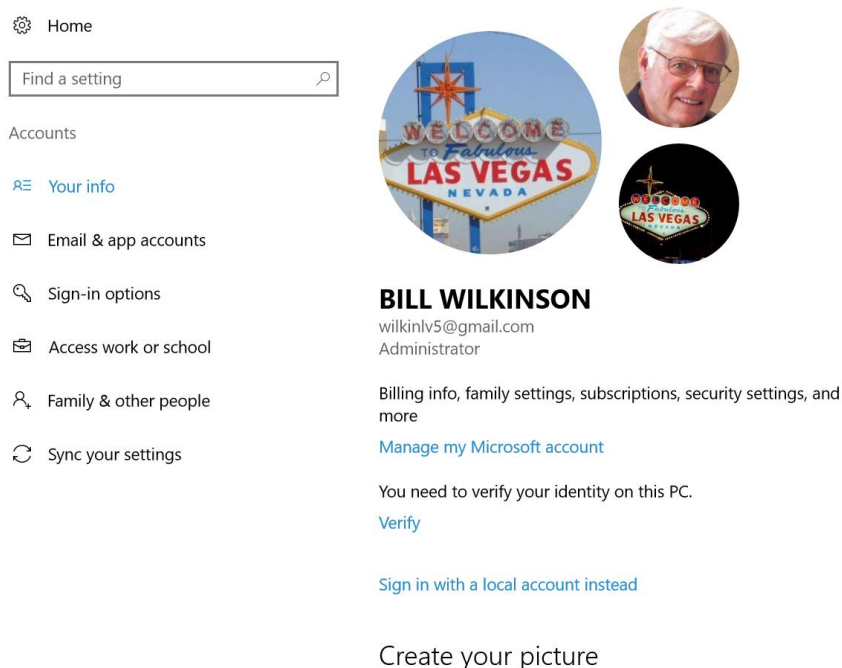


CHANGE THE PICTURE ASSOCIATED WITH YOUR ACCOUNT

When you create either a Microsoft Account or a Local Account in Windows 10, one of the procedures associated with the process is to create an account picture. Although it is not necessary that you do this, it does add a degree of personalization to your account(s).

You can create as many pictures as you want for assignments to the hidden account pictures folder. However, only the last three pictures that you assign will appear on the account page. (If you have three pictures, one will appear as a large circle and two will be smaller circles. If you click on one of the smaller circles, its picture will become the dominant one.)



The screenshot shows the Windows Settings application. On the left is a navigation pane with options: Home, Find a setting (search bar), Accounts, Your info, Email & app accounts, Sign-in options, Access work or school, Family & other people, and Sync your settings. The main content area displays the account for 'BILL WILKINSON' (wilkinlv5@gmail.com, Administrator). It shows three circular profile pictures: a large one of a man's face and two smaller ones of a 'Welcome to Fabulous Las Vegas' sign. Below the name and email are links for 'Manage my Microsoft account', 'Verify', and 'Sign in with a local account instead'. At the bottom of the account page is a 'Create your picture' button.

TO ADD A PICTURE TO YOUR ACCOUNT PAGE:

1. Go to Settings (Windows key + I)
2. Click on Accounts.
3. Under Create your picture, click on *browse for one*.
4. You will be taken to your Pictures folder where you can select your favorite pictures, one at a time.

TO DELETE A PICTURE FROM YOUR ACCOUNT PAGE:

1. Press Windows + R to access the Run command.
2. Copy and Paste: **%appdata%\microsoft\windows\accountpictures** into the run box.
3. This action will take you to the hidden folder that contains your account pictures.
4. Individual pictures can be deleted in any of several conventional ways.
5. Note: If all the pictures in this target folder are deleted, one will be retained by Windows 10 as a default.

TO RETURN TO THE ORIGINAL DEFAULT SILHOUETTE:

1. Open File Explorer (Windows + E)
2. From the left column, Expand Drive C.
3. Expand ProgramData.
4. Expand Microsoft.
5. Click on User Account Pictures.
6. Right-click on one of the default pictures and select copy.
7. Return to the Desktop and right-click on a blank space, then click Paste.
(The default picture will appear as an icon on the Desktop.)
8. Go to Settings (Windows key + I)
9. Click on Accounts.
10. Under Create your picture, click on *browse for one*.
11. This time, browse to your Desktop and select the icon that you created earlier.