

YOUR MICROSOFT ACCOUNT, YOUR LOCAL ACCOUNT, AND YOUR OTHER LOCAL ACCOUNTS

When you set up Windows 10, the first thing you'll be asked is whether you want to log into your Windows system with a Microsoft account. Your Microsoft account will require a username and password (or pin) and can be any email account of your choice. It's probably best to use a Web-based account such as Gmail.

If you log in with a Microsoft account, many desktop settings (including your wallpaper) will sync between your PCs. You'll be automatically logged into Microsoft services like the OneDrive client integrated into Windows. A Microsoft account is required if you want to use some of the features, like purchasing applications in the Windows Store.

If you don't want to use a Microsoft account, that's also fine — there's a small link that allows you to set up a traditional, local account. However, it is advantageous to have **both** a Microsoft account **and** a local account available.

CREATE A MICROSOFT ACCOUNT

A Microsoft account is an email address and password that you use to sign in to the Windows Store. It's free and easy to set up, and you can do so with any email address you choose, or get a new email address. (For example, you can use an Outlook.com, Gmail, Yahoo! or Cox address for your Microsoft account.) *Please note: You do not need a Microsoft account to access your Windows 10 computer. Nor do you need a password.*

When you sign in to your PC with a Microsoft account, you can purchase apps from the Windows Store, back up all your important data and files using OneDrive cloud storage, and keep all your favorite stuff—devices, photos, friends, games, settings, music, and so on—up to date and in sync.

If more than one person uses your PC, each person should have his own **local account**. Each can sign in and personalize the PC with their own background colors, favorite apps, account picture, a separate email inbox, and more.

To check whether you're signed in with a Microsoft account: Press Windows + I, then click Accounts. This action will take you to **Your Accounts**.

If you're already signed in with a Microsoft account, your name and email address will appear above your account picture. If you're signed in with a local account, you'll see the words Local Account below your name, along with the Connect to a Microsoft account link.

CREATE OTHER LOCAL USER ACCOUNTS

Creating a new account for yourself or someone else in Windows 10 isn't difficult, but like many Windows 10 features, it's tucked away in a spot that's not easy to find at first.

To create a new account in Windows 10, press Windows + I and then select Accounts. This action will take you to **Your Accounts**. From the right screen, click on the **sign in with a local account instead**. Your local account does not require a password. However, you must insert your Microsoft account password to create a local account. If you don't want a password for your local account, just leave the information blank. You can always create a password later if you wish.

To add other local accounts, press Windows + I and then select Accounts. This time, click on **Family and other users**. The instructions from this point are self-explanatory.

WHAT'S IMPORTANT ABOUT A MICROSOFT ACCOUNT?

Get apps from the Windows Store: You need a Microsoft account to get non-free apps from the Windows Store. You can even install your apps on multiple PCs without buying them again.

Sync your settings: Get your colors and themes, Start screen layout, browser favorites and history, content in your apps, photos, and even settings like languages and other preferences on multiple PCs when you sign in with a Microsoft account and sync your settings.

If you don't want to synchronize your multiple computers, go to Windows + I, then Accounts, then **sync your settings**. At the switch on the right, you can turn off *sync*.

Get free storage in the cloud: With a Microsoft account, you get free file storage in the cloud with OneDrive, a place to see, save, and share your

documents and photos. Your Microsoft account links your PC to OneDrive, so your files are always with you.