Dear Shareholder:

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We are pleased to notify you that Computershare Trust Company, N.A. (“Computershare”) has been appointed as stock transfer agent and registrar for Microsoft. Computershare provides a variety of options to help you manage account information and perform numerous transactions.

**Contacting Computershare**

Please direct your inquiries and transaction requests to Computershare using the options below:

Website: www.computershare.com/microsoft

Telephone inquiries: 1-800-285-7772, option 1 (U.S.)

1-425-706-4400, option 1 (non U.S.)

E-mail inquiries: [web.queries@computershare.com](mailto:web.queries@computershare.com)

Written requests: By Mail: By Overnight Delivery:

Computershare Computershare

P.O. Box 505000 462 South 4th Street, Suite 1600  
Louisville KY 40233-5000 Louisville KY 40202

**Investor Center**

Investor Center is the online and mobile portal to your stock portfolio at Computershare.  If you already have a user ID with Computershare, you should be able to see your Microsoft stock added to your portfolio.  If you are new to Computershare we encourage you to set up your account today. Managing ownership of your Microsoft stock is easy and efficient with Computershare; view account details, update account information, enroll in direct deposit, perform transactions and opt-in to receive electronic communications and SMS text messaging. For security purposes, shareholders that are business entities or certain fiduciary entities or trusts will be limited to view-only access. Registration is easy. Get started today at [www.computershare.com/microsoft](http://www.computershare.com/microsoft).

**Tax Certification**

If your account was not previously certified, enclosed you will find a W-9 or W-8BEN tax form; please complete and return it to Computershare in the envelope provided to ensure your shareholder information is up to date. Please note, if you are a foreign shareholder, you will need to re-certify your tax status by completing and returning an updated W-8BEN. A quick and easy way to certify your tax ID is to visit [www.computershare.com/microsoft](http://www.computershare.com/microsoft).

**Dividend Checks and Proceeds from Stock Sales**

If you recently received a check for the quarterly dividend payment or proceeds from selling stock, ensure to cash these payments promptly. Otherwise, any un-cashed checks dated prior to April 8th, 2019 will need to be re-issued by Computershare if not cashed by the end of June 2019.

Sincerely,

Microsoft Investor Relations