



# User Guide

## Lumia with Windows Phone 8.1

### Update 2

# About this user guide

This guide is the user guide for your software release.

**!** **Important:** For important info on the safe use of the phone, read the Product and safety information section in the in-box or online user guide. To find out how to get started with your new phone, read the in-box user guide.

For the online user guidance, videos, even more info, and troubleshooting help, go to **[www.microsoft.com/mobile/support/](http://www.microsoft.com/mobile/support/)**.

You can also check out the support videos at **[www.youtube.com/lumiasupport](http://www.youtube.com/lumiasupport)**.

Moreover, there's a user guide in your phone – it's always with you, available when needed. To find answers to your questions and to get helpful tips, tap **?** **Lumia Help+Tips**. If you're new to Lumia, check out the section for new users.

For info on Microsoft Mobile Service terms and Privacy policy, go to **[www.microsoft.com/mobile/privacypolicy](http://www.microsoft.com/mobile/privacypolicy)**.

# User Guide

## Lumia with Windows Phone 8.1 Update 2

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# For your safety

Read these simple guidelines. Not following them may be dangerous or against local laws and regulations.



## **SWITCH OFF IN RESTRICTED AREAS**

Switch the device off when mobile phone use is not allowed or when it may cause interference or danger, for example, in aircraft, in hospitals or near medical equipment, fuel, chemicals, or blasting areas. Obey all instructions in restricted areas.



## **ROAD SAFETY COMES FIRST**

Obey all local laws. Always keep your hands free to operate the vehicle while driving. Your first consideration while driving should be road safety.



## **INTERFERENCE**

All wireless devices may be susceptible to interference, which could affect performance.



## **QUALIFIED SERVICE**

Only qualified personnel may install or repair this product.



## **BATTERIES, CHARGERS, AND OTHER ACCESSORIES**

Use only batteries, chargers, and other accessories approved by Microsoft Mobile for use with this device. Third-party chargers that comply with the IEC/EN 62684 standard, and that can connect to your device micro USB connector, may be compatible. Do not connect incompatible products.



## **KEEP YOUR DEVICE DRY**

Your device is not water-resistant. Keep it dry.



## **GLASS PARTS**

The device screen is made of glass. This glass can break if the device is dropped on a hard surface or receives a substantial impact. If the glass breaks, do not touch the glass parts of the device or attempt to remove the broken glass from the device. Stop using the device until the glass is replaced by qualified service personnel.



## **PROTECT YOUR HEARING**

To prevent possible hearing damage, do not listen at high volume levels for long periods. Exercise caution when holding your device near your ear while the loudspeaker is in use.

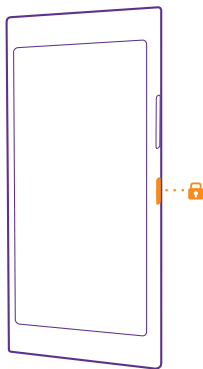
## Get started

Get to grips with the basics, and have your phone up and running in no time.

### Lock the keys and screen

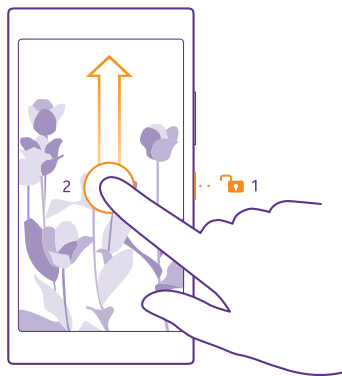
If you want to avoid accidentally making a call when your phone is in your pocket or bag, you can set your keys and screen to lock automatically.

Press the power key.



### Unlock the keys and screen

Press the power key, and drag the lock screen up.



- ★ **Tip:** Instead of pressing the power key, you can also double-tap the screen if double-tap is switched on. To switch on double-tap, on the start screen, swipe down from the top of the screen, tap **ALL SETTINGS** > **touch**, and switch **Wake up to On** . Double-tap to wake up is not supported by all phones. For availability, go to [www.microsoft.com/mobile/support/wpfeatures](http://www.microsoft.com/mobile/support/wpfeatures).

### Set the keys and screen to lock automatically

On the start screen, swipe down from the top of the screen, tap **ALL SETTINGS** > **lock screen** > **Screen times out after**, and select the length of time after which the keys and screen are locked automatically.

## Charge your phone

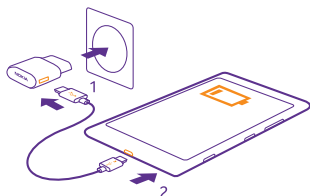
Learn how to charge your phone.

### Charge your phone with a USB charger

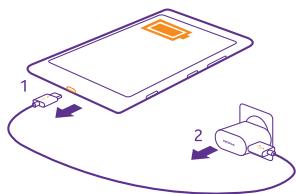
Your battery has been partially charged at the factory, but you may need to recharge it before you can switch the phone on for the first time.

Make sure you use a compatible USB charger to charge your phone. The charger may be sold separately.

1. Plug the charger into a wall outlet. If necessary, connect the USB cable to the charger.
2. Connect the micro-USB end of the charger's cable to your phone.



3. When the battery is full, disconnect the charger from the phone, then from the wall outlet.



You don't need to charge the battery for a specific length of time, and you can use the phone while it's charging.

If the battery is completely discharged, it may take up to 20 minutes before the charging indicator is displayed.

★ **Tip:** You can use USB charging when a wall outlet is not available. Data can be transferred while charging the device. The efficiency of USB charging power varies significantly, and it may take a long time for charging to start and the device to start functioning.

Make sure your computer is switched on.

First connect the USB cable to the computer, then to your phone. When the battery is full, first disconnect the USB cable from your phone, then from the computer.

The battery can be charged and discharged hundreds of times, but it will eventually wear out. When the talk and standby times are noticeably shorter than normal, replace the battery. When the talk and standby times are noticeably shorter than normal, to replace the battery, take the device to the nearest authorised service facility.

### Charge your phone wirelessly

No need for hassle with cables, just pop your device on a wireless charger, and it immediately starts charging.

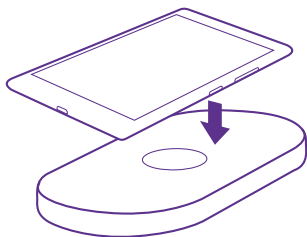
Wireless charging is not supported by all phones. For availability, go to [www.microsoft.com/mobile/support/wpfeatures](http://www.microsoft.com/mobile/support/wpfeatures).



You may need a wireless charging cover for wireless charging to work. The cover may be included in the sales box, or it may be sold separately. Only use original Lumia wireless charging covers designed for your phone.

Wireless chargers are sold separately.

The charging areas on the phone and the charger need to touch, so make sure you align the phone and charger properly. Not all phone models fit in all chargers.



Use only wireless chargers compatible with your device.

1. Make sure the wireless charger is switched on.
2. If your phone needs a wireless charging cover, make sure it's properly attached to your phone.
3. Place your phone on the wireless charger so that the charging areas touch.
4. When the battery is full, remove your phone from the charger.

**⚠ Warning:** Make sure there's nothing between the charger and the device. Do not attach any objects, such as stickers, on the device surface near the charging area.

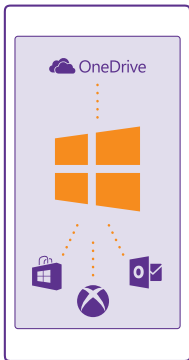
For more info on wireless charging, see the user guide of your charger and wireless charging cover.

# Your first Lumia?

Let's get started. Set up your new phone, explore your phone's views and menus, and learn how to use the touch screen.

## Set up your phone

Make the most out of your phone's features from the get-go.



When you switch your phone on for the first time, your phone guides you to set up your network connections, phone settings, and Microsoft account in one sitting.

You need a Microsoft account to back up and restore your phone, to buy, install, and update apps, and to access some Microsoft services, such as:

- Xbox
- Xbox Music and Xbox Video
- OneDrive
- Hotmail
- Outlook

You can use the same username and password on your computer and phone.

1. Switch your phone on, and follow the instructions shown on your phone.
2. When asked, create a Microsoft account. If you already have an account for Microsoft services, such as Xbox Live.com, Hotmail.com, or Outlook.com, or you have created a Microsoft account on your Surface tablet or Windows PC, sign in with that username.

Make sure you remember the credentials for the Microsoft account you added to your phone.

- ★ **Tip:** You can also create a Microsoft account later. On the start screen, swipe down from the top of the screen, and tap **ALL SETTINGS** > **email+accounts** > **add an account** > **Microsoft account**.

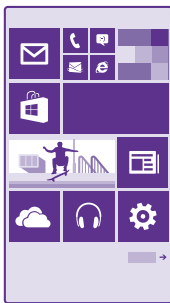
You can also create or manage your account at [www.live.com](http://www.live.com).

3. Fill in your account details.
  4. Type in your phone number or an alternative mail address. They are used to send you a one-time verification code and to protect your data.
  5. Select how you want to get your one-time verification code.
  6. When asked, type in the last 4 digits of your phone number or your mail address.
  7. When you receive the code, type it in, and you are ready to back up your data and use your phone.
- ★ **Tip:** If your screen switches off, press the power key, and drag the lock screen up.

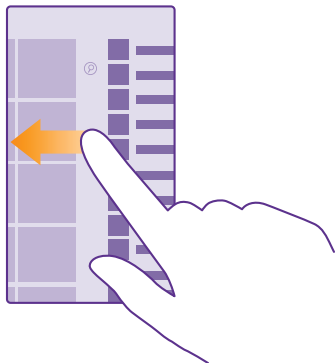
## Explore your tiles, apps, and settings

Everything you need is on 2 views: the start screen and apps menu. Fill the start screen with shortcuts to your favourite apps and the contacts you need the most, and find all your apps easily in the apps menu.


The start screen consists of tiles, which are shortcuts to your apps, contacts, browser bookmarks, and more. Some tiles may show you notifications and updates, such as your missed calls, received messages, and the latest news.



1. To see all the apps on your phone, on the start screen, simply swipe left. To return to the start screen, swipe right.



★ **Tip:** To go back to the start screen from any view, tap the start key .

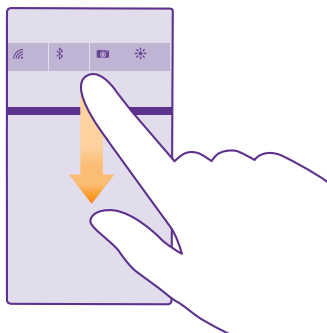
The apps menu is the home to all your apps – in neat alphabetical order. All the installed apps end up here. To look up an app in the apps menu, tap , or tap a letter.



**2.** To add an app shortcut to your start screen, in the apps menu, tap and hold the app, and tap **pin to start**.

### **Check notifications and change settings quickly**

Swipe down from the top of the screen.

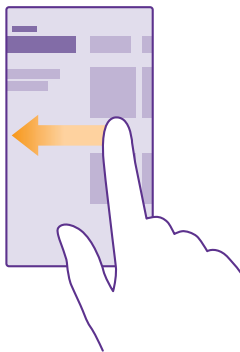


In the action centre, you can quickly see notifications, such as your missed calls and unread mails and messages, open the camera, and access all phone settings.

## Navigate inside an app

There's more to your apps than meets the eye. To find more views in an app, swipe left. To discover more actions, use the options menu.

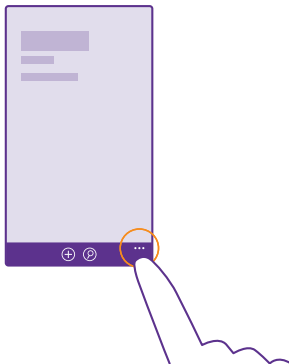
In most apps, to go to another view, swipe left.



## Find more options in an app

Tap **⋮**.

In the options menu, you can find additional settings and actions that are not shown as icons.



## Use the touch screen

Explore your phone with a tap, swipe, or drag.

1. To use your phone, simply tap or tap and hold the touch screen.
2. To open further options, place your finger on an item until the menu opens.

★ **Example:** To open an app or other item, tap the app or item. To edit or delete a calendar appointment, tap and hold the appointment, and select the appropriate option.



★ **Tip:** You can even use your phone while wearing gloves. On the start screen, swipe down from the top of the screen, tap **ALL SETTINGS** > **touch**, and switch **Touch sensitivity** to **high**. Sensitive touch is not supported by all phones. For availability, go to [www.microsoft.com/mobile/support/wpfeatures](http://www.microsoft.com/mobile/support/wpfeatures).

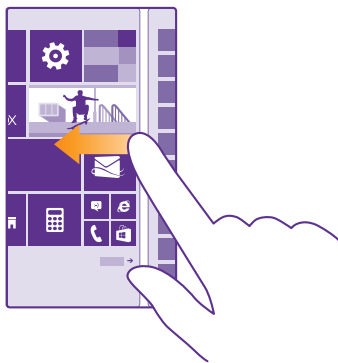
### Tap and hold to drag an item

Place your finger on the item for a couple of seconds, and slide your finger across the screen.

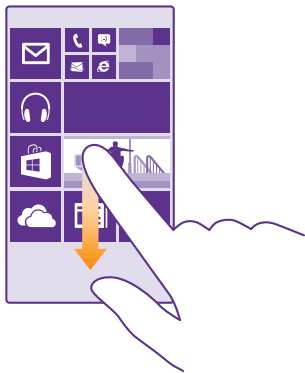


### Swipe

Place your finger on the screen, and slide your finger in the direction you want.

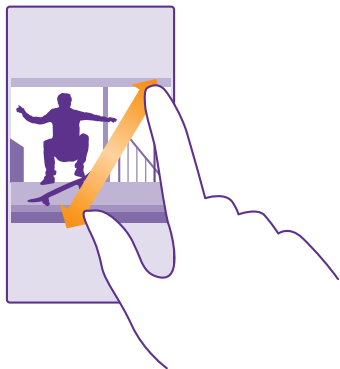


★ **Example:** Swipe left or right between the start screen and the apps menu, or between different views in the hubs. To quickly scroll through a long list or menu, slide your finger quickly in a flicking motion up or down the screen, and lift your finger. To stop the scrolling, tap the screen.



### Zoom in or out

Place 2 fingers on an item, such as a map, photo, or web page, and slide your fingers apart or together.



**!** **Important:** Avoid scratching the touch screen.




**★** **Tip:** The screen rotates automatically when you turn the phone 90 degrees. To lock the screen in its current orientation, on the start screen, swipe down from the top of the screen, and tap **ALL SETTINGS** > **screen rotation**. Switch **Rotation lock** to **On** . Screen rotation may not work in all apps or views.



## Back, start, and search keys

The back, start, and search keys help you navigate your phone.



- To see which apps you have open, tap and hold the back key ←. You can then switch to another app or close the ones you don't need.
- To go back to the previous screen you were in, tap the back key ←. Your phone remembers all the apps and websites you've visited since the last time your screen was locked.
- To go to the start screen, tap the start key . The app you were in stays open in the background.
- To search the web or for items on your phone, tap the search key .
- If your phone has Cortana, to open Cortana, tap the search key .

Cortana is not available in all regions and languages. For info on the supported languages, go to [www.windowsphone.com](http://www.windowsphone.com).

- To switch the vibration of these keys on or off, on the start screen, swipe down from the top of the screen, tap **ALL SETTINGS** > **touch**, and change the setting for **navigation bar**. Changing the vibration setting for incoming calls doesn't affect the vibration of the keys.

## Transfer content to your Lumia phone

Learn how to transfer content to your Lumia phone.

### Transfer content to your new Lumia phone

There are nifty ways to transfer your photos, videos, and other important stuff from your old to your new phone.

These instructions may not apply to all phone models and manufacturers.

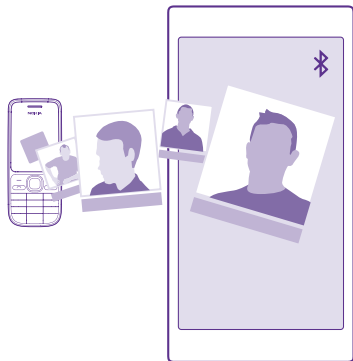
You may need to install some apps on your phone or computer for the transfer. Depending on what you need to install and how much content you are transferring, the transfer may take a while.

Some file formats may not be transferred. Some third-party converter apps may be available to convert the files to a format that can be transferred.

For more info, go to [www.microsoft.com/mobile/switch-easy](http://www.microsoft.com/mobile/switch-easy).


## Copy contacts

Have your nearest and dearest instantly at your fingertips. Use the Transfer my Data app to easily copy your contacts, text messages, and pictures from your old phone. The app does not work with all phone models.



**★ Tip:** If your old phone is a Windows Phone device, or if you have previously backed up your contacts to your Microsoft account, to import your contacts from the service, just sign in to your account on your phone. The contacts are imported automatically.

Your old phone needs to support Bluetooth. The contacts on your old phone need to be stored in the phone memory, not on the SIM.

1. On your old phone, switch Bluetooth on, and make sure the phone is visible to other devices.
2. On your new phone, tap  **Transfer my Data**.
3. Tap **continue**, and switch Bluetooth on.
4. Select your old phone from the list of found devices, and follow the instructions shown on both phones.

If your contacts are written in a language that is not supported by your new phone, the contact info may not be shown correctly.

If you don't yet have the Transfer my Data app, you can download it from [www.windowsphone.com](http://www.windowsphone.com).

## Transfer content using your Microsoft account

If your old phone is a Windows Phone, the easiest way to transfer your contacts, calendar, and text messages to your new Lumia phone is your Microsoft account.

If you don't have a Microsoft account set up on your new Lumia phone yet, on the start screen, swipe down from the top of the screen, tap **ALL SETTINGS** > **email+accounts** > **add an account**, and create a Microsoft account following the instructions shown on the screen.

1. To select what you want to back up to your Microsoft account, on your previous Windows Phone device, tap  **Settings** > **backup**.

Your contacts and calendar are backed up automatically to your Microsoft account.

2. On your new Lumia phone, sign in to your Microsoft account. Your contacts, calendar, and text messages are automatically transferred to your new Lumia phone.

### Transfer content using OneDrive


Upload your Office documents, photos, and videos to OneDrive to easily transfer them from your old phone to your new Lumia phone.

To easily upload and manage your content in OneDrive, download and install the OneDrive app from:



- Google Play for an Android phone
- iTunes Store for an iPhone
- Store for Windows Phones (if not already in phone)
- Mac App Store for an Apple Mac
- **support.microsoft.com** for your PC

You need a Microsoft account to sign in to OneDrive.

OneDrive may not be available for all phone models.

1. On your old phone, open the OneDrive app.
2. Tap , and select what you want to upload.
3. Select **upload**.

You can now sign in to OneDrive with your Microsoft account to access your content on any device and download it when you need it.

 **Tip:** To transfer Office documents, you can also save them directly to OneDrive. To access your documents, on your new Lumia phone, tap  **Office** > **OneDrive**.

Using services or downloading content, including free items, may cause the transfer of large amounts of data, which may result in data costs.

### Transfer content from a Symbian or S40 phone

Use Nokia Suite to transfer your contacts, calendar entries, and photos from a Symbian or S40 phone to your Lumia phone.

Make sure you have the latest Nokia Suite installed on your PC. You can download it from **[www.microsoft.com/mobile/nokiasuite](http://www.microsoft.com/mobile/nokiasuite)**.

You need a Microsoft account to sign into OneDrive.

1. Use a compatible USB cable to connect your Symbian or S40 phone to your PC.
2. Open Nokia Suite on your PC.

3. Select **Copy content to Nokia Lumia**, and follow the instructions shown on your computer. Your files are copied to OneDrive. Your photos are copied to the Pictures folder in OneDrive, and your contacts and calendar events to your Outlook.com.
4. To access your photos, on your Lumia phone, swipe left, and tap **OneDrive**. Your contacts and calendar events are synced automatically.

★ **Tip:** Your Symbian or S40 phone doesn't support Nokia Suite? Or want to transfer other content, such as your videos? You can also connect your phone to your computer and drag and drop the files you want to transfer onto your computer. If you have the OneDrive desktop app, drag and drop the files straight to the OneDrive folder for automatic upload.

### **Transfer Outlook info from an Android phone or iPhone**

Use your Microsoft account to transfer your Outlook contacts, calendar entries, and to-dos from your Android phone or iPhone to your Lumia phone.

You need a Microsoft account to sync your Lumia phone with Outlook.com.

1. Use a compatible USB cable to connect your phone to your computer.
2. On your computer, set the appropriate sync software, such as Samsung Kies, HTC Sense, Sony PC Companion, or iTunes, to sync the items to Outlook, and sync contacts, calendar entries, and to-dos from your phone to your computer.
3. In Outlook, add the Microsoft account to Outlook using Microsoft Outlook Hotmail Connector. Go to **www.office.microsoft.com**, search for Hotmail Connector, and download it to your computer. You may need to configure the Hotmail Connector settings.
4. Sync the content you want from Outlook to your Microsoft account. It may take a while before the content is available on your Microsoft account.
5. To sync the content to your Lumia phone, simply sign into your Microsoft account.

For more info, go to **www.windowsphone.com**, and see the FAQs on how to sync your Outlook contacts and calendar to Windows Phone.

# Basics

Learn how to get the most out of your new phone.

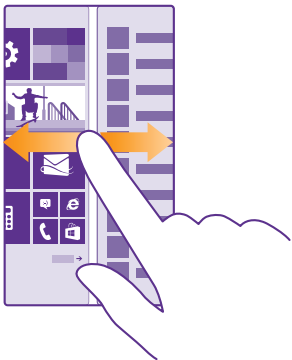
## What's new in this release?

Check some of the key things in this release at a glance.

- Find the settings you're looking for easily – settings are now reorganised into groups, and you can even search them.
- Switch your calendar to show week numbers in the monthly view.
- Switch mobile data on and off easily – add a shortcut to the action centre.
- Cortana supports new languages: French, German, Italian, and Spanish.


## Get to know your phone

Your phone has two views, start screen and apps menu. To switch between the views, simply swipe left or right.



**Start screen:** The animated live tiles show your missed calls and received messages, the latest news and weather forecasts, and more. Updates of your pinned contacts are shown on the tile, and you can view your contacts' details directly from the start screen.

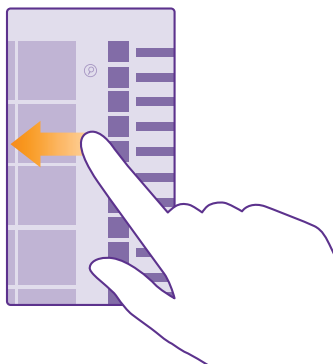
**Apps menu:** All your apps are listed here, all neatly ordered. If you have a lot of apps, to look one up, tap .

To access the Windows Phone software license terms, select  **Settings** > **about**. Please read the terms. Note that by using the software, you accept the terms. If you do not accept the terms, do not use the device or software. Instead contact Microsoft Mobile or the party from which you purchased the device to determine its return policy.

## Switch between views and apps

Not all your apps are on the start screen – swipe to the apps menu to find them. Or check what's already running on your phone and switch between the apps.

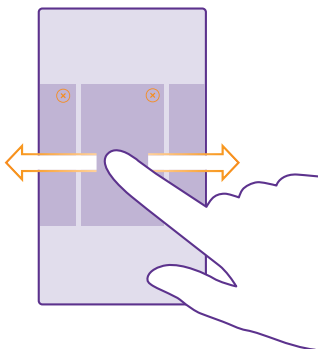
To see all the apps on your phone, on the start screen, simply swipe left. To return to the start screen, swipe right.




★ **Tip:** To find an app quickly, tap any letter in the apps menu, and in the following menu, tap the first letter or character for the app you want.

## View, switch between, and close open apps

To view the open apps, tap and hold the back key ←. To switch the app, swipe to the app you want, and tap the app. To close the apps you no longer need, tap ⊗.



## Navigate the settings menu

On the start screen, swipe down from the top of the screen, and tap **ALL SETTINGS**. To go to a settings group, tap any settings group title, and select the group you want. To search for a particular setting, tap  and start typing the name of the setting.

## Personalise the navigation bar

All Lumia phones have 3 keys across the bottom: the back, start, and search key. You can change the way this navigation bar behaves.

Hiding the navigation bar is not supported by all phones. For availability, go to [www.microsoft.com/mobile/support/wpfeatures](http://www.microsoft.com/mobile/support/wpfeatures).

To hide the navigation bar from the start screen when it's not needed, swipe up from the bottom of the screen. To see the navigation bar again, swipe up.

## Change the navigation bar colour

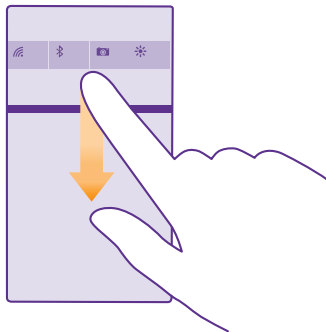
If your phone has the navigation bar on the touch screen, you can change its colour to make it pop out better, or even match your theme. On the start screen, swipe down from the top of the screen, tap **ALL SETTINGS** > **navigation bar**, and change the setting for **Navigation bar**.

## Check notifications on your phone

You can quickly check notifications, change some settings, or add shortcuts to some apps in the action centre that opens from the top of the screen.

The notification icon  shows you have unread notifications.

1. Swipe down from the top of the screen.



In this screen, you can:

- See your missed calls and recent unread mails and messages
- Check any notifications, such as available app updates in Store
- Open apps
- Check for WiFi networks, and connect to them
- Quickly jump to settings

2. To close the menu, swipe up from the bottom of the screen.

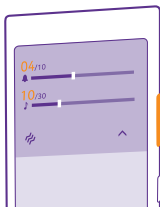
### Personalise the action centre

On the start screen, swipe down from the top of the screen, and tap **ALL SETTINGS > notifications+actions**. To change a shortcut, tap the shortcut and the app you want. You can also select which notifications you want to receive and how.

### Change the volume

If you have trouble hearing your phone ringing in noisy environments, or calls are too loud, you can change the volume to your liking.

Use the volume keys. The maximum volume level is 10.



By default, the volume keys control the volume of alarms and reminders.

Do not connect to products that create an output signal, as this may damage the device. Do not connect any voltage source to the audio connector. If you connect an external device or headset, other than those approved for use with this device, to the audio connector, pay special attention to volume levels.

If you have connected headphones, the volume keys control both ringtone and media volume at the same time. The maximum volume level is 30.

### Change the volume for media and apps

Press a volume key, tap **∨**, and tap the volume bar for media and apps to set the volume you want. The maximum volume level is 30.

### Switch to silent mode

Press a volume key, and tap **∨ > 🔔**. To switch silent mode off, tap **🔔**.


**★ Tip:** If you don't want your phone to vibrate, tap **🔊**. To change other sound settings, on the start screen, swipe down from the top of the screen, and tap **ALL SETTINGS > ringtones+sounds**.



## Use your phone in flight mode

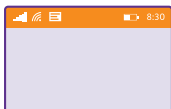
In places where you don't want to make or receive calls, you can still access your music, videos, and offline games if you switch flight mode on.

Flight mode closes connections to the mobile network and switches your device's wireless features off. If supported by your device, the NFC payment and ticketing feature of the device may remain active. Comply with the instructions and safety requirements given by, for example, an airline, and any applicable laws and regulations. Where allowed, you can connect to a WiFi network to, for example, browse the internet or switch Bluetooth and NFC sharing on in flight mode. NFC is not supported by all phones. For availability, go to [www.microsoft.com/mobile/support/wpfeatures](http://www.microsoft.com/mobile/support/wpfeatures).

1. On the start screen, swipe down from the top of the screen, and tap **ALL SETTINGS > flight mode**.
2. Switch **Status** to **On** .

## Icons shown on your phone






The status bar at the top of the screen tells you the current time, battery and signal strength, and much more.



 **Tip:** To see hidden icons, tap the status bar.

### Mobile signal strength

 Signal strength

-  Your phone isn't connected to a mobile network.
-  There is no SIM card in your phone.
-  Your SIM card is locked.
-  Flight mode is switched on.
-  Your phone is roaming outside your home mobile network.

### Mobile data connection

Single letters, combinations of letters, or combinations of letters and numbers show the type of mobile network to which you're connected.

Icons that show the network connection type may vary between regions and network service providers.

**E** An EDGE data connection is open.

 A GPRS data connection is open.

 Your phone is connected to a 3G network.

 A high-speed (HSDPA/HSUPA) data connection is open.

 A high-speed (HSPA+/DC-HSDPA) data connection is open.

 Your phone is connected to a 4G network.

 Data is transferred over a mobile data connection.

#### WiFi connection

 A WiFi connection is available.

 A WiFi connection is active.

 A mobile data connection is shared with other devices over WiFi.

 Data is transferred over WiFi.

#### Bluetooth device

 A Bluetooth device is connected to your phone.

 Bluetooth is switched on, but your phone isn't connected to a Bluetooth device.

#### Battery

 Battery power level

 The battery is charging.

 Battery saver mode is switched on.

 Battery power or state of the battery isn't currently known.

#### Notifications

 You have unread notifications, such as new messages. To check the notifications, swipe down from the top of the screen.

#### Profiles

 Vibrate mode is switched on.

 Silent mode is switched on.

#### Cortana

 Cortana is handling your calls and messages.

#### Call forwarding

 Your calls are forwarded to another number or your voice mailbox.

## Location

 An app or service is using your location info.

## Driving mode

 Driving mode is switched on.

## Accounts

Learn about the different accounts on your phone and what you can do with them.

### Benefits of creating a Microsoft account

With a Microsoft account, you can access Microsoft services with a single username and password on your computer or phone. You can also use the same username and password on your Xbox.

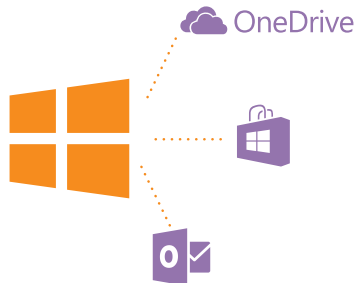
With your Microsoft account, you can, for example:

- Download content from Store
- Back up your contacts
- Upload, store, and share pictures and documents
- Back up your phone on OneDrive
- Use the Xbox Music and Xbox Video services
- Play Xbox games
- Get your avatar and gaming achievements on your phone, and add to them when you play games on your phone
- Keep track of and lock your lost phone with Find My Phone
- Get feeds from social networking services to your People hub

To learn more about Microsoft account and what can you do with it, go to [www.microsoft.com/en-us/account/wizard.aspx](http://www.microsoft.com/en-us/account/wizard.aspx).

### Create your Microsoft account

Spice up your life and get more from your phone – create a Microsoft account. If you didn't create a Microsoft account during the first start-up, you can always do it later.



If you already have an Xbox Live.com, Hotmail.com, or Outlook.com account, or if you have created a Microsoft account on your Surface tablet or Windows PC, you don't have to create a new one – just sign in with the username and password for that account. If you don't have a Microsoft account yet, you can create one with your phone.

1. On the start screen, swipe down from the top of the screen, and tap **ALL SETTINGS > email +accounts > add an account**.
2. Tap **Microsoft account**.
3. Create your Microsoft account.

Make sure you remember the credentials for the Microsoft account you added to your phone.

4. Fill in your account details.
5. Type in your phone number or an alternative mail address. They are used to send you a one-time verification code and to protect your data.
6. Select how you want to get your one-time verification code.
7. When asked, type in the last 4 digits of your phone number or your mail address.
8. When you receive the code, type it in, and you are ready to back up your data and use your phone.

You can also create or manage your account at [www.live.com](http://www.live.com).

### **Add a Microsoft account to your phone**

If you didn't sign in to your Microsoft account during the first start-up, you can add the account to your phone later and get your data and settings easily on all your devices.

1. On the start screen, swipe down from the top of the screen, and tap **ALL SETTINGS > email +accounts > add an account**.
2. Tap **Microsoft account**.
3. Sign in with your existing Microsoft account username and password.
4. Select how you want to get your one-time verification code.
5. When asked, type in the last 4 digits of your phone number or your mail address.
6. When you receive the code, type it in.

Your data and settings are synced to your phone.

★ **Tip:** If your previous phone was a Windows Phone and you have backed up your content to your Microsoft account, restore the backup and get your stuff easily on your new phone.

## Set up My Family

If you want to restrict your kids from downloading paid or age-rated content from Store or games store, set up My Family.

Xbox doesn't support child accounts in some countries or regions where Windows Phones are available.

1. Go to <https://www.windowsphone.com/family>, and log in to your Microsoft account.
2. Add the account you want to My Family.
3. Change the settings for your kid's account.

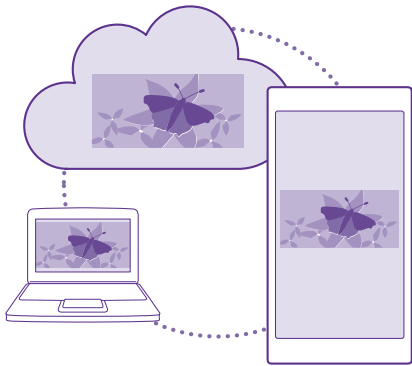
For more My Family settings, go to <https://familysafety.microsoft.com>.

## OneDrive

Learn what OneDrive is and how to use it.

### OneDrive cloud storage

Store your stuff in the clouds. You don't need to worry about freeing memory for your favourite or new apps.



OneDrive is cloud storage for all your documents and photos, so you can access, share, or restore them if needed. You can also set it to back up your stuff automatically, so when you take a photo or a video, it's copied to your cloud album.

With OneDrive, you can access your photos, documents, and more from your phone, tablet, or computer. Depending on the app, you can even continue working on a document right from where you left it earlier.

There are several places where you can access your stuff on OneDrive. You can save photos to OneDrive in the Photos hub, or manage your office documents in the Office hub.

### Save your photos and other stuff to OneDrive

You can upload files saved on your phone to OneDrive for easy access from your phone, tablet, or computer.

You need a Microsoft account to connect to OneDrive.


Tap  **OneDrive**.


#### Upload a photo

Tap  and the photo you want to upload.

 **Tip:** To set your phone to automatically upload your future photos or videos to OneDrive, on the start screen, swipe down from the top of the screen, tap **ALL SETTINGS** > **photos+camera** > **OneDrive**, and choose how to upload.

#### Save an Office document to OneDrive


Tap  **Office**, swipe to **places**, and tap **phone**. Then tap and hold the file you want to save, and tap **save to...** > **OneDrive**.

 **Tip:** You can also save a document to OneDrive while working on it. Tap **...** > **save as...**, and switch **Save to** to **OneDrive**. If you change the Save to location, it changes the default location for all files.

When you save your Office documents to OneDrive, you can continue working on the document right where you left it, on any device connected to your Microsoft account.

To save an Office document to your phone from OneDrive, open the document you want, tap **...** > **save as...**, and switch **Save to** to **phone**.

#### Save a photo back to your phone from OneDrive

Tap **Photos**, swipe to **albums**, tap **OneDrive**, select the folder and photos you want, and tap .

#### Share your photos and documents between your devices

With OneDrive, you can easily access your photos, documents, and other stuff you have uploaded from any of your devices.

To upload your photos, documents, or other stuff saved on your phone, tablet, or computer to OneDrive, you need to sign in to your Microsoft account. To access the uploaded content on another device, you need to sign in to the same Microsoft account that was used when uploading the content.

To upload or download content, you need an internet connection. If you don't have a data plan, the data transmission costs may pile up quickly. For info about possible data costs, contact your network service provider.

There are several places where you can access your stuff on OneDrive. On your phone, you can check your photos and videos in the Photos hub, or open your Office documents in the Office hub. You can also download the OneDrive app from Store to see and manage all types of files on your phone.

On your tablet or computer, you can either manage your stuff online at **onedrive.com**, or you can use the OneDrive app and access OneDrive straight from your desktop. If you don't yet have the OneDrive app, you can download and install it from **onedrive.com**.

★ **Tip:** With the OneDrive app on your computer, you can simply drag and drop the files you want to upload to the OneDrive folder in the file manager, such as Windows Explorer or Finder, and the files are automatically uploaded to OneDrive.

## Set up an account

Stay up to date – add your important accounts, such as social media or mail accounts, to your phone.

1. On the start screen, swipe down from the top of the screen, and tap **ALL SETTINGS** > **email +accounts**.
2. Tap **add an account** and the name of the service, and follow the instructions shown.

## Personalise your phone

Learn how to personalise the start screen, and how to change ringtones.





## Personalise the start screen

Make your start screen yours – choose your background photo, pin your favourite apps and much more to the start screen, or change the tile size and layout as you like. To get the most out of the space on the start screen, group apps into folders.

1. To add a background photo, on the start screen, swipe down from the top of the screen, and tap **ALL SETTINGS** > **start+theme** > **choose photo**.

2. Tap a photo, crop it as you like, and tap .

 **Tip:** Why not match your background and tile colours with your background picture? Tap **Background** or **Accent colour**. To share your theme and other settings to all your Windows devices, on the start screen, swipe down from the top of the screen, tap **ALL SETTINGS** > **sync my settings**, and switch **theme** to **On** .

### Move a tile

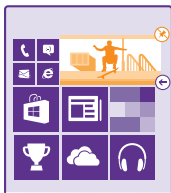
Tap and hold the tile, drag and drop it to the new location, and tap the screen.



### Resize or unpin a tile

To resize, tap and hold the tile, and tap the arrow icon.

The tiles can be either small, medium, or wide. The bigger the tile is, the more info it can show.



To unpin the tile, tap and hold the tile, and tap .

### Group tiles into folders

Tap and hold the tile, and drag and drop it on top of the tile or folder you want to group it with. To open an app from the folder, tap the folder, then tap the app you want. To change the name of the folder, tap and hold the name, and type in the name you want. To remove a folder, unpin the tiles in it.





### Pin an app

Swipe left to go to the apps menu, tap and hold the app, and tap **pin to start**.

### Pin a contact

Tap  **People**, tap and hold the contact, and tap **pin to start**.

When you pin contacts, their feed updates are shown on the tile, and you can call them directly from the start screen.

### Show more tiles on the start screen

See more apps at a glance – add a third column of tiles to your start screen.

Showing more tiles is not supported by all phone models. For availability, go to [www.microsoft.com/mobile/support/wpfeatures](http://www.microsoft.com/mobile/support/wpfeatures).

If your phone has only 2 columns of tiles on the start screen by default, you can add a third one.

On the start screen, swipe down from the top of screen, tap **ALL SETTINGS** > **start+theme**, and switch **Show more Tiles** to **On** .

You can now move and resize the tiles to benefit from the new column.

### Personalise the lock screen

Change the lock screen to your liking. You can, for example, have your own favourite photo in the background.