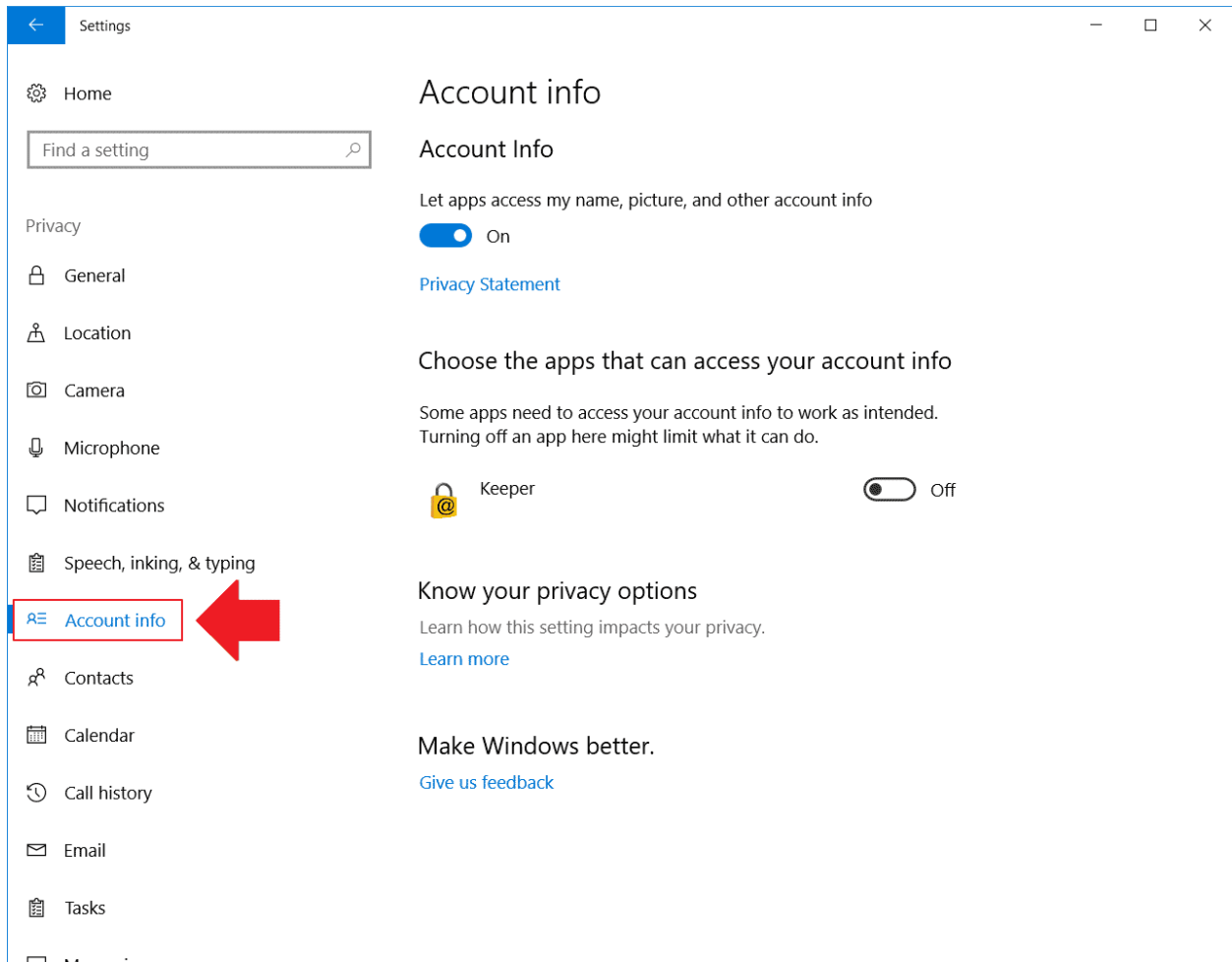
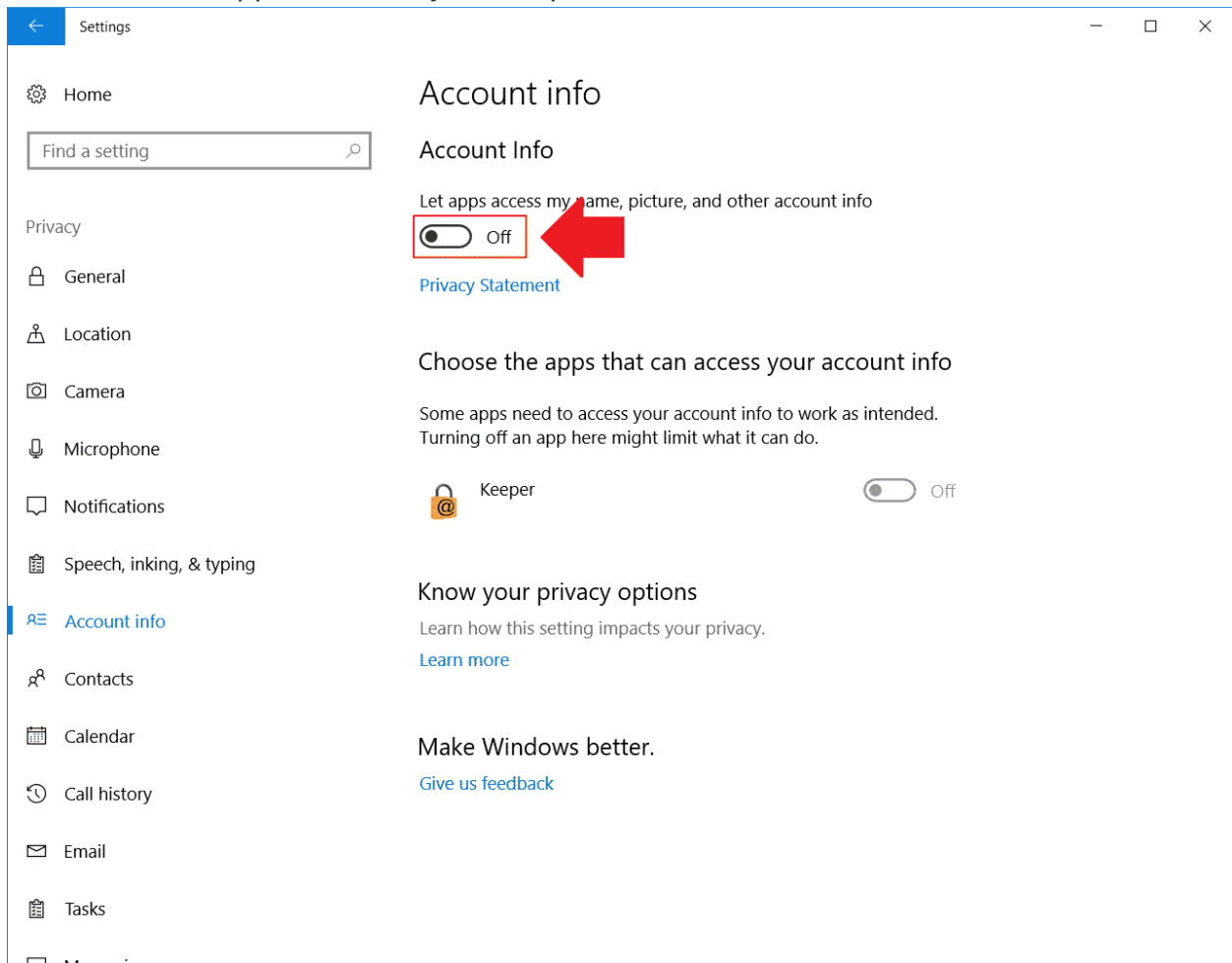


Account Info Privacy Settings

1. Click on Account Info.



2. Turn off “Let apps access my name, picture, and other account info”



Contacts Privacy Settings

1. Click on Contacts.

The screenshot shows the Windows Settings application. The left sidebar contains various settings categories, with 'Contacts' highlighted by a red box and a red arrow pointing to it. The main content area displays the 'Contacts' settings, including a toggle for 'Let apps access my contacts' which is turned on, and a list of built-in apps with their contact access permissions.

Settings

Home

Find a setting

Privacy

- General
- Location
- Camera
- Microphone
- Notifications
- Speech, inking, & typing
- Account info
- Contacts**
- Calendar
- Call history
- Email
- Tasks
- Messaging

Contacts

Let apps access my contacts On

[Privacy Statement](#)

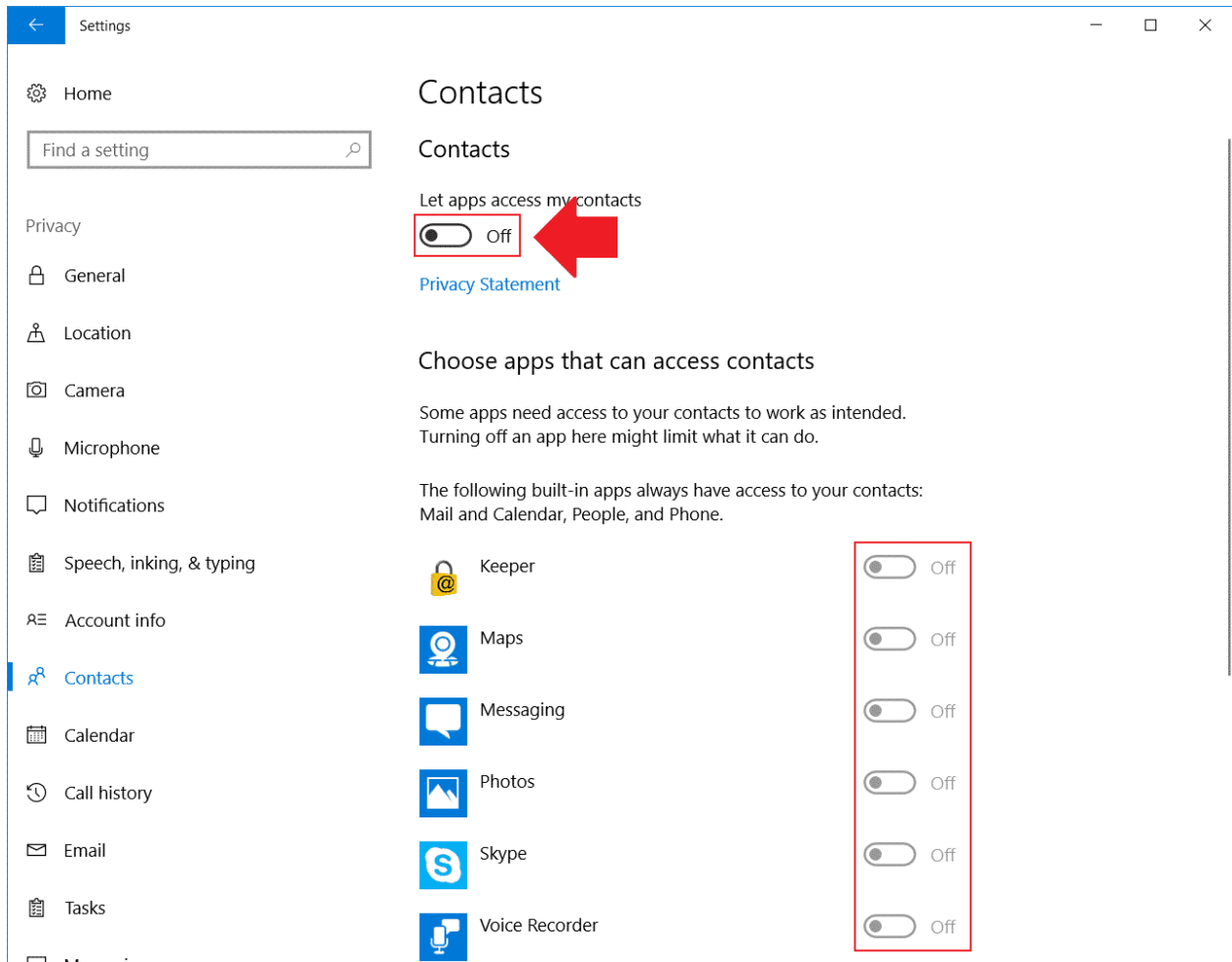
Choose apps that can access contacts

Some apps need access to your contacts to work as intended. Turning off an app here might limit what it can do.

The following built-in apps always have access to your contacts: Mail and Calendar, People, and Phone.

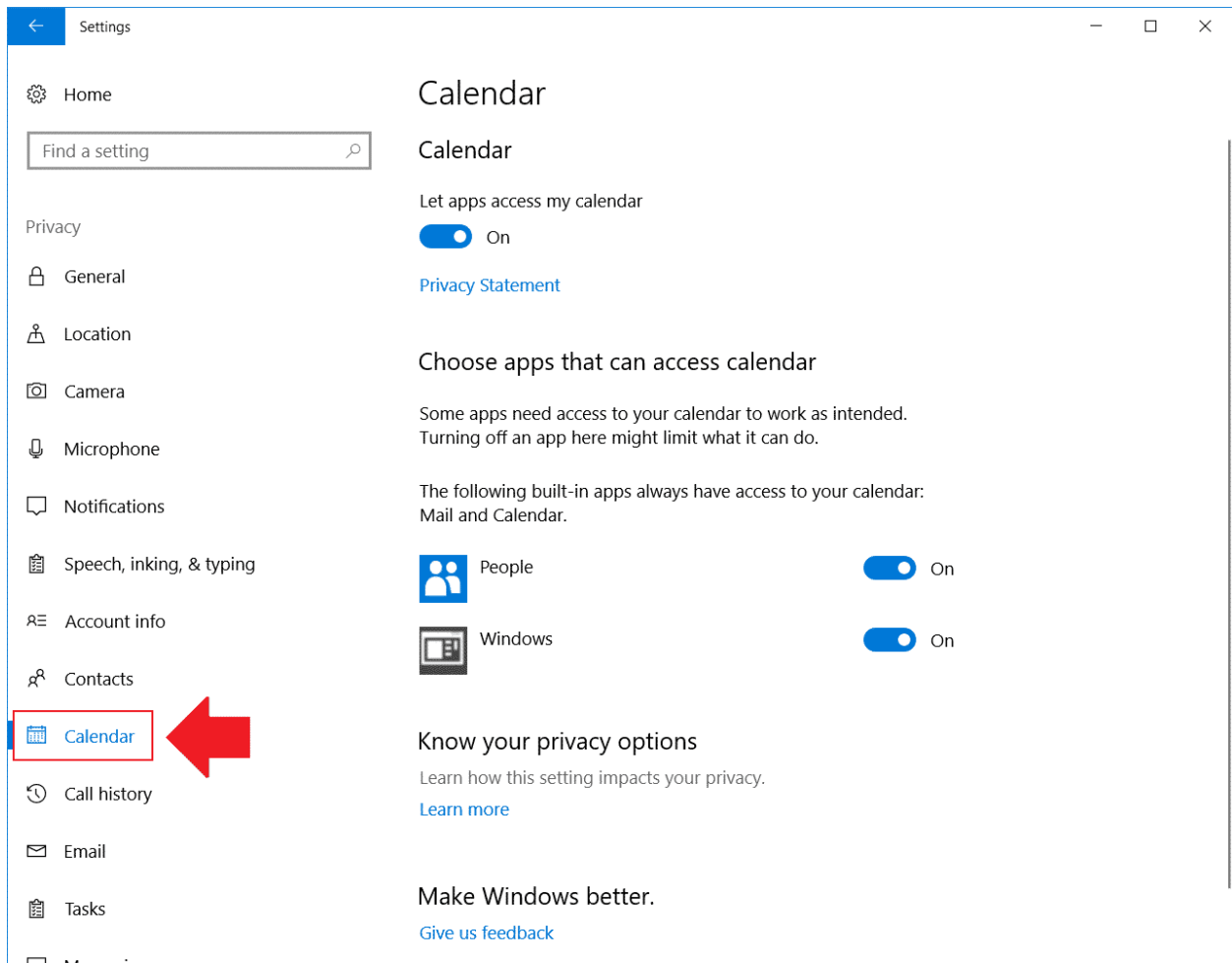
Keeper	<input checked="" type="checkbox"/> On
Maps	<input checked="" type="checkbox"/> On
Messaging	<input checked="" type="checkbox"/> On
Photos	<input checked="" type="checkbox"/> On
Skype	<input checked="" type="checkbox"/> On
Voice Recorder	<input checked="" type="checkbox"/> On

2. Turn off “Let apps access my contacts” and ensure that apps under “choose the apps that can access contacts” are off.



Calendar Privacy Settings

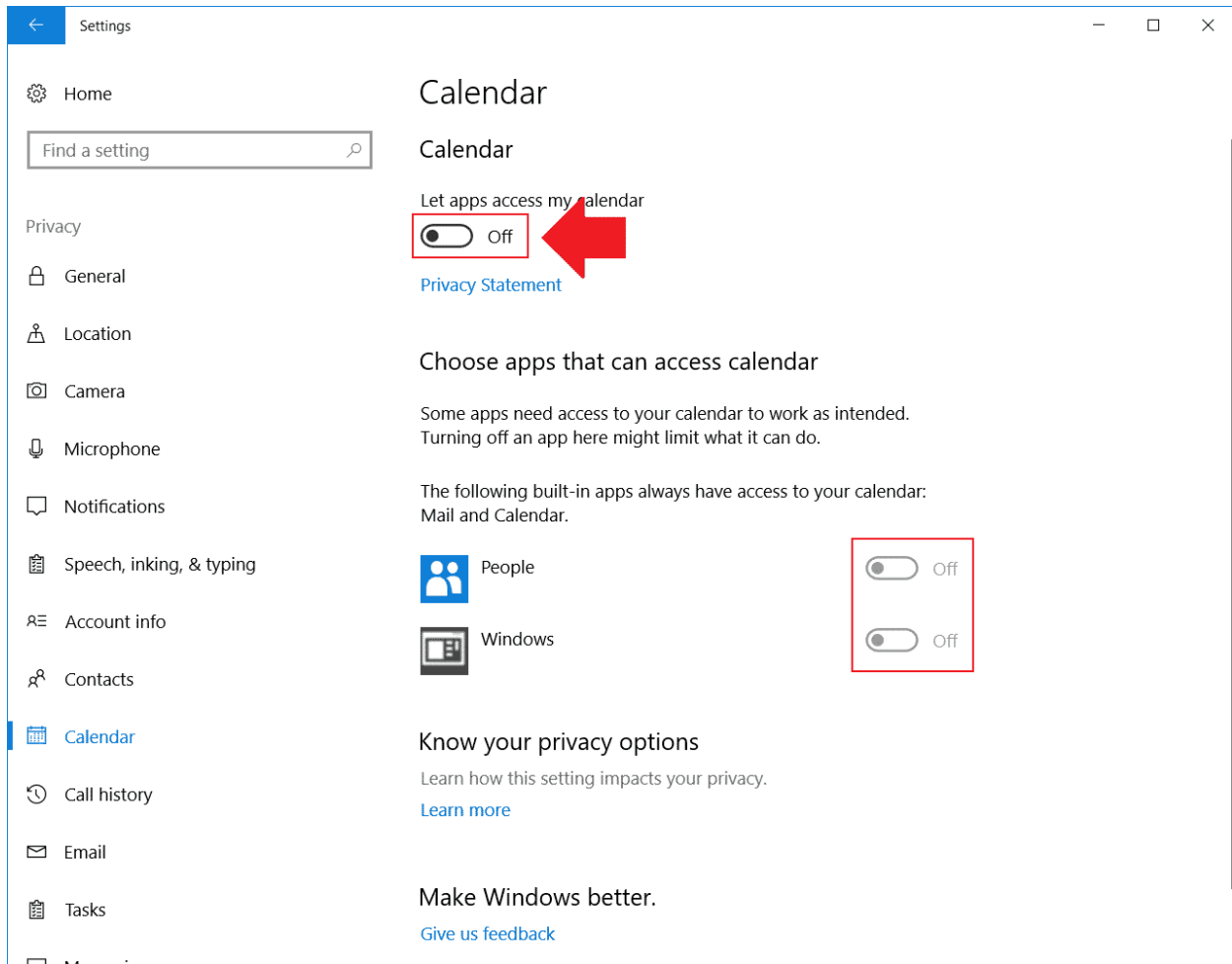
1. Click on Calendar.



The screenshot shows the Windows Settings application. The left sidebar contains a list of settings categories: Home, Privacy, General, Location, Camera, Microphone, Notifications, Speech, inking, & typing, Account info, Contacts, **Calendar**, Call history, Email, Tasks, and Messaging. The 'Calendar' option is highlighted with a red box, and a red arrow points to it from the right. The main content area is titled 'Calendar' and includes the following sections:

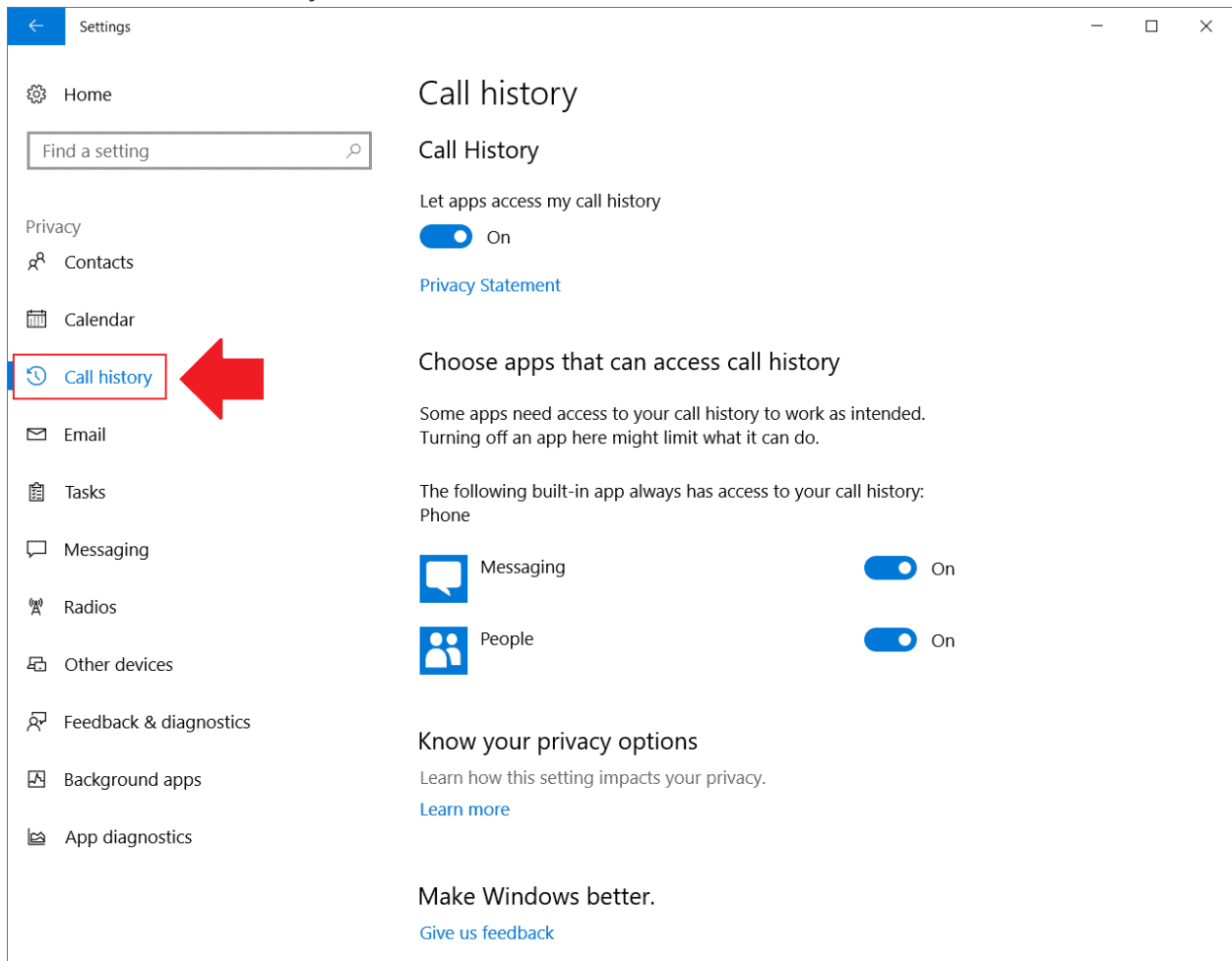
- Calendar**
 - Let apps access my calendar: On
 - [Privacy Statement](#)
- Choose apps that can access calendar**
 - Some apps need access to your calendar to work as intended. Turning off an app here might limit what it can do.
 - The following built-in apps always have access to your calendar: Mail and Calendar.
 - People: On
 - Windows: On
- Know your privacy options**
 - Learn how this setting impacts your privacy.
 - [Learn more](#)
- Make Windows better.**
 - [Give us feedback](#)

2. Turn off “Let apps access my calendar” and ensure that apps under “choose the apps that can access calendar” are off.



Call History Privacy Settings

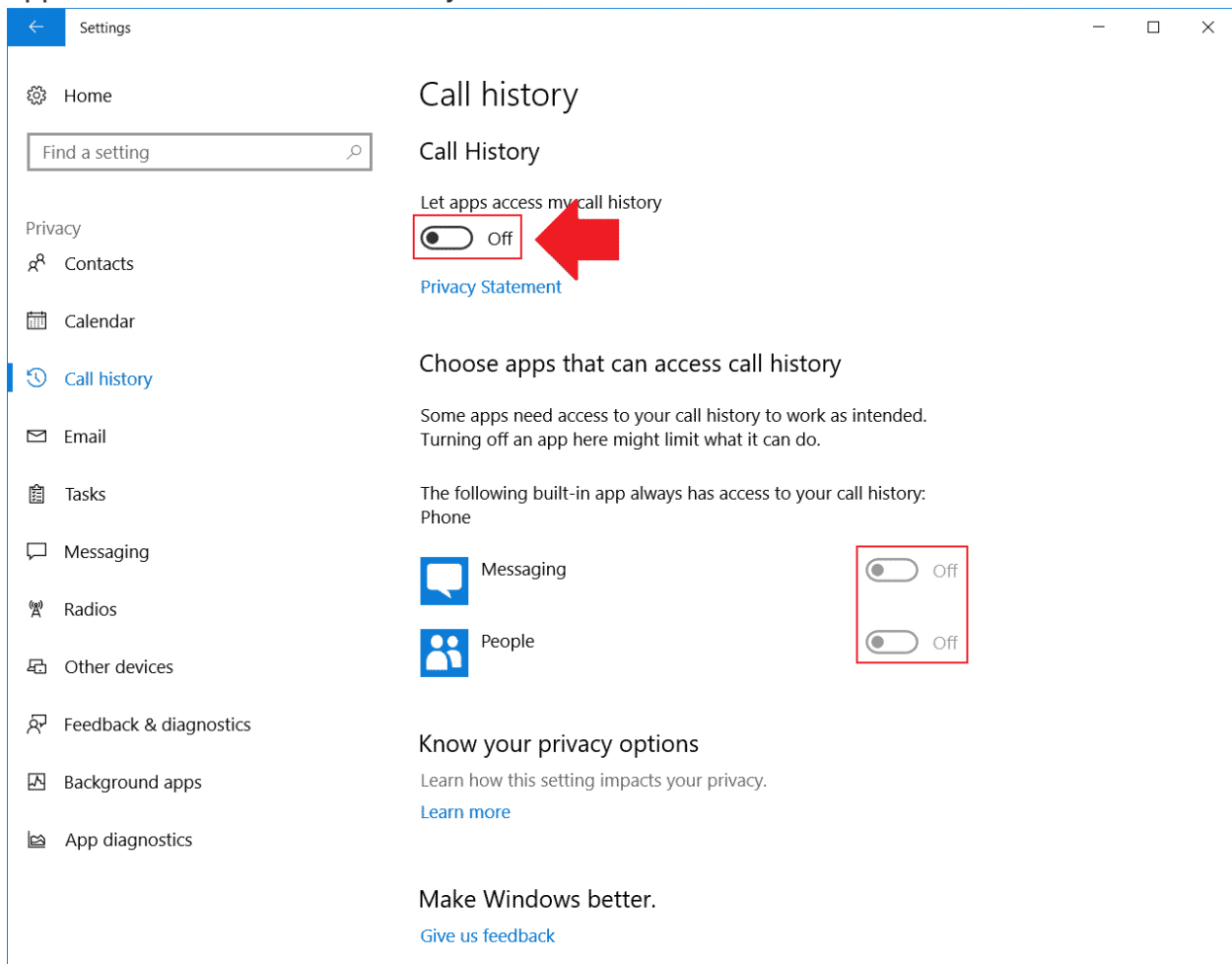
1. Click on Call History.



The screenshot shows the Windows Settings application. The left sidebar contains a list of settings categories: Home, Find a setting (search bar), Privacy, Contacts, Calendar, Call history (highlighted with a red box and a red arrow pointing to it), Email, Tasks, Messaging, Radios, Other devices, Feedback & diagnostics, Background apps, and App diagnostics. The main content area is titled 'Call history' and contains the following sections:

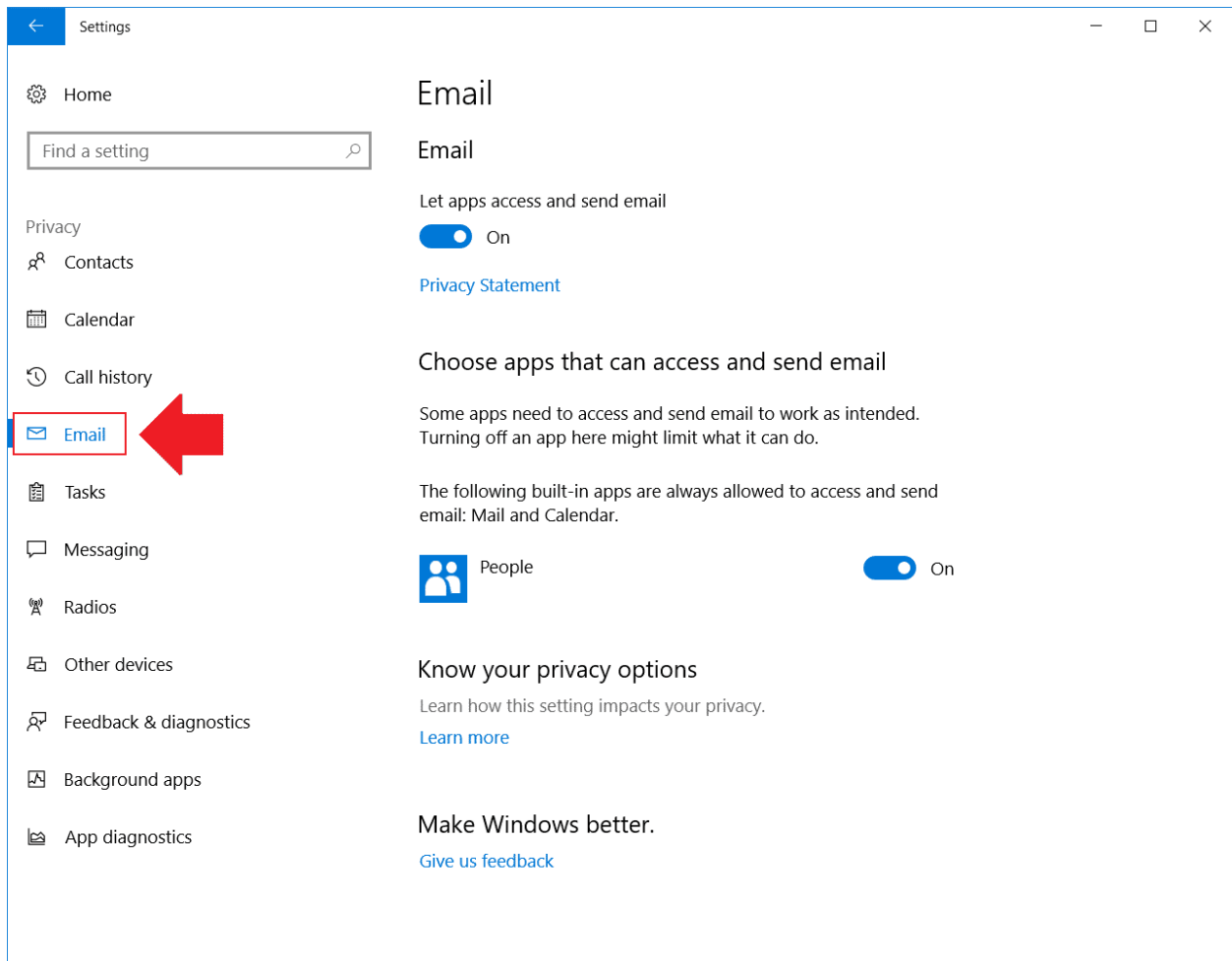
- Call History**
 - Let apps access my call history: On
 - [Privacy Statement](#)
- Choose apps that can access call history**
 - Some apps need access to your call history to work as intended. Turning off an app here might limit what it can do.
 - The following built-in app always has access to your call history: Phone
 - Messaging: On
 - People: On
- Know your privacy options**
 - Learn how this setting impacts your privacy.
 - [Learn more](#)
- Make Windows better.**
 - [Give us feedback](#)

2. Turn off “Let apps access my call history” and ensure that apps under “choose the apps that can access call history” are off.



Email Privacy Settings

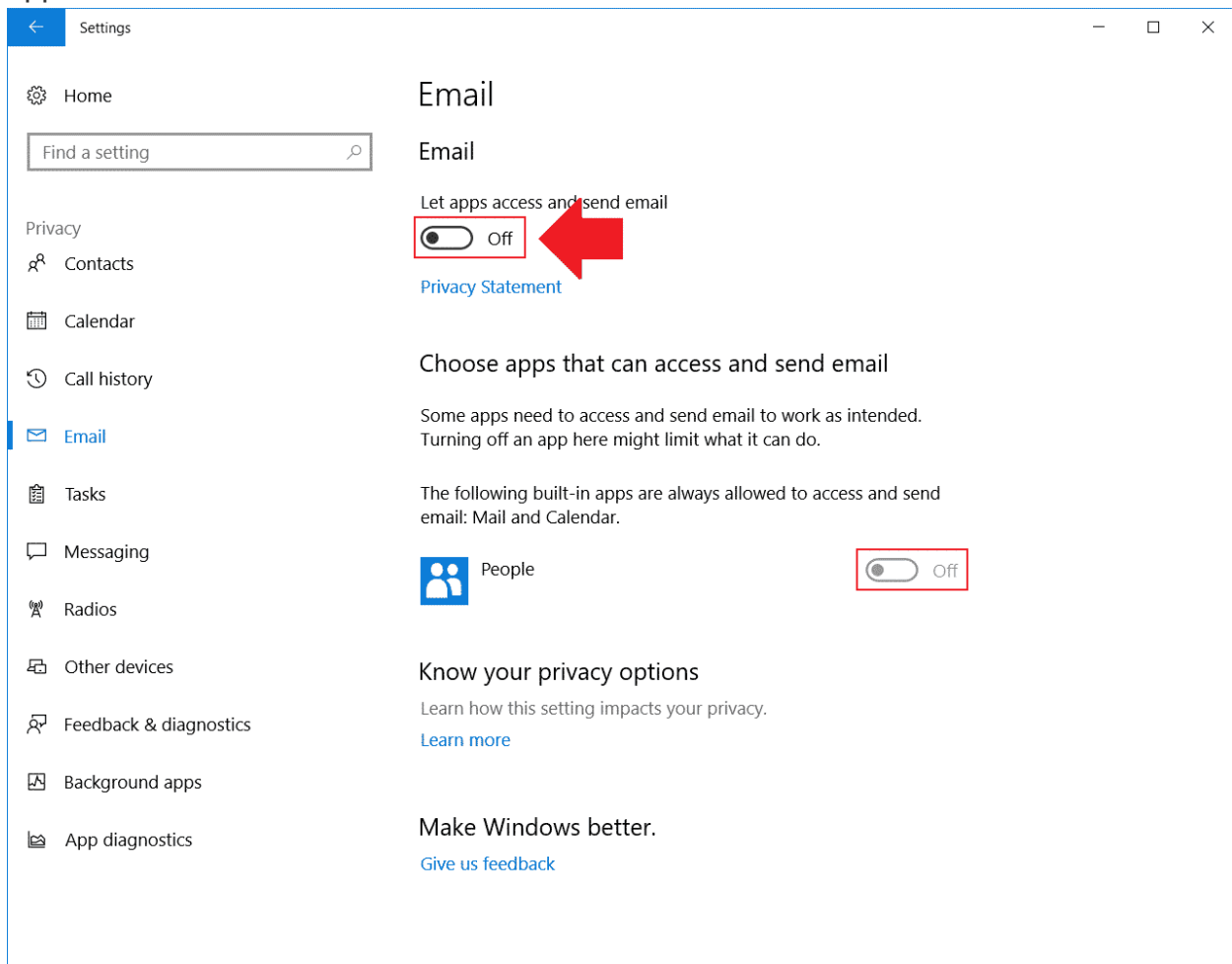
1. Click on Email.



The screenshot shows the Windows Settings application. The title bar at the top reads "Settings" and includes standard window controls (minimize, maximize, close). On the left is a navigation pane with a "Home" button at the top and a search box labeled "Find a setting". Below the search box are several categories: "Privacy", "Contacts", "Calendar", "Call history", "Email", "Tasks", "Messaging", "Radios", "Other devices", "Feedback & diagnostics", "Background apps", and "App diagnostics". The "Email" option is highlighted with a red box and a red arrow pointing to it from the right. The main content area is titled "Email" and contains the following sections:

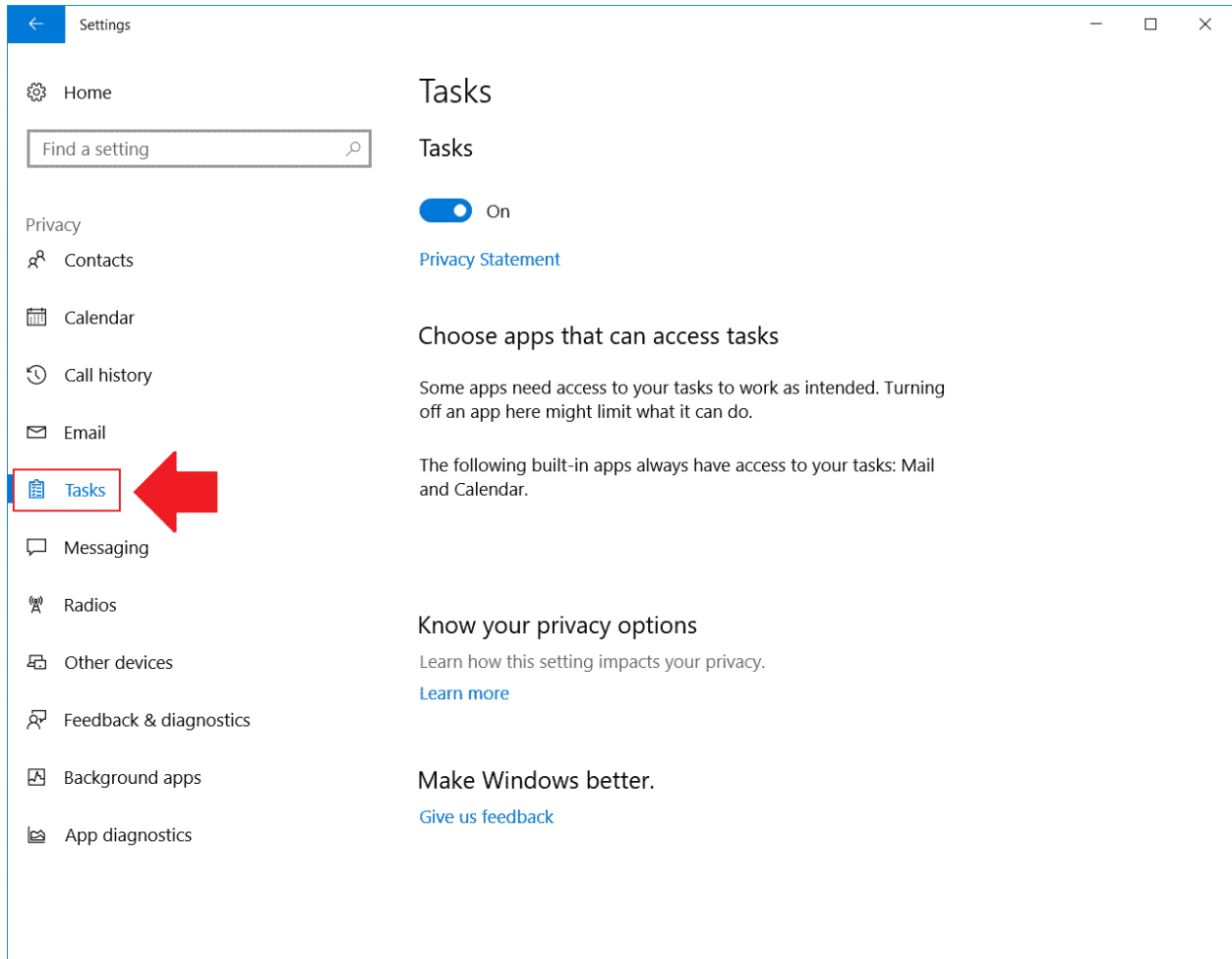
- Email**
 - Let apps access and send email: On. A link for [Privacy Statement](#) is provided below.
 - Choose apps that can access and send email**
 - Some apps need to access and send email to work as intended. Turning off an app here might limit what it can do.
 - The following built-in apps are always allowed to access and send email: Mail and Calendar.
 - People**: On
 - Know your privacy options**
 - Learn how this setting impacts your privacy. [Learn more](#)
 - Make Windows better.** [Give us feedback](#)

2. Turn off “Let apps access and send email” and ensure that apps under “choose the apps that can access and send email” are off.

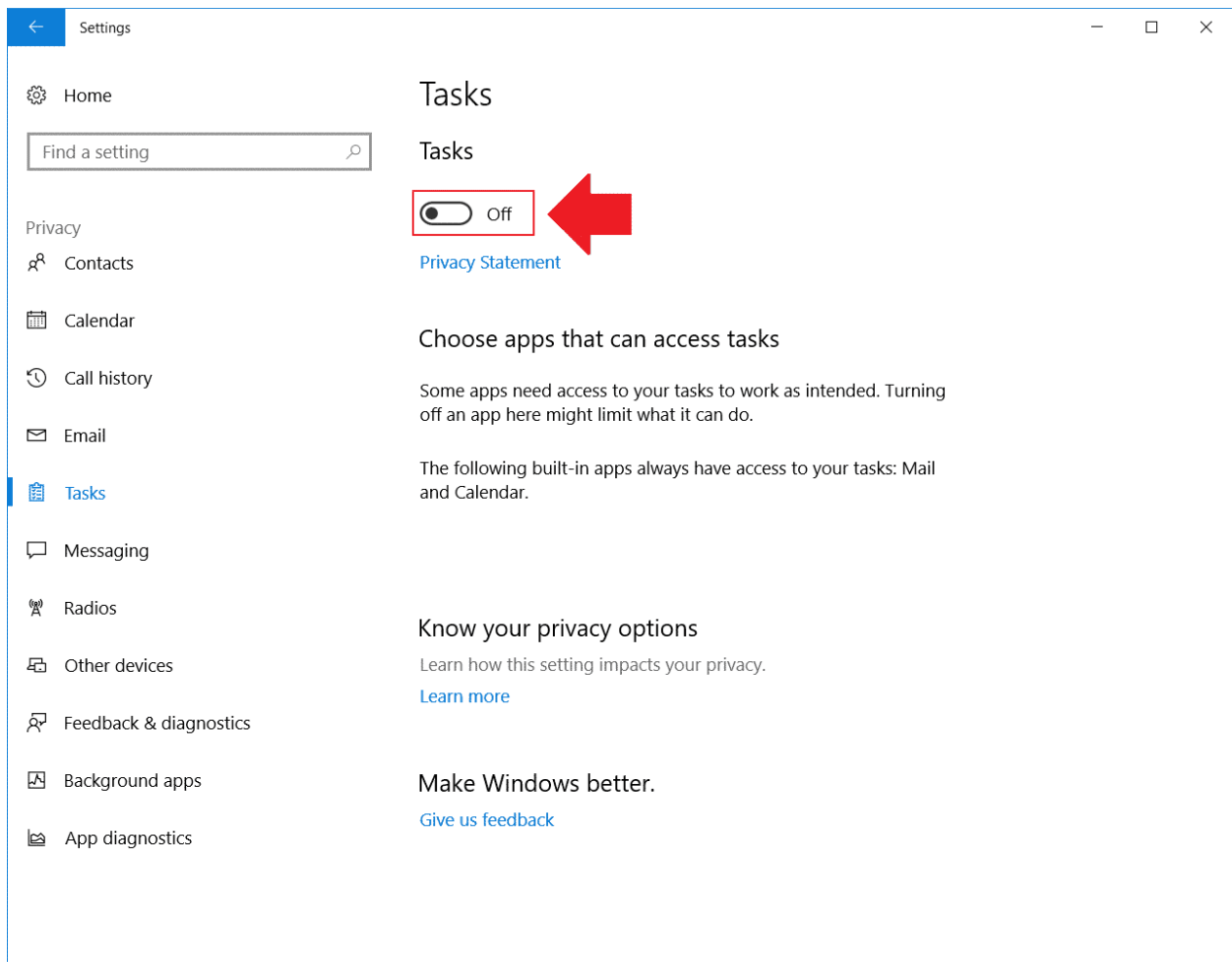


Tasks Privacy Settings

1. Click on Tasks.

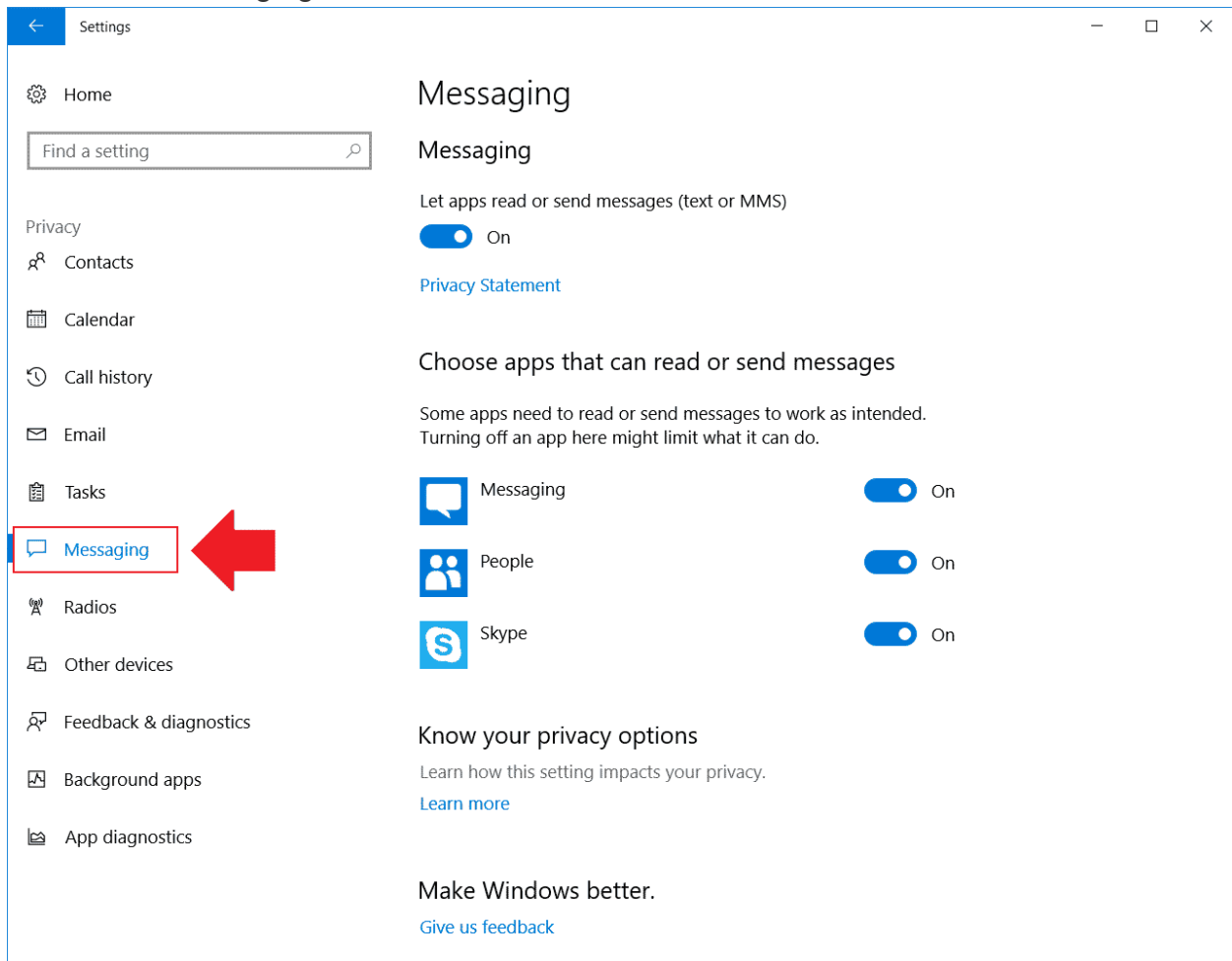


2. Turn off “Tasks” and ensure that apps under “choose the apps that can access tasks” are off.



Messaging Privacy Settings

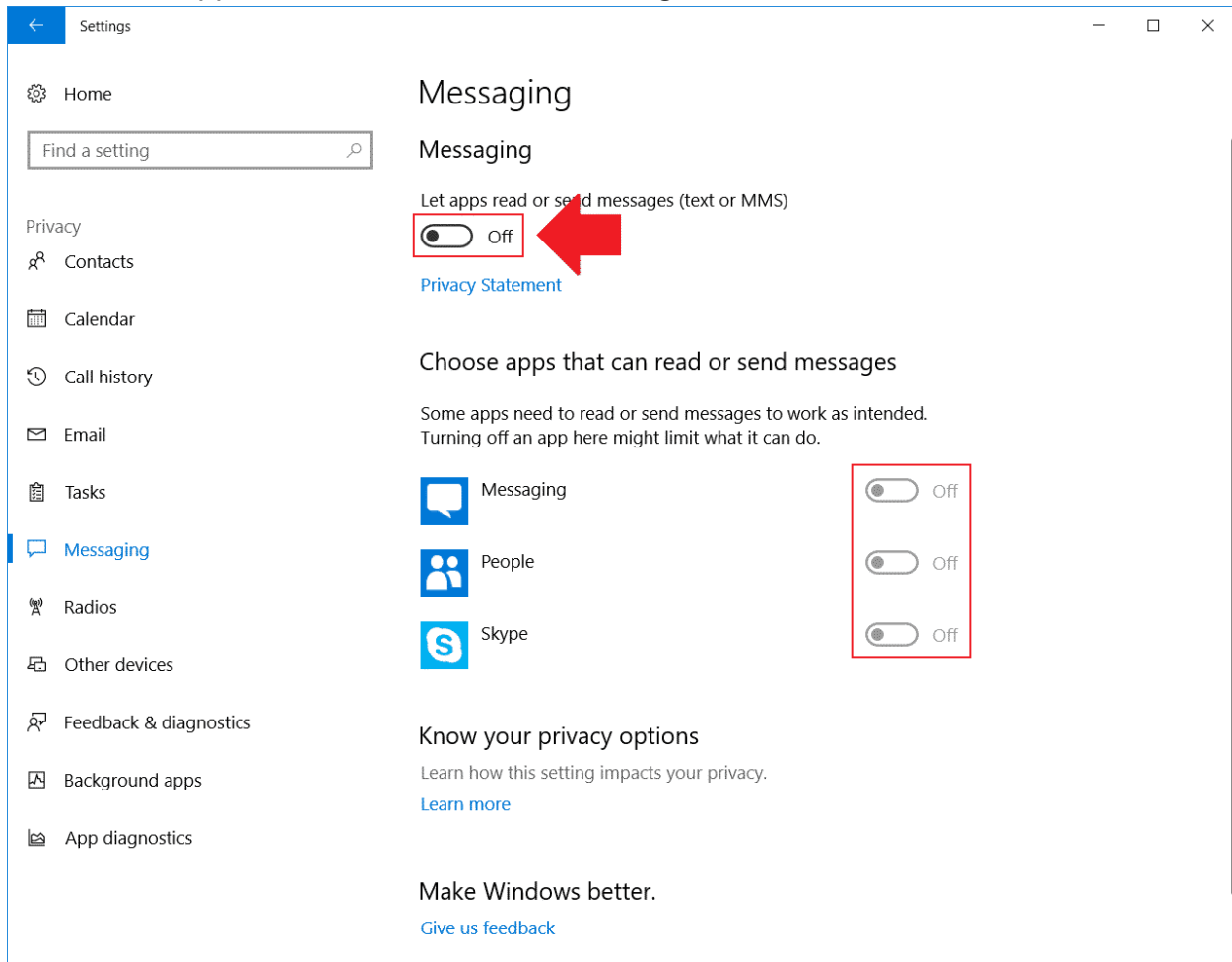
1. Click on Messaging.



The screenshot shows the Windows Settings application. The title bar at the top reads "Settings" and includes standard window controls (minimize, maximize, close). The left sidebar contains a list of settings categories: Home, Find a setting (search bar), Privacy, Contacts, Calendar, Call history, Email, Tasks, **Messaging** (highlighted with a red box and a red arrow), Radios, Other devices, Feedback & diagnostics, Background apps, and App diagnostics. The main content area is titled "Messaging" and contains the following sections:

- Messaging**: "Let apps read or send messages (text or MMS)" with a toggle switch set to "On" and a link to "Privacy Statement".
- Choose apps that can read or send messages**: "Some apps need to read or send messages to work as intended. Turning off an app here might limit what it can do." Below this are three entries: "Messaging" (toggle On), "People" (toggle On), and "Skype" (toggle On).
- Know your privacy options**: "Learn how this setting impacts your privacy." with a link to "Learn more".
- Make Windows better.** with a link to "Give us feedback".

2. Turn off “Let apps read or send messages (text or MMS)” and ensure that apps under “choose the apps that can read or send messages” are off.



You have completed the Account Information Privacy settings on your computer. Please click on the “COMPLETE LESSON” button below to indicate that you have completed this lesson so you can go to the next lesson.