

MICROSOFT, explained!

[OUTLOOK.COM](#) is Microsoft's website for logging into any Microsoft email (including their old email accounts, which they called Hotmail). With a [Microsoft account](#) (see below), it is free! When you go to www.outlook.com, Microsoft's webmail interface appears on the screen. It is much better and more user friendly than other only webmail (notably Spectrum - ugh, Gmail - not much better, yahoo - about the same as Gmail).

The [OUTLOOK program](#) is a program that resides on your computer. It is an email and calendar program that can handle any email address, not just Microsoft's email. It can handle multiple addresses, too. It is really a nice, fully featured program, but is fairly complicated to troubleshoot when things go wrong. It is a for pay program, usually purchased when you buy your computer.

[MICROSOFT OFFICE](#) is a suite of programs normally downloaded to your computer from online or CD. You only pay once and you own the programs forever. It includes programs that are most familiar to people: Word, Excel,Powerpoint, etc. The cost is higher upfront because you are actually buying the programs, not renting them.

For home (includes Word, Excel & Powerpoint only):

Office Home & Student 2019
One-time purchase for PC and Mac

\$149.99

[Buy now](#)

[One-time purchase](#)

For business (includes Outlook program):

Office Home & Business 2019

Microsoft Corporation

\$249.99

[Buy now](#)

- One-time purchase for 1 PC or Mac
- Classic 2019 versions of Word, Excel, PowerPoint, and Outlook
- Microsoft support included for 60 days at no extra cost
- Licensed for home and commercial use

All languages included. Compatible with Windows 10 or macOS*

*Go to office.com/systemrequirements for compatible versions of Windows 10 and macOS and for other feature requirements.

MICROSOFT (OFFICE) 365 is the same set of programs but it is only “rented” to you and you must continue paying each year. Depending on what you pay, you receive access to different programs. Microsoft encourages you to save your files on their **One Drive** cloud system (see below), but you do have the option to save to your computer, instead.

Microsoft says updates to the programs are included, which they believe makes it worth the yearly charge. I am not convinced. Here’s the breakdown of the 365 options they offer.

For home:

Microsoft 365

With Microsoft 365, you'll always have the latest AI-powered Office apps (Word, Excel, PowerPoint, and more), 1TB of cloud storage, and premium features and mobile experiences to stay on top of things wherever you are on any device.

Premium value



Use Microsoft 365 on your desktop, laptop, tablet, and phone.



Microsoft 365 is compatible with Windows, macOS, iOS, and Android.



Recommended for 2-6 people

Microsoft 365 Family
\$99.99 / year
Save 16% with annual subscription
✓ 2-6 people
✓ 1TB of storage per person
✓ Premium safety features in mobile app¹

Buy now
Or buy at \$9.99/month >
Try free for 1 month >

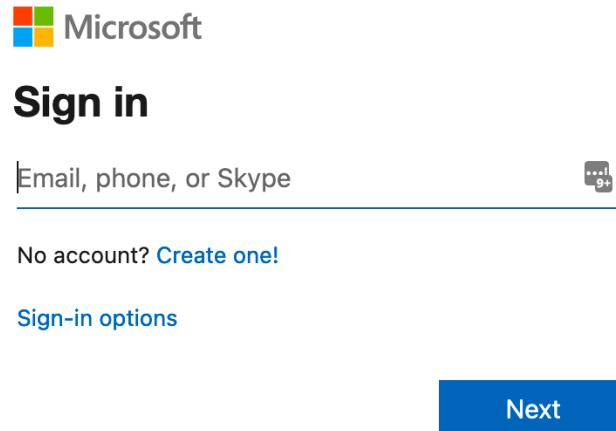
Microsoft 365 Personal
\$69.99 / year
Save 16% with annual subscription
✓ 1 person
✓ 1TB of storage

Buy now
Or buy at \$6.99/month >

For business:

Microsoft 365 Business Basic \$5.00 user/month (annual commitment)	Microsoft 365 Business Standard \$12.50 user/month (annual commitment)	Microsoft 365 Business Premium \$20.00 user/month (annual commitment)	Microsoft 365 Apps \$8.25 user/month (annual commitment)
Buy now Try free for 1 month ⁴	Buy now Try free for 1 month ⁴	Buy now Try free for 1 month ⁴	Buy now Try free for 1 month ⁴
Best for businesses that need easy remote solutions, with Microsoft Teams, secure cloud storage, and Office Online (desktop versions not included).	Best for businesses that need full remote work and collaboration tools including Microsoft Teams, secure cloud storage, business email, and premium Office applications across devices.	Best for businesses that require secure, remote work solutions with everything included in Business Standard, plus advanced cyberthreat protection and device management.	Best for businesses that need Office apps across devices and cloud file storage. Business email and Microsoft Teams not included.
Premium Office apps included Web and mobile versions of Word, Excel, and PowerPoint included. ³	Premium Office apps included	Premium Office apps included	Premium Office apps included
			

The **MICROSOFT ACCOUNT** is a user account similar to Apple's "Apple ID". It's a comprehensive account that identifies you to Microsoft, contains records of purchases you've made with them, and gives you access to a free email account at Outlook.com.



Starting with Windows 10, Microsoft made a big push to have users login to their Microsoft account when turning on their PCs. It's helpful in that if you move to another pc, your settings will move with you. It's annoying because you have to login with your account each time you turn on your PC and sometimes, you might forget your password and have to go to the trouble of resetting before you can have access to **your own pc**. My guess is that it also allows them to track you more.

MICROSOFT ONE DRIVE is the ubiquitous program that automatically runs on new computers.

Here's what Microsoft claims: OneDrive Personal Cloud Storage. Save your files and photos to OneDrive and access them from any device, anywhere.

What they don't tell you: storage is limited to 5 GB, after which you must pay them \$70/year.

What most people tell me: they don't need online storage (because they have another backup plan) and they can't figure out why One Drive pops up and what to do with it.

I hope this is helpful! If you need assistance or have questions, feel free to contact me.