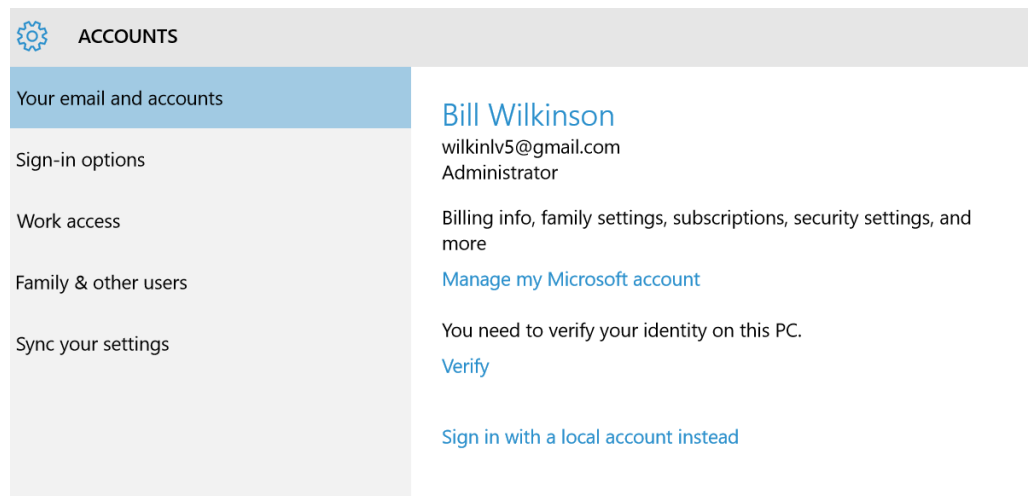


CHANGE OR DELETE YOUR PASSWORD(S) FOR YOUR ACCOUNTS

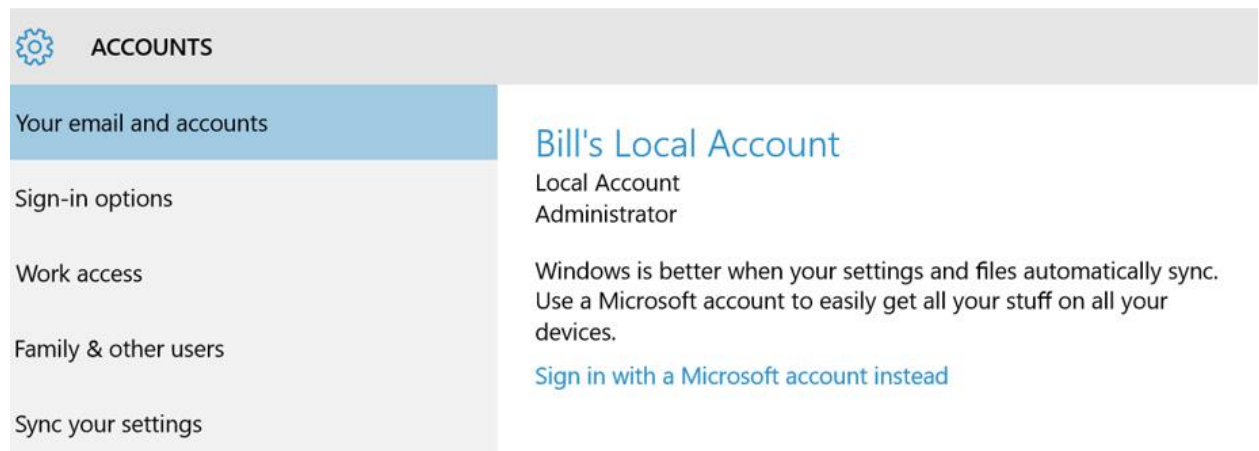
NOTE: YOUR MICROSOFT ACCOUNT REQUIRES A PASSWORD; YOUR LOCAL ACCOUNTS DO NOT REQUIRE A PASSWORD.

1. Go to **Settings** (Winkey + I).
2. Click on **Accounts**.
3. Click on **Your Email and Accounts** 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**.
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.