

Microsoft Account

If you plan to use Skype, OneDrive or a outlook.com (hotmail.co.uk or hotmail.com as was) you will need to set up an account to use it. However, you may already have such an account without realising it. Skype, OneDrive and outlook.co email is owned by Microsoft and effectively it uses the same “Microsoft account” username and password to log into to them.

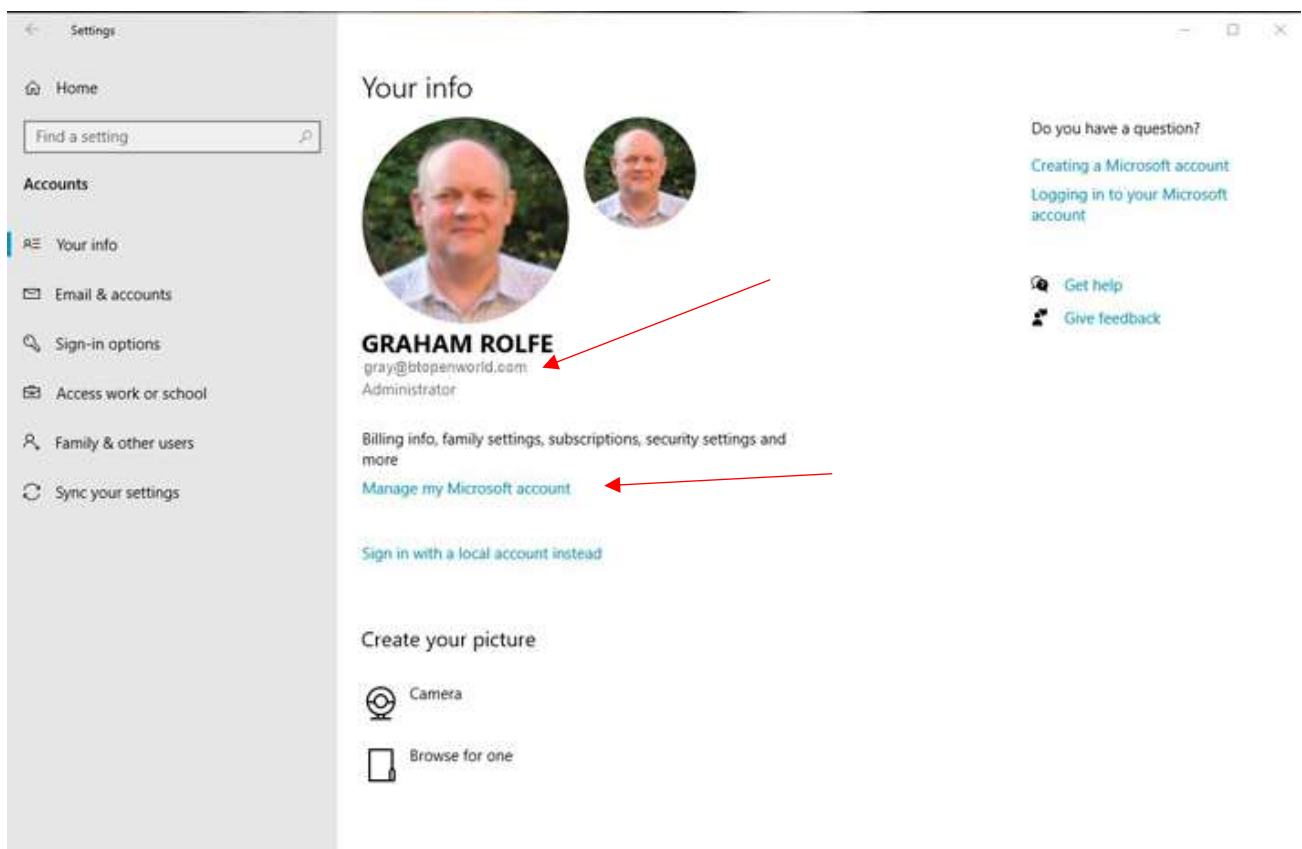
You may already have a Microsoft account to log into your computer (see below for how to tell). You may also have a Microsoft account if you use a hotmail.co.uk, hotmail.com or outlook.com email address or Microsoft OneDrive. It will consist of an email address and a password.

Recognising whether you log on to your computer with a Microsoft account.

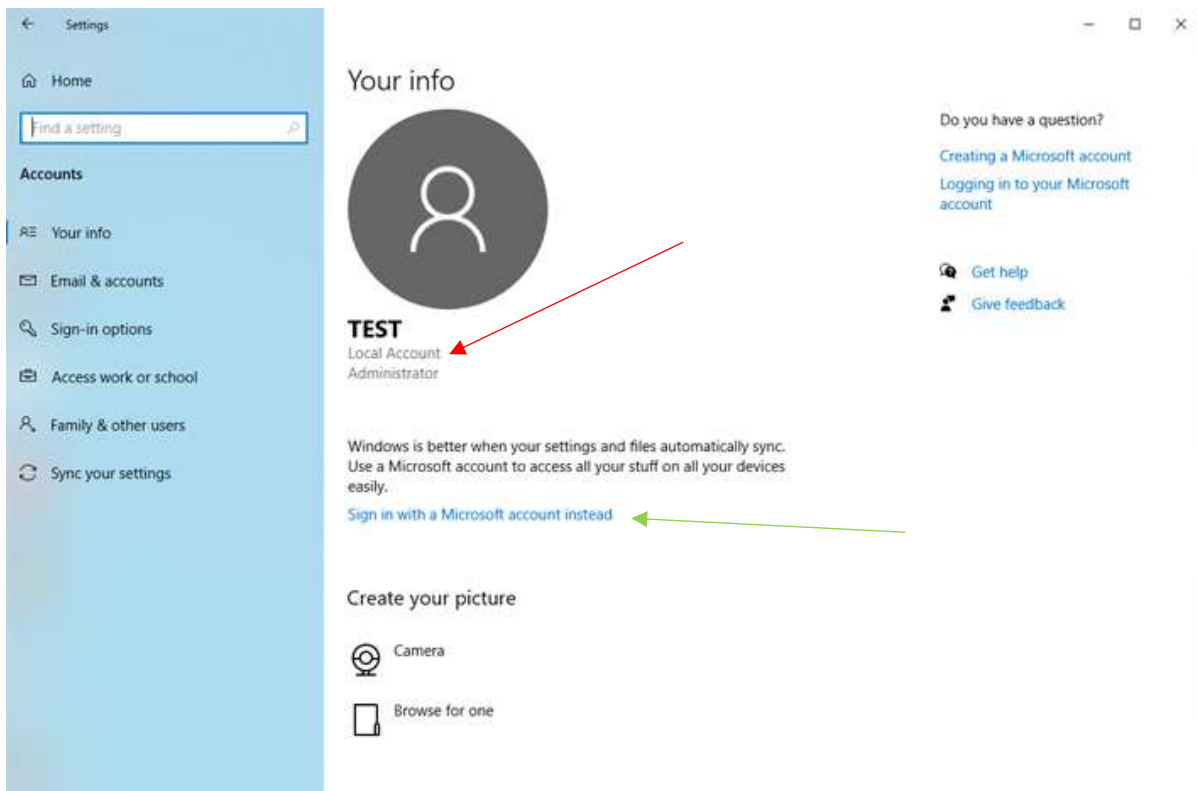
Go to Settings |Accounts

(Settings is the symbol that looks like a cog on the left had side of the window that opens when you left click on the start menu button)

If you see a window that looks like the one below that gives an email address below your name and further down in blue it says “Manage my Microsoft account” then you already have a Microsoft account has the email shown and the same password that you use to log on to your computer.



However, if you have a window that says Local account below your logon name the you do not have a Microsoft account and will either need to create one or create one when you setup Skype.



If you left click on the words “Sign in with a Microsoft account instead” it will give you the option of creating one.