

Windows: Switch to using a Microsoft Account

When I set up a PC for you with a new installation of windows (10, 11, whatever) I can only provide a “local account”.

Benefits of logging on with a Microsoft Account

Settings Sync Across All Devices

Logging into a machine with your Microsoft Account means that all this personalization of things such as the Start Menu, desktop backgrounds, and networking options moves with you and is automatically displayed on your new PC. The syncing also extends beyond PCs. For example, if you use a Surface tablet, a Windows Phone, or any other Windows-powered device, your customization will also move there.

You can use OneDrive

Using a Microsoft Account on Windows also unlocks the full potential of OneDrive.

Basically it's a cloud-based storage solution, but it also offers Microsoft Account users a lot of benefits that extend beyond instant access to their files. For example, using your account will allow you to access all the files saved on your computer remotely from any other computer in the world, and you can even access network locations if they're included in the PC's libraries or mapped as drives.

OneDrive is an easy way to automatically back up your data for security.

Access Windows Store Apps

The Windows store gives you access to a huge range of apps that have all been checked for security.

How to switch so you log on with a Microsoft Account

You'll find the option to use your Microsoft account with Windows, in the settings.

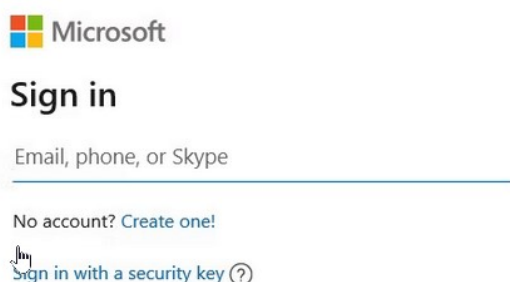
Start by pressing **Win + I** to open the Settings app.

On **Windows 10**, click on Accounts, and you'll immediately land on the **Your info** page, which is where you want to be.

On **Windows 11**, you can get to the **Your info** page by clicking Accounts in the menu on the left. Then, click on Your info in the Account settings section on the right.

On the Your info page, click on **Sign in with a Microsoft account instead**.

You should easily be able to locate the link on both Windows 10 and 11.



A new window will appear asking for the username to your Microsoft account.

Enter it, and then click on Next.

You'll then need to verify your identity through **two-step verification**.

If you don't already have a Microsoft Account, use the link to start the process of creating one.

Two Step verification

The easiest way is to send a code to your email by clicking where it says Email [your email address]. The text in between the square brackets (your email address) will have the email address associated with your Microsoft account.

Check the inbox of the email address you use with your Microsoft account for the code. Once you retrieve it, go back to the Settings app, enter the code in the text box, and click Verify.

Alternatively, you can get the verification code sent to your phone as an SMS (text)

Windows: Create a Microsoft Account

Creating a Microsoft Account is easy. Recovering it if you lose your credentials ISNT.

So while you are setting it up **MAKE NOTES of all your responses to their questions.**

Creating a Microsoft Account also gives you a Microsoft email address e.g.

john@outlook.com (or more likely johnskillbank1257@outlook.com)

Go to account.microsoft.com, select Sign in, and then choose Create one!



Create account

someone@example.com

[Get a new email address](#)

Next

You can use an existing email address, but if you'd rather create a new email address, choose

Get a new email address,

choose Next, and then follow the instructions.



Create account

Someone already has this email address. Try another name, or claim one of these available email addresses

whistler| @outlook.com

[Use your email address instead](#)

Next

Enter the name you wish to use - I've put this one, obviously choose whatever you wish to use as your email address.

You will usually find its not available, and the system will offer you some choices. "Claim one of these available email addresses"



← whistler28@outlook.com

Create a password

Enter the password you would like to use with your account.

Create password

Show password

I would like information, tips and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next



← whistler28@outlook.com

What's your name?

We need just a little more info to set up your account.

First name

Surname

Next

Choose a password that makes sense to you. See my page here <https://skillbank.co.uk/security.html>

on picking a password.

Don't use characters that can be confused – eg O 0 (O and zero)

WRITE DOWN

YOUR EMAIL ADDRESS AND PASSWORD!

EXACTLY!

Complete all the following screens and you're done.

I've not completed the sequence as I don't wish to make a new account at present.