

Signing in with a Microsoft account

To use the Microsoft Store and install or change Apps you must have a Windows ID. There are several ways you can switch to a Microsoft account on your PC. Swipe in from the right edge of the screen, tap **Settings**, and then tap **Change PC settings**. (If you're using a mouse, point to the lower-right corner of the screen, move the mouse pointer up, click **Settings**, and then click **Change PC settings**.) Tap or click **Accounts**, tap or click **Your account**, and then tap or click **Connect to a Microsoft account**. You might be asked to verify your current password. Then, choose one of the following:

Option 1: Connect to an existing Microsoft account

(Please note your @jccmi.edu account is not a Microsoft account)

Even if you're not signed in to your PC with a Microsoft account, you might already have one if you use other Microsoft services like Xbox, Hotmail, Outlook.com, or Skype. Your Microsoft account is the email address you use to sign in to those services.

Enter the email address and password you use to sign in to other Microsoft services, tap or click **Next**, and follow the instructions.

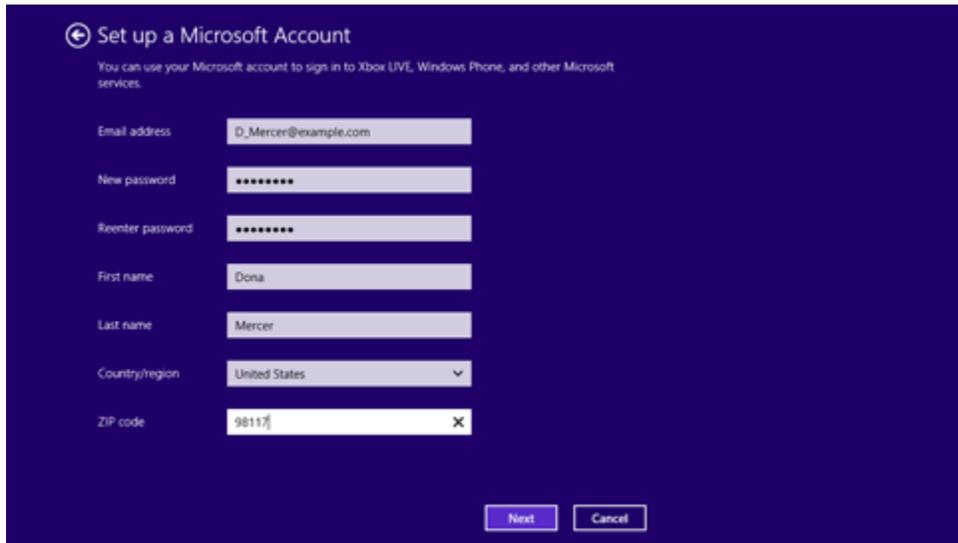


Option 2: Sign up with the email address you use most often

If you haven't used Microsoft services in the past, you can use any email address you want to sign up for a new Microsoft account, including addresses from Outlook.com, Yahoo! or Gmail. To use your favorite email address or your @jccmi.edu email:

1. Enter the email address you want to use, and then tap or click **Create a new account**.

2. Follow the instructions to fill out your personal and security info, and you're all set.

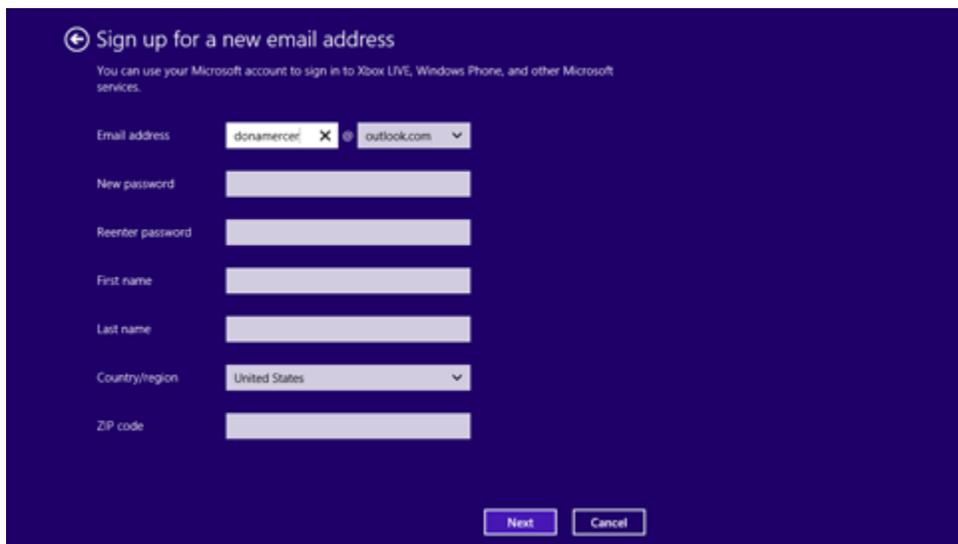


The screenshot shows a dark blue form titled "Set up a Microsoft Account". Below the title is a sub-header: "You can use your Microsoft account to sign in to Xbox LIVE, Windows Phone, and other Microsoft services." The form contains several input fields: "Email address" with the value "D_Mercer@example.com"; "New password" and "Reenter password" both filled with seven asterisks; "First name" with "Dona"; "Last name" with "Mercer"; "Country/region" with a dropdown menu showing "United States"; and "ZIP code" with "98117" and a clear button (X). At the bottom right, there are two buttons: "Next" and "Cancel".

Option 3: Get a new email address

If you want to start fresh and get a brand-new email address to use as your Microsoft account, you can get one for free:

1. Tap or click **Create a new account**.
2. Follow the instructions to fill out your personal and security info for a new email address, and you're ready to go.



The screenshot shows a dark blue form titled "Sign up for a new email address". Below the title is a sub-header: "You can use your Microsoft account to sign in to Xbox LIVE, Windows Phone, and other Microsoft services." The form contains several input fields: "Email address" with a text input containing "donamerce", a clear button (X), and a dropdown menu showing "outlook.com"; "New password" and "Reenter password" both empty; "First name" and "Last name" both empty; "Country/region" with a dropdown menu showing "United States"; and "ZIP code" empty. At the bottom right, there are two buttons: "Next" and "Cancel".

Please note: Transmission of restricted or limited data must be via a secure method, such as secure file transfer protocol. Instant Messages, Google Docs, Dropbox, SkyDrive and similar cloud services are not to be used for electronic transmission of restricted or limited information.