

HOW TO ADD A PASSWORD TO YOUR LOCAL ACCOUNT

Even though it is not required, some users prefer to have a password for their local account for privacy and security. In fact, as a matter of convenience, it is possible to have the same password and pin for both the Microsoft account and the local account.

To add a password to your local account, follow these steps:

1. Make sure that you are signed in to your local account.
2. Go to Settings (Window key + I).
3. Click on Accounts.
4. In the left column, click on Sign-in Options.
5. In the right column, click on the *Add button* under Password.
6. On the next screen (Create a password), fill in the three required boxes, then click *Next*.
7. The next time you sign-in to your local account, you will be required to enter your new password in order to continue to your Desktop.