Welcome To Microsoft!
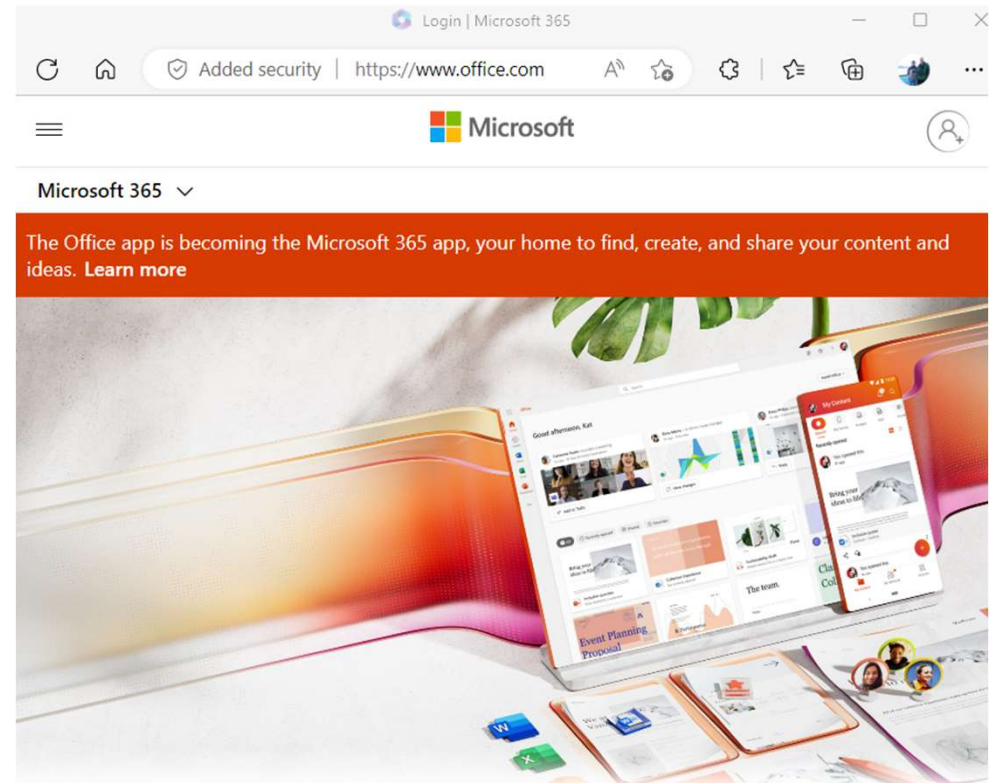
Your Microsoft ID

June 26, 2023

Norm Galloway

- **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

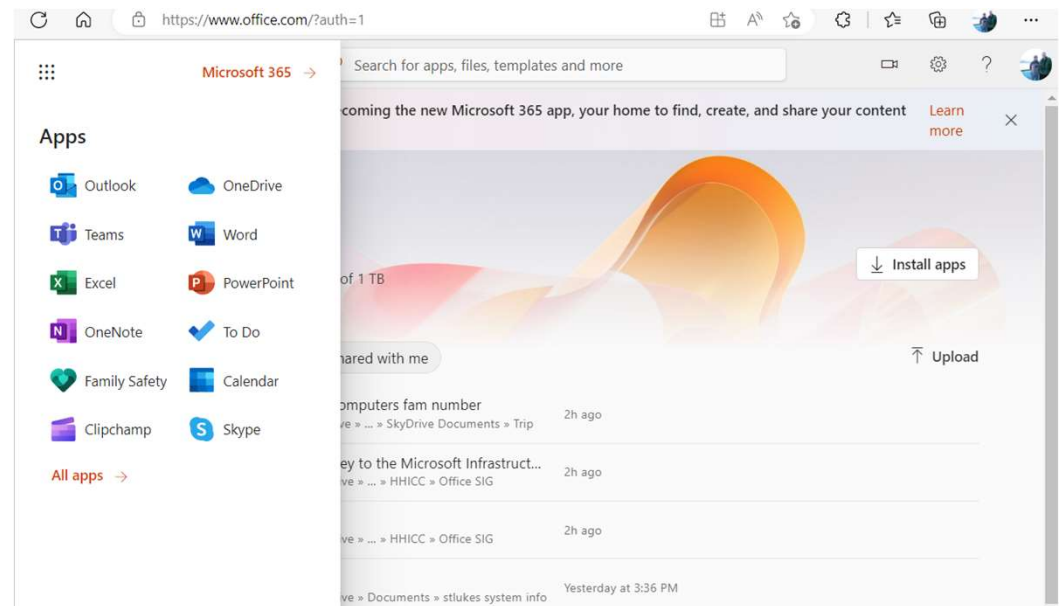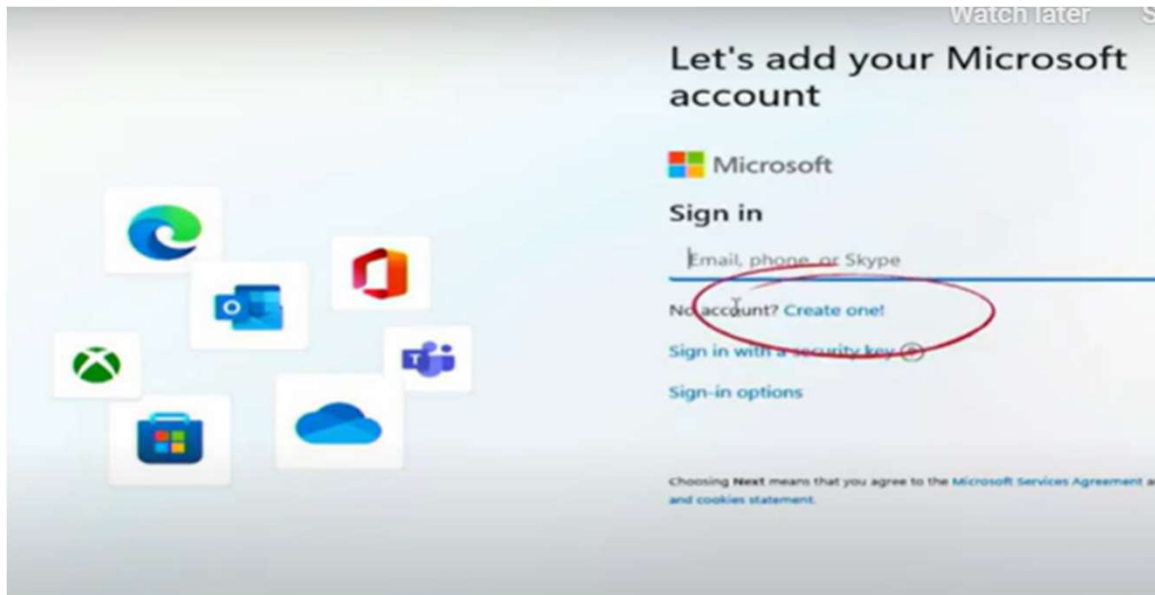|	
What is Your Microsoft ID?	How do I manage my ID?
Sign-in to Windows	Purchase Apps
Install Apps	Sign-in to Apps
Using One Drive	Questions?

Your Microsoft ID manages your use of Windows, all the Microsoft Office Apps and tools such as OneDrive and the Edge Browser
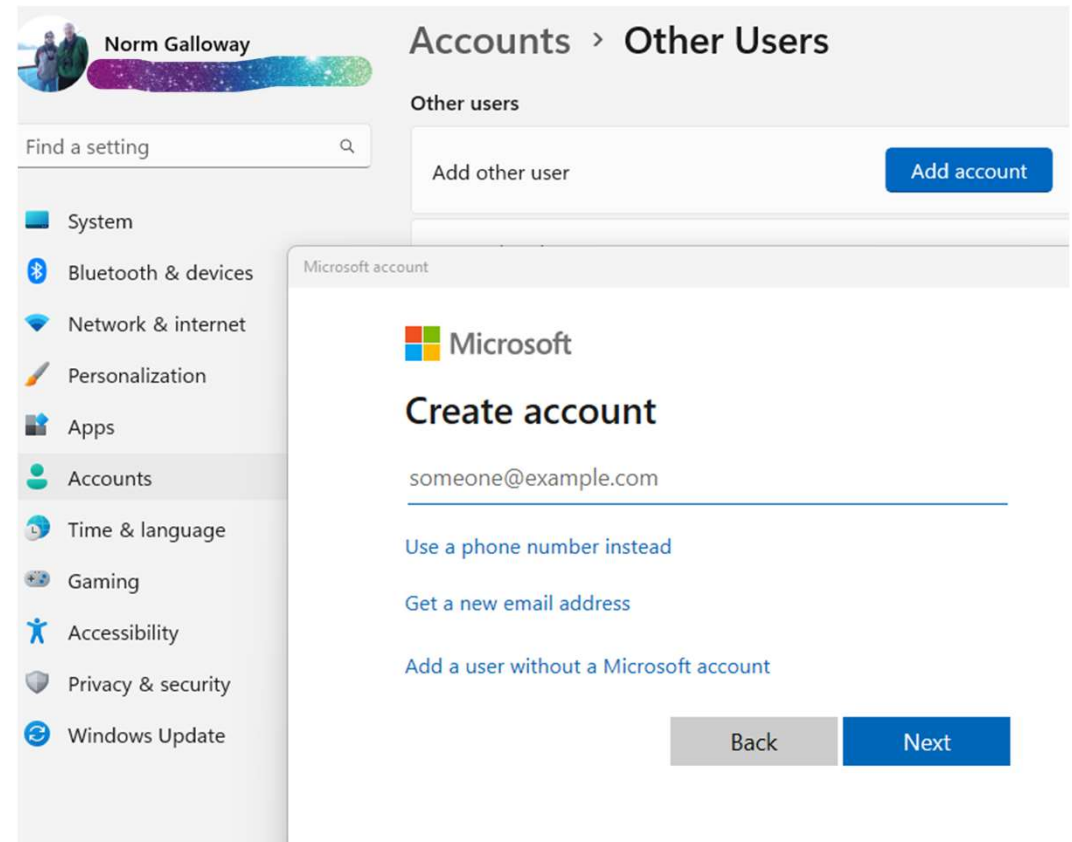
How do I get (or did I) get a Microsoft ID
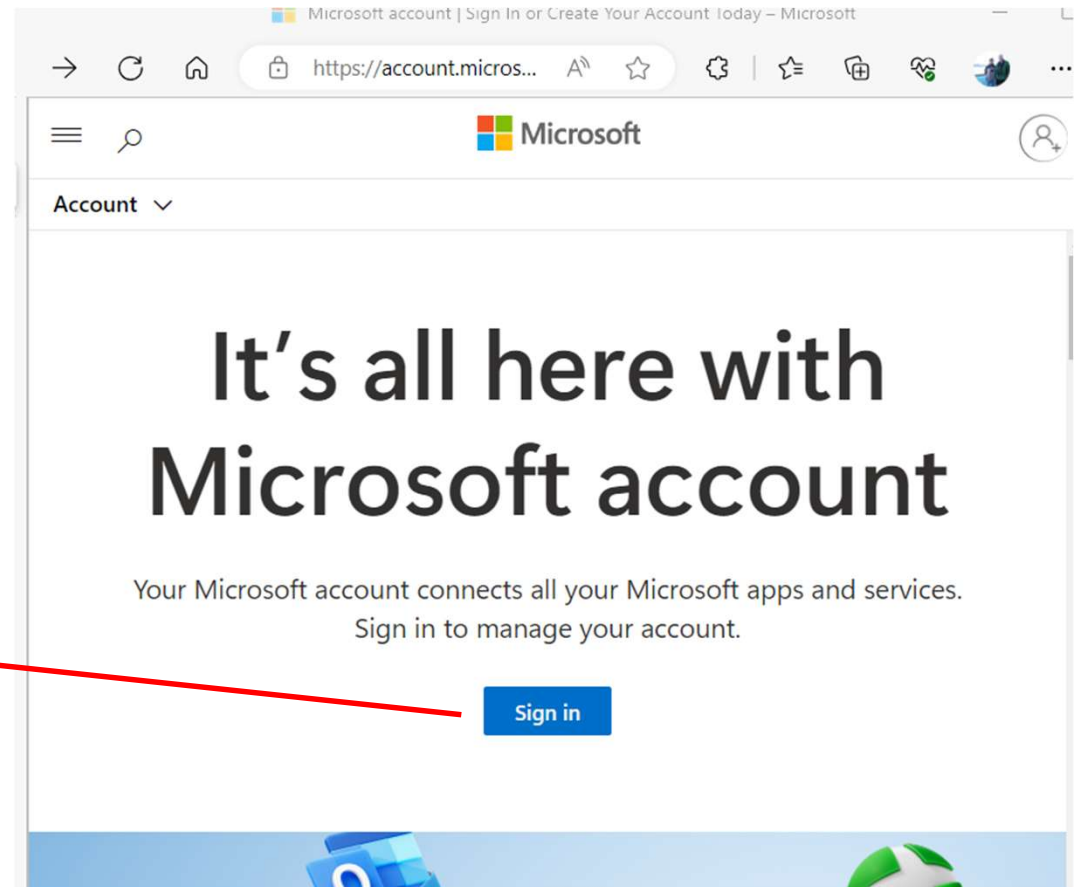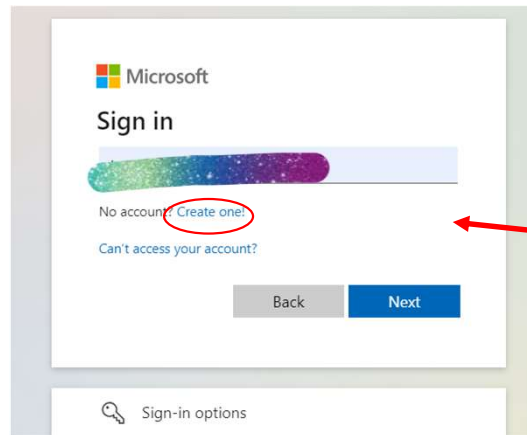
- When you set up your Windows PC

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 ailias 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
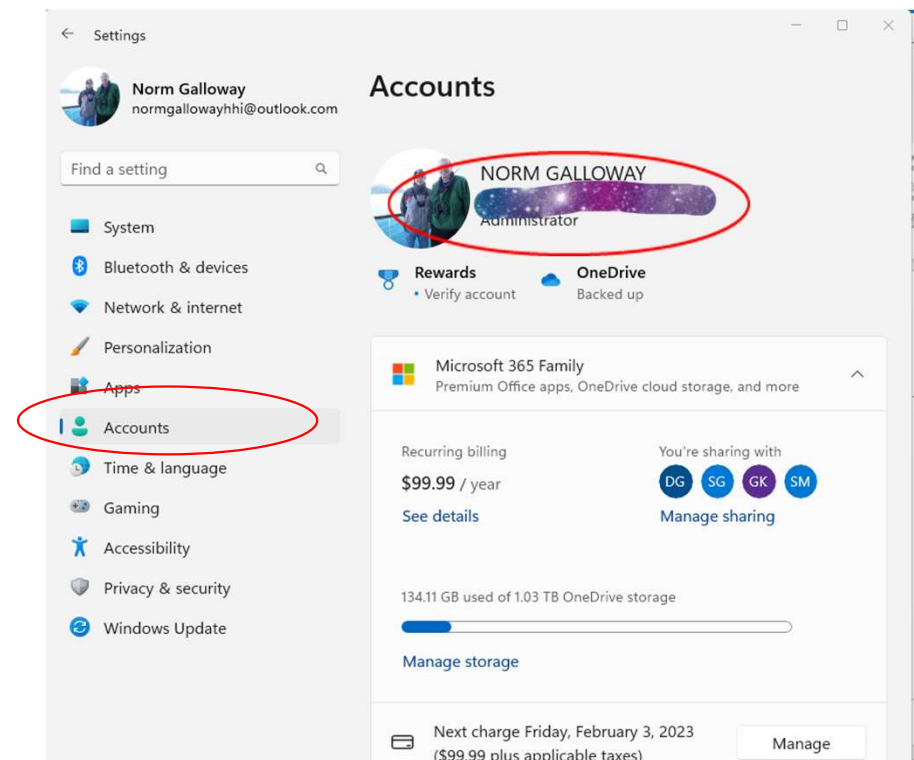
What Comes With Your Microsoft ID

- 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
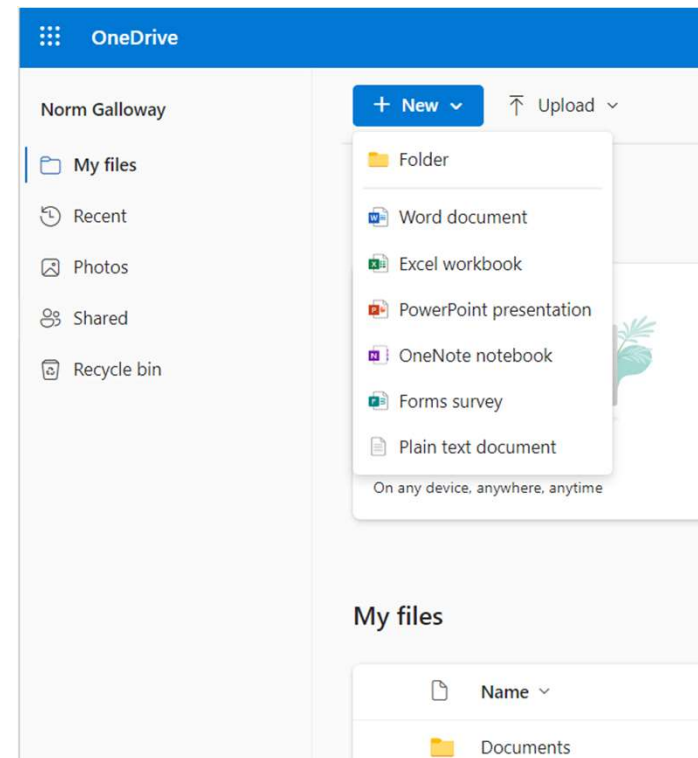
Microsoft 365 Purchase Plans

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

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

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

Using Your ID

- On any device, you can use a browser to go to 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)
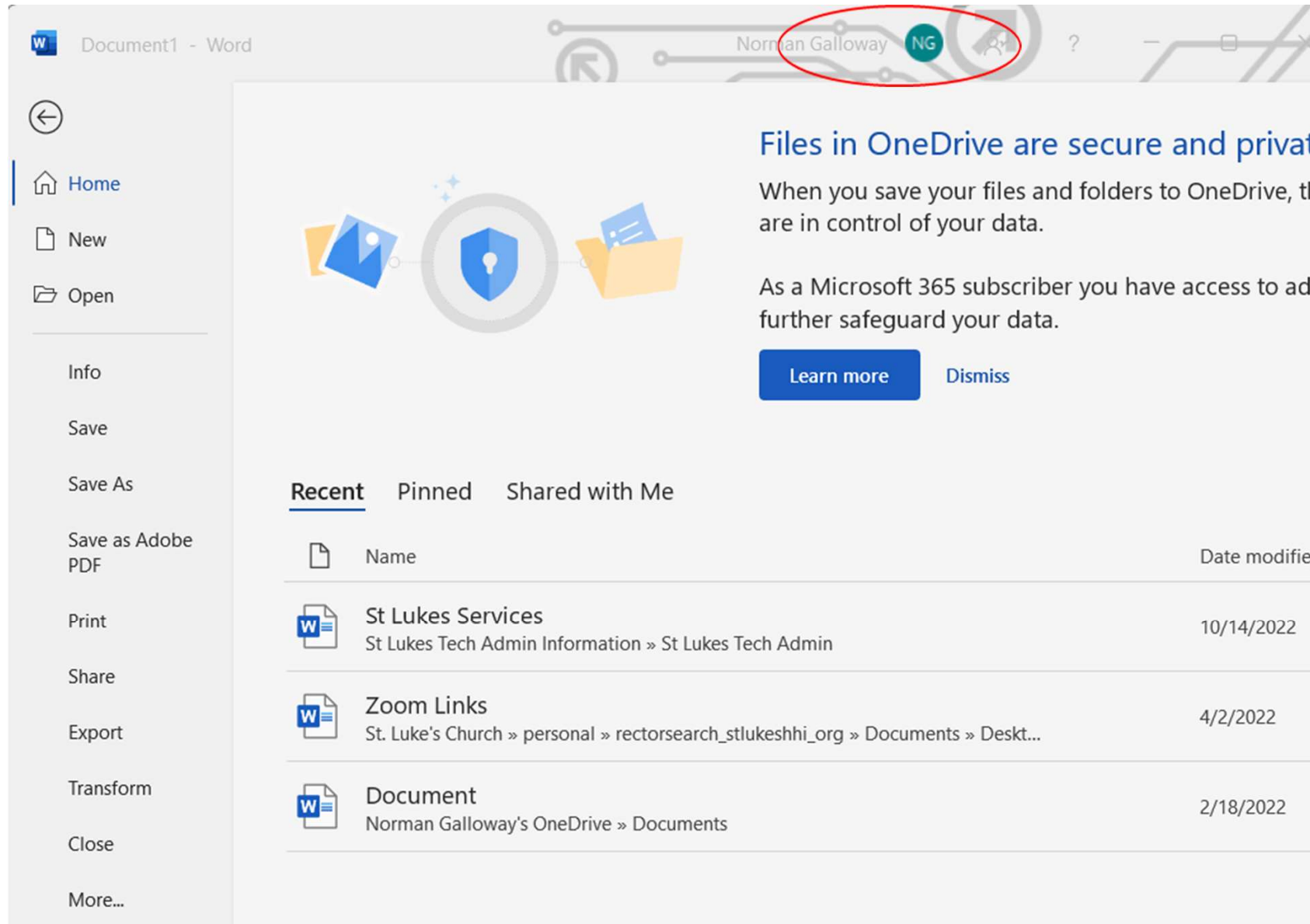
- Begin using!

Log into Office Apps

Automatic access to OneDrive

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

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.

OneDrive - Personal

✅ Your files are synced

Settings

Meet your Personal Vault

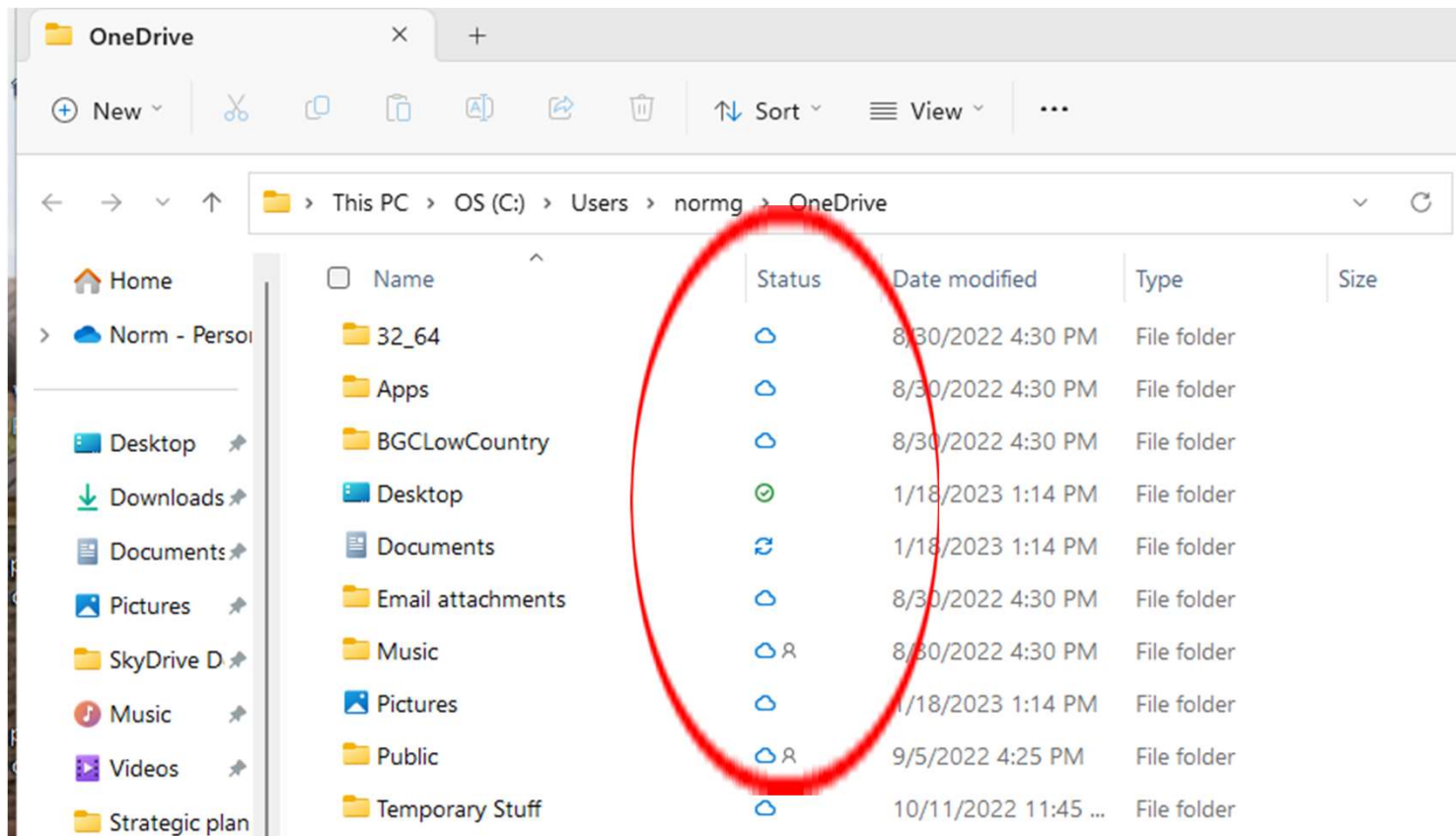A place to store your most important and sensitive files. Protected with an extra layer of security. Set up your Personal Vault.

Get started

Learn more

Microsoft ID - Your Key to the Micr...
Uploaded to Office SIG
45 seconds ago

Screenshot_20230118_044542.png
Uploaded to Screenshots
4 minutes ago

Screenshot_20230118_042855.png

Open folder   View online   Recycle bin

View in File Explorer or Online

OneDrive View in File Explorer

OneDrive View Online

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?