C/O PROXY SERVICES P.O. BOX 9163

FARMINGDALE, NY 11735

Your **Vote** Counts!

**MICROSOFT CORPORATION**

2021 Annual Meeting

Vote by November 29, 2021

11:59 PM ET

D60296-P62042-Z81037

You invested in MICROSOFT CORPORATION and it’s time to vote!

You have the right to vote on proposals being presented at the Annual Meeting. **This is an important notice regarding the**

**availability of proxy material for the shareholder meeting to be held on November 30, 2021.**

Get informed before you vote

View the Notice and Proxy Statement and Annual Report online OR you can receive a free paper or email copy of the material(s) by

requesting prior to November 16, 2021. If you would like to request a copy of the material(s) for this and/or future shareholder meetings, you may (1) visit [www.ProxyVote.com,](http://www.ProxyVote.com/) (2) call 1-800-579-1639 or (3) send an email to sendmaterial@proxyvote.com. If sending an email, please include your control number (indicated below) in the subject line. Unless requested, you will not otherwise receive a paper or email copy.

For complete information and to vote, visit [**www.ProxyVote.com**](http://www.ProxyVote.com/)

Control #

**Smartphone users**

Point your camera here and vote without entering a control number

Virtually at:

**Vote Virtually at the Meeting\***

November 30, 2021

8:30 a.m. PT

[www.virtualshareholdermeeting.com/MSFT2021](http://www.virtualshareholdermeeting.com/MSFT2021)

\*Please check the meeting materials for any special requirements for meeting attendance.

V1.1

**Vote at** [**www.ProxyVote.com**](http://www.ProxyVote.com/)

**THIS IS NOT A VOTABLE BALLOT**

This is an overview of the proposals being presented at the upcoming shareholder meeting. Please follow the instructions on the reverse side to vote these important matters.

**Voting Items**

**Board**

**Recommends**

|  |  |
| --- | --- |
| 1. Election of Directors: (The Board recommends a vote FOR each nominee)**Nominees:**01. Reid G. Hoffman | **For** |
| 02. Hugh F. Johnston | **For** |
| 03. Teri L. List | **For** |
| 04. Satya Nadella | **For** |
| 05. Sandra E. Peterson | **For** |
| 06. Penny S. Pritzker | **For** |
| 07. Carlos A. Rodriguez | **For** |
| 08. Charles W. Scharf | **For** |
| 09. John W. Stanton | **For** |
| 10. John W. Thompson | **For** |
| 11. Emma N. Walmsley | **For** |
| 12. Padmasree Warrior | **For** |
| 2. Advisory vote to approve named executive officer compensation(The Board recommends a vote FOR this proposal) | **For** |
| 3. Approve Employee Stock Purchase Plan(The Board recommends a vote FOR this proposal) | **For** |
| 4. Ratification of the Selection of Deloitte & Touche LLP as our Independent Auditor for Fiscal Year 2022 (The Board recommends a vote FOR this proposal) | **For** |
| 5. Shareholder Proposal - Report on median pay gaps across race and gender(The Board recommends a vote AGAINST this proposal) | **Against** |
| 6. Shareholder Proposal - Report on effectiveness of workplace sexual harassment policies(The Board recommends a vote AGAINST this proposal) | **Against** |
| 7. Shareholder Proposal - Prohibition on sales of facial recognition technology to all government entities(The Board recommends a vote AGAINST this proposal) | **Against** |
| 8. Shareholder Proposal - Report on implementation of the Fair Chance Business Pledge(The Board recommends a vote AGAINST this proposal) | **Against** |
| 9. Shareholder Proposal - Report on how lobbying activities align with company policies(The Board recommends a vote AGAINST this proposal) | **Against** |
|  |

Prefer to receive an email instead? While voting on [www.ProxyVote.com,](http://www.ProxyVote.com/) be sure to click “Sign up for E-delivery”.

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