

CHANGE FROM YOUR LOCAL ACCOUNT TO YOUR MICROSOFT ACCOUNT ON THE FLY (AND VISE VERSA)

It is easy to move from one account to another without shutting down your computer. Follow these steps:

1. Press the Windows key. This action will bring up the Start Menu.
2. Hold your mouse pointer on top of the small circle in the extreme left column and it will identify the account you are presently in.
3. Click on the circle and then click on *change account settings*.
4. You will be taken directly to the settings for your current account. It is at this screen that you can *sign in to a Microsoft (or Local) Account instead*.
5. Note that if you are entering or leaving your Microsoft account, you will have to verify your Microsoft username (designated email address) and password.