

CREATE A SECOND LOCAL USER ACCOUNT

Here's how to create a second (or third) account on your PC for a spouse or someone else in your household who doesn't have a Microsoft account.

1. Select **Settings** (Windows key + I).
2. Select **Accounts**, then **Family and other users**.
3. Under **Other users**, select **Add someone else to this PC**.
4. At the bottom of the page, select **I don't have this person's sign-in information**.
5. At the bottom of the next page, select **Add a user without a Microsoft account**.
6. Enter a name for the new account. If you want this person to sign in with a password, enter and verify the password, add a password hint, and then select **Next**. **Note:** If this account will not require a password, leave all the password information blank.
7. Select **Finish**.