

SIGN IN TO WINDOWS WITHOUT USING A MICROSOFT ACCOUNT

You can first choose to use Windows 10 without a Microsoft Account when you set up the operating system for the first time. During setup, whenever you are prompted to sign in with your Microsoft account, scroll to the bottom of the screen to find small print options to **Skip this step** or **Sign in without a Microsoft account** and choose those every time.

If you've already set up Windows with a Microsoft account, you can still undo that. Here's how:

1. Confirm that you are signed in as an Administrator.
2. Save and back up all your information. Windows will erase some data and personal settings, so backing up critical data is an important step.
3. Go to **Start > Settings > Accounts > Your email and account** (or use the keyboard shortcut **Windows key + I** and choose **System**).
4. Click **Sign in with a local account instead**.
5. Follow the steps to set up a local account. Sign out, reboot.
6. Log in with your local account, go back to **Start > Settings > Accounts > Your accounts**.
7. Scroll down to find your old Microsoft account in **Other accounts you use**.
8. Click it, and click **Remove**.

Remember, there are some security tips to consider if you're using a Microsoft account. Instead of a Microsoft account, you can use a local account which is not connected to Microsoft's web services in any way. In fact, every time you start core apps like Mail and Edge, you will be asked for a Microsoft account, but you can use the apps without that. As mentioned earlier, scroll down and click an option that says **Sign in to each app separately instead**.

However, you will need to use your Microsoft Account for four things: Cortana the voice-activated assistant, the Windows Store to download apps, OneDrive, and synching between two computers with the same Microsoft account.