Services & subscriptions

Personalize your account with a photo. Your profile photo will appear on apps and devices that use your Microsoft account.

[Change photo](#)

Full name: Norm Galloway [Edit name](#)

Profile info [Edit profile info](#)

Date of birth: [Redacted] Your date of birth is used for account safety setting [>](#)

Country or region: United States Your country and region are used for privacy settings [>](#)

Related [Billing & shipping addresses](#)

Account info [Edit account info](#)

Email address: [Redacted] The email address you use to sign in to your Microsoft account [Communication preferences](#)

[Redacted] [Communication preferences](#)

Phone number: None Your phone number is used to sign in to your Microsoft account

Phone linked to PC: +1 [Redacted]

[Feedback](#)


You may add an alias and change the primary alias which is the one you sign into Windows with.

Manage how you sign in to Microsoft

An account alias is an email address or phone number that you use to sign in to your Microsoft account. You can have multiple aliases, and use any of them with Microsoft services such as Outlook.com, Skype, OneDrive, Office, Xbox, Windows and more.

Your account's primary alias is displayed on your Microsoft devices (such as a Windows PC, Xbox, or Windows Phone), and you can choose a different alias to be the primary one at any time. [Learn more about account aliases.](#)

Account aliases

 outlook.com (primary) [Remove](#)
alias)

 .com [Remove](#)

[Add email](#)

[Add phone number](#)

Sign-in preferences

To make it harder for someone to break in to your account, turn off sign-in preferences for any email address, phone number, or Skype name you don't use.

[Change sign-in preferences](#)

Using Your ID

- On any device, you can use a browser to go to [office.com](https://www.office.com) and use the web versions of all of the MS tools.
- If you purchase MS 365, when you sign into office on any **Mac or PC**, you can install the desktop tools.
- Click on **Install apps** and follow the instructions
 - Depending on your internet speed and your PC speed 10 minutes to 1 hour
 - (if you did not purchase MS 365, you can still do this but will need a product key to use the programs)
- Begin using!

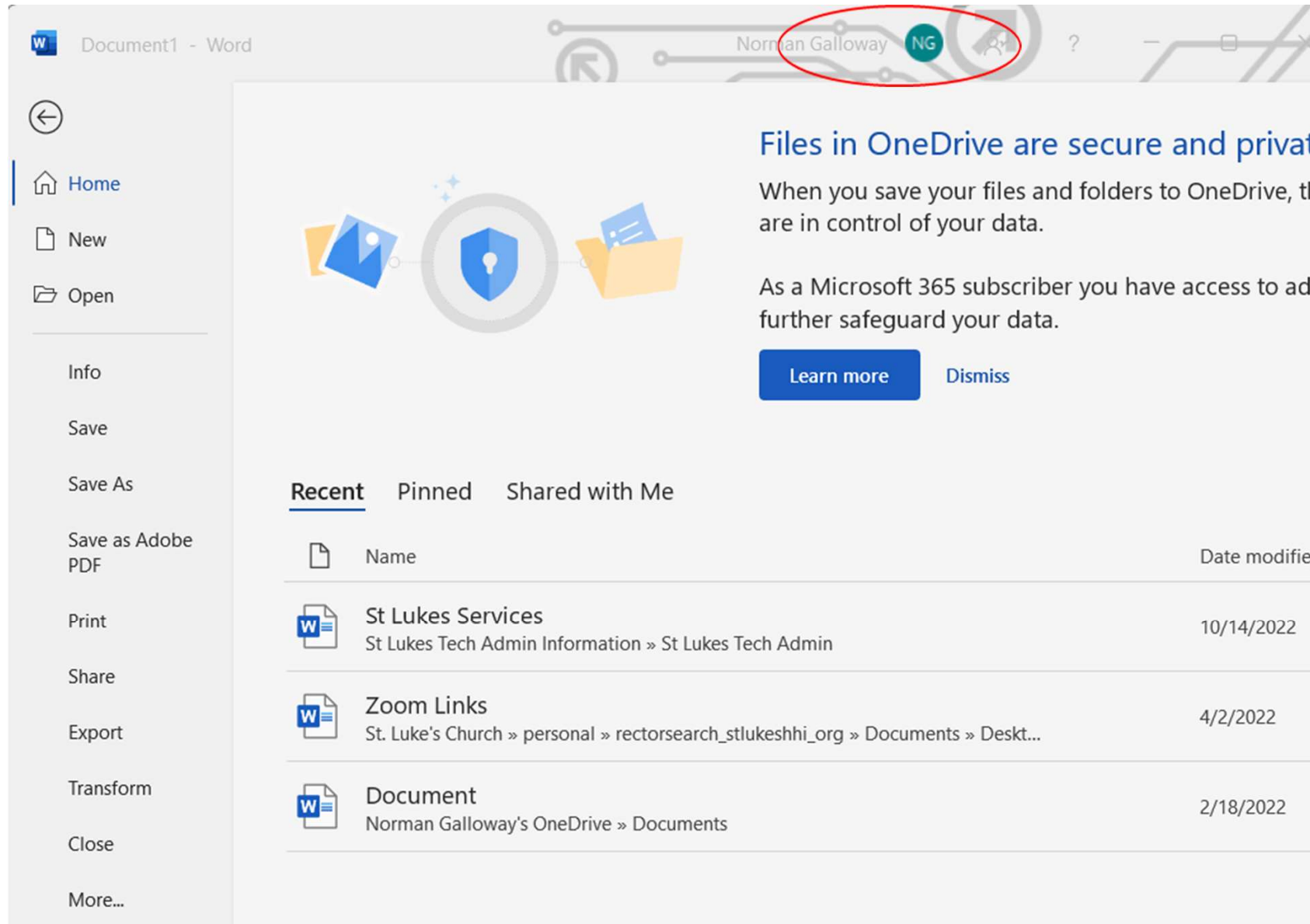
The screenshot displays the Microsoft 365 web interface. The browser's address bar shows the URL <https://www.office.com/?auth=1>, which is circled in red. The page features a navigation sidebar on the left with icons for Home, Create, Apps, Word, Excel, PowerPoint, Outlook, OneDrive, Teams, and OneNote. The main content area includes a search bar, a notification about the Office app becoming the new Microsoft 365 app, and a 'Good afternoon' greeting. A 'Subscribed' badge and storage usage (134 GB used of 1 TB) are visible. A prominent 'Install apps' button with a download icon is circled in red. Below this, there are tabs for 'Recent', 'Pinned', and 'Shared with me', followed by a list of recent documents with their names and timestamps.

Document Name	Timestamp
Microsoft ID - Your Key to the Micr...	1h ago
Sandalwood Letter of Agreement (3...	7h ago
2023 Presentation schedule	Yesterday at 9:41 AM
Projected Budget	Mon at 5:56 PM
Core Team Meeting Notes 1-14-2019	Mon at 5:25 PM

Log into Office Apps

Automatic access to OneDrive

If you aren't logged in, you won't be able to save an edit.



The screenshot shows the Microsoft Word application window. The title bar reads "Document1 - Word". In the top right corner, the user's name "Norman Galloway" and initials "NG" are displayed, with a red circle highlighting the "NG" initials. A notification banner is present, stating "Files in OneDrive are secure and private" and "When you save your files and folders to OneDrive, you are in control of your data." Below this, it says "As a Microsoft 365 subscriber you have access to additional features that help you further safeguard your data." There are two buttons: "Learn more" and "Dismiss".

The left sidebar contains the following options: Home, New, Open, Info, Save, Save As, Save as Adobe PDF, Print, Share, Export, Transform, Close, and More...

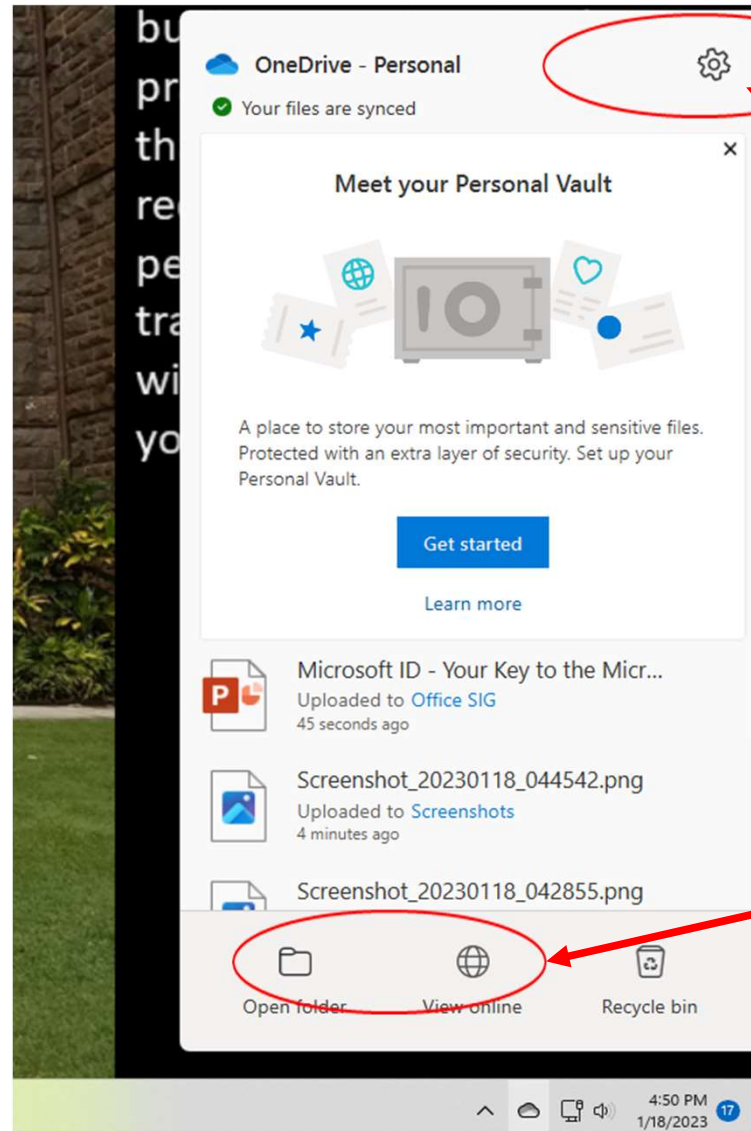
The main content area shows a "Recent" tab selected, displaying a list of files:

Name	Date modified
St Lukes Services St Lukes Tech Admin Information » St Lukes Tech Admin	10/14/2022
Zoom Links St. Luke's Church » personal » rectorsearch_stlukeshhi_org » Documents » Desk...	4/2/2022
Document Norman Galloway's OneDrive » Documents	2/18/2022

Using OneDrive



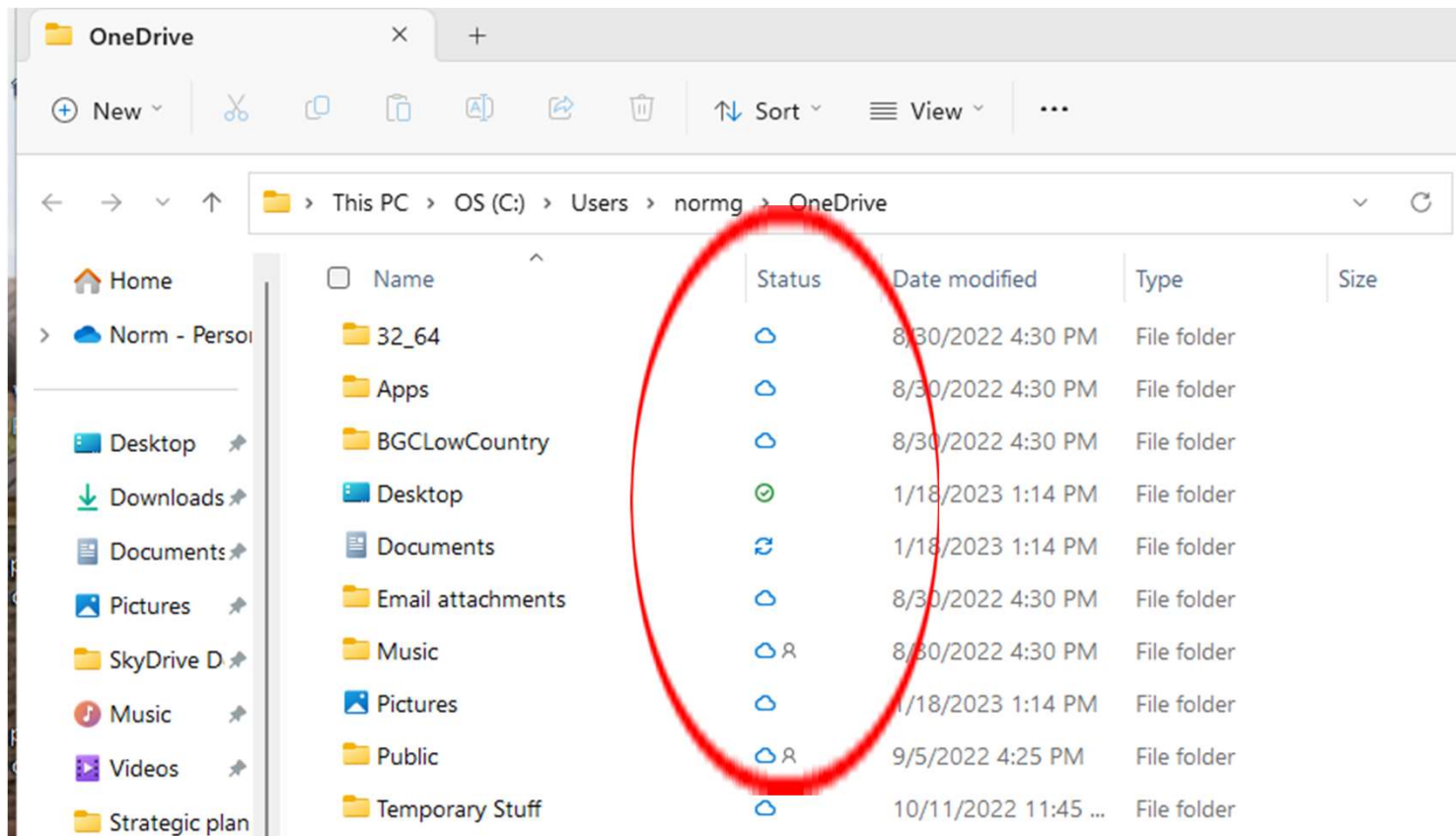
On a Windows PC, OneDrive is shown as a cloud on the Task Bar System Tray. Click it to get OneDrive Information and Settings.



Settings

View in
File
Explorer
or
Online

OneDrive View in File Explorer



OneDrive View Online

My files - OneDrive

Added security | https://onedrive.live.co... | Search everything

OneDrive

+ New | Upload | Sort | Info

For you

Access your memories
On any device, anywhere, anytime

On this day
January 18

My files

Name	Modified	File size
Documents	Less than a minute ago	55.5 GB
Pictures	About a minute ago	17.9 GB
Desktop	Yesterday at 10:15:42 AM	57.1 MB
Temporary Stuff	11/12/2022	42.6 GB

Demos

- Get to Account from Desktop Start Button and Account.Microsoft.com
- Word “signed in” account
- MS Store
- Office.com home page
- OneDrive View



Questions?