

# ADMINISTRATOR AND LOCAL ACCOUNTS, SETTING UP

*Please note: You do not need a Microsoft account to access your Windows 10 computer. Nor do you need a password. However, a Microsoft account must have a username and password/pin to access Windows 10.*

When you set up Windows 10, the first thing you'll be asked is whether you want to log into your Windows system with a Microsoft account. Your Microsoft account will require a username and password (or pin) and can be any email account of your choice. It's probably best to use a Web-based account such as Gmail so that you can easily access it from any computer anywhere in the world.

If you log in with a Microsoft account, many desktop settings (including your wallpaper) will sync between all your PCs that have the same Microsoft account. You'll be automatically logged into Microsoft services like the OneDrive client that's integrated into Windows. A Microsoft account is required if you want to use some of the features, such as acquiring apps from the Windows Store.

## **SIGN IN TO YOUR MICROSOFT ACCOUNT**

A Microsoft account is an email address and password that you use to sign in to the Windows Store. It's free and easy to set up, and you can do so with any email address you choose, or get a new email address. (For example, you can use your Cox username and password or your Gmail username and password to access your Microsoft account.)

Important note: If you boot to your Microsoft account, you will need to have your password (or pin) to access the account. There are four purposes for having a Microsoft account: shopping in the Microsoft Store, access to OneDrive and its 5 GB of cloud storage, access to free Microsoft Office online apps, and syncing files between computers.

If more than one person uses your PC, each person should have his own local account. They can sign in and personalize the PC with their own background colors, favorite apps, account picture, a separate email inbox, and more.

To check whether you're already signed in with a Microsoft account (your first clue will be if you need to sign-in with a password or 4-digit pin): Press Windows + I, then click Accounts. If you're already signed in with a Microsoft account, your name and email address appear above your account picture. If you're signed in with a local account, you'll see the words Local Account below your name, along with the Connect to a Microsoft account link.

## **SIGNING IN TO A MICROSOFT ACCOUNT FROM A LOCAL ACCOUNT**

If you're signed in to Windows 10 with a local account, it's easy to switch to a Microsoft account on your PC. Press Windows + I, then Settings. Click Accounts and then click *Sign in with a Microsoft account instead*. You will be asked for your email address and password that you used to establish your Microsoft account.

If you don't have a Microsoft account, you can use any email address that you already have. It can be your email address from Cox, CenturyLink, Gmail, Yahoo, AOL, or any others. In any case, you should enter the password for your chosen email address.

If you haven't accessed your Microsoft account recently, you will be asked to verify your identity by inserting a seven digit numeric code. You can have the code sent to you in one of several ways:

1. To the inbox of your email address.
2. To your home telephone number, or
3. To your cell phone.

You will determine your choices when you set up your Microsoft account the first time.

## WHY HAVE A MICROSOFT ACCOUNT

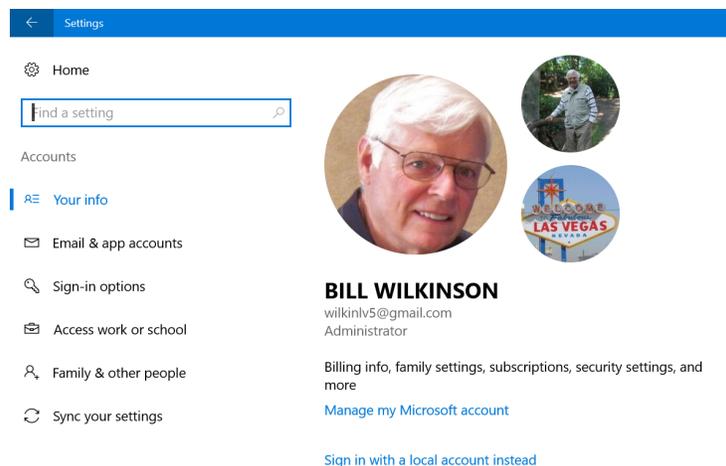
When you sign in to your PC with a Microsoft account, you can obtain apps from the Windows Store, back up your important data and files (up to 5 GB) using OneDrive cloud storage, and keep all your favorite stuff—devices, photos, friends, games, settings, music, and so on—up to date and in sync.

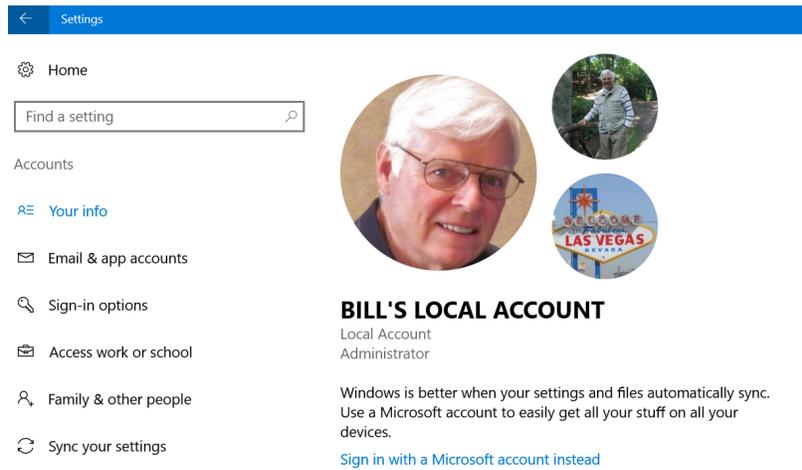
## WHY HAVE A LOCAL ACCOUNT

The advantage of having a local account is that a username and password/pin are not needed to sign in. Although you do not have access to the Windows Store, nor can you use Microsoft's OneDrive cloud storage, you do enjoy all the other advantages of the Windows 10 operating system. Everything else is identical for both accounts—the desktop wallpaper, all the apps, the taskbar icons, the email account, Internet favorites, the data files—everything!

To check whether you're signed in with a Microsoft account or a local account:

1. Press Windows + I.
2. Click **Accounts**. This action will take you to **Your info**.
3. If you're already signed in with a Microsoft account, your name and email address will appear above your account picture. (see snip immediately below.) If you're signed in with a local account (see the second snip on next page), you'll see the words Local Account below your name, along with a *sign in with a Microsoft account instead* link.

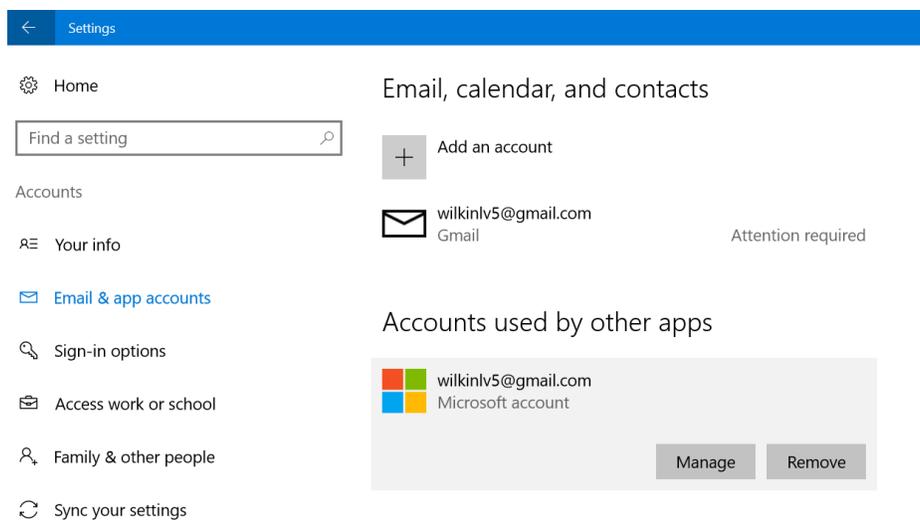




## HOW TO REMOVE YOUR MICROSOFT ACCOUNT

If you've already set up Windows 10 with a Microsoft account, you can still undo it. Here's how:

1. Go to **Settings (Windows + I) > Accounts > Email and app accounts**
2. Click **Sign in with a local account instead** if you are not already there.
3. Follow the steps to set up a local account. Sign out to reboot.
4. At reboot, you will be logged in with your local account, go back to **Settings (Windows +I) > Accounts > Email and app accounts**
5. In the *Accounts used by other apps* section, click on your Microsoft account (it will be labeled as such), Click on *Remove*.

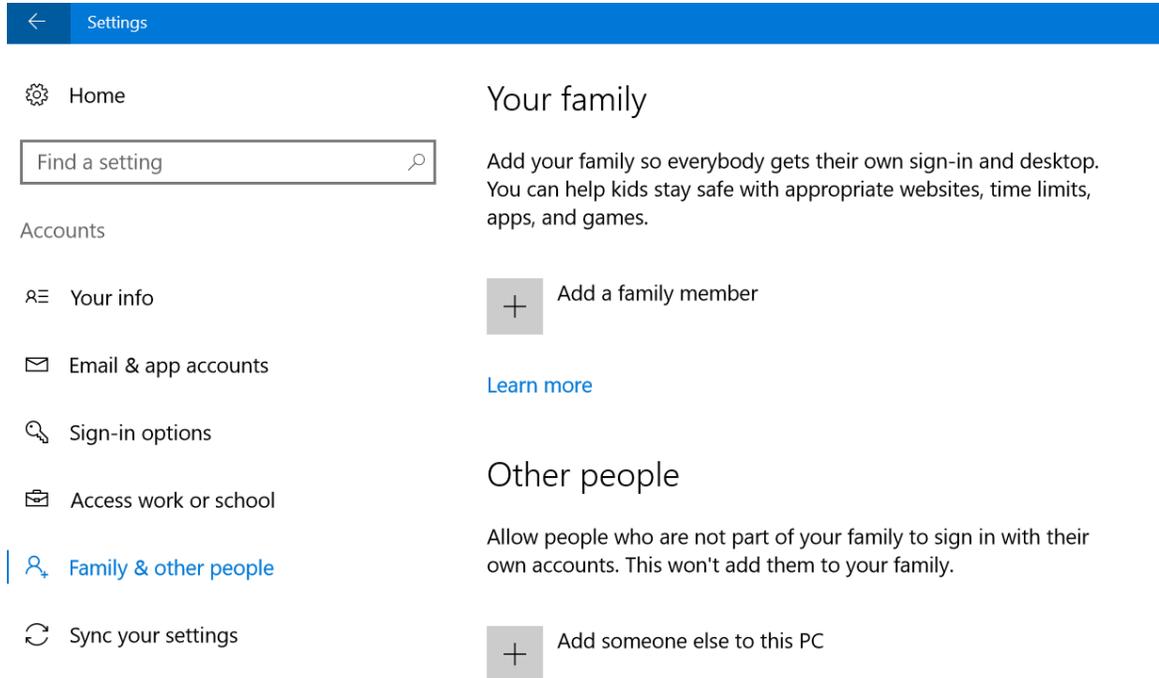


## ADDITIONAL LOCAL USER ACCOUNTS

*If more than one person uses your PC, each person should have his own **local account**. Each can sign in and personalize the PC with their own background colors, favorite apps, account picture, a separate email inbox, and more.*

Local user accounts make it possible for more than one person to share a computer, with each person having a private documents folder, apps, email inbox, and other Windows settings. When you have your own account, you can do all the customization you want to your Windows environment without affecting other user accounts. Other users will have their own visual customization, their own app settings, and so forth.

To add other accounts, go to **Settings**, then **Accounts**, and finally **Family and Other People**.



## USER ACCOUNT TYPES AND ADMINISTRATOR PERMISSIONS

User accounts can be administrator accounts or standard user accounts. Accounts with administrator permissions are specified by the word “Administrator” in the Accounts section of the Settings window. Administrators have full access to all user accounts. They can create and delete user accounts and change the name, password, and account types for other accounts. The administrator can also install software and hardware and configure every aspect of the operating system. As a rule, every computer must have at least one administrator. A user account that isn’t an administrator account is considered a standard user account and has limited permissions. Generally, a user with standard privileges has access to apps that have already been installed on the computer but cannot install other software without the administrator password. Standard users can change their own passwords but can’t change the account name or type without the administrator password. In most circumstances, it’s best that all accounts have administrator permissions.

## SWITCH FROM ONE ACCOUNT TO ANOTHER ON THE FLY

If you are signed on to a Local Account and want to convert to your Microsoft Account (or vice-versa), click the *Start* button, then click your avatar at the top of the Start menu's left column. Select *Change account settings*.

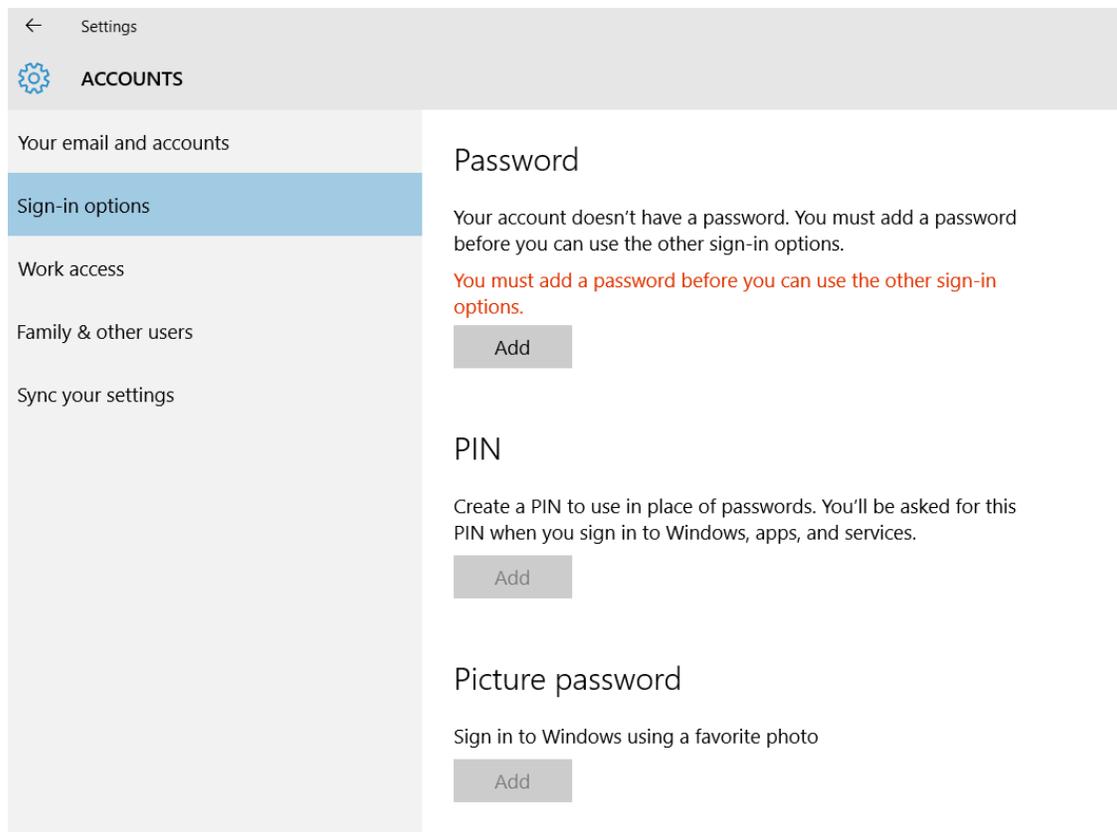
This will bring up the Accounts window in Settings. In the *Your info* tab, click *Sign in with a Microsoft account instead/* or *Sign in with a Local account instead*.

## SET UP A PIN FOR YOUR MICROSOFT ACCOUNT

To simplify how you log on to your computer via your Microsoft account, Windows 10 allows you to create a four-digit PIN associated with your Microsoft account. After you create a PIN, you can use it to log on quickly to your account.

Here's how to set up a pin for your Microsoft account:

1. Open Settings (Windows + I).
2. Click Accounts and confirm that you are on your Microsoft account.
3. Click Sign-In Options.
4. Click the Add button in the PIN section. You're asked to verify your account.
5. Enter your user account password.
6. Click Sign In. The Set Up a PIN window opens.
7. Type the PIN that you want in the New PIN and Confirm PIN boxes.
8. Click OK.
9. Close Settings.

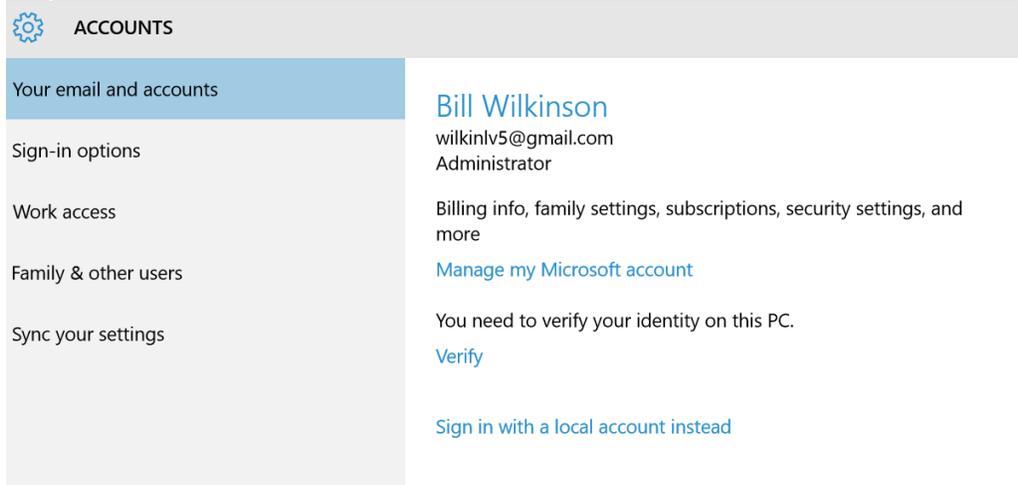


## CHANGE OR DELETE YOUR PASSWORD(S) FOR YOUR ACCOUNTS

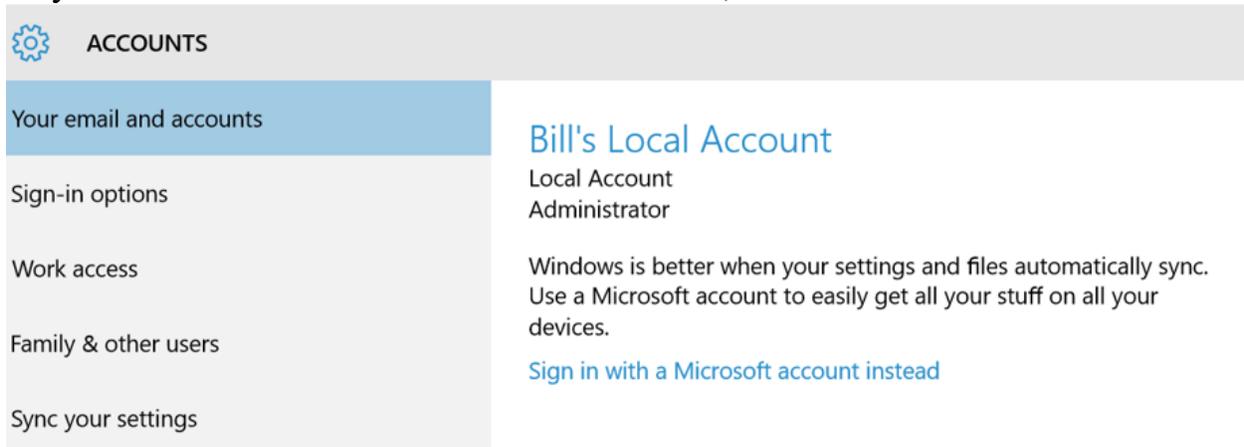
**NOTE: YOUR MICROSOFT ACCOUNT REQUIRES A PASSWORD; YOUR LOCAL ACCOUNTS DO NOT REQUIRE A PASSWORD.**

1. Go to **Settings** (Winkey + I).
2. Click on **Accounts**.
3. Click on **Your info** to verify your current active account.

If your Microsoft account is the active account, the screen will look similar to this:



If your Local account is the active account, the screen will look similar to this:



4. Click **Sign-in options** in the left column.
5. If your Local account has a password, it can be removed here.  
If your Local account has no password, it can be added here.  
Your Microsoft account must have a password. However, it can be changed here; you can also add, change, or remove the four-digit pin here.

## **ADD OR DELETE THE PHOTOS THAT IDENTIFY YOUR ACCOUNTS**

To add a picture (photo) as a unique identifier of your account:

1. Open your Local Account.
2. Under **Create your picture**, click on Browse for one.
3. You will be taken to your picture folder where you can select a picture.
4. Windows 10 allows you to have up to three pictures. One will be your primary picture (larger) and two will be secondary (smaller). In addition, the three pictures are interchangeable.

To delete an identifying picture from your account.

1. Open File Explorer (Windows + E).
2. Expand C drive in the Navigation (left) pane.
3. Expand the Users folder.
4. Expand the Username (your name) folder.
5. Expand the AppData folder.
6. Expand the Roaming folder.
7. Expand the Microsoft folder.
8. Expand the Windows folder.
9. Click on the Account Pictures folder. This action will show your account pictures. They can be removed (deleted) from this folder which will cause them to disappear from the account page.