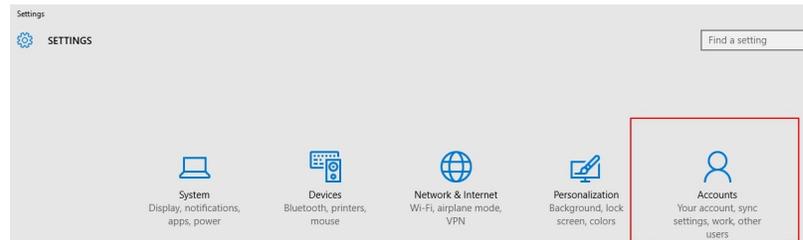
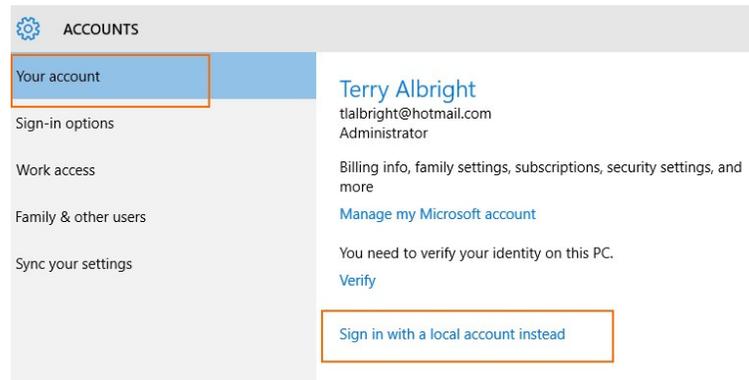


How To Switch Back To Local Account

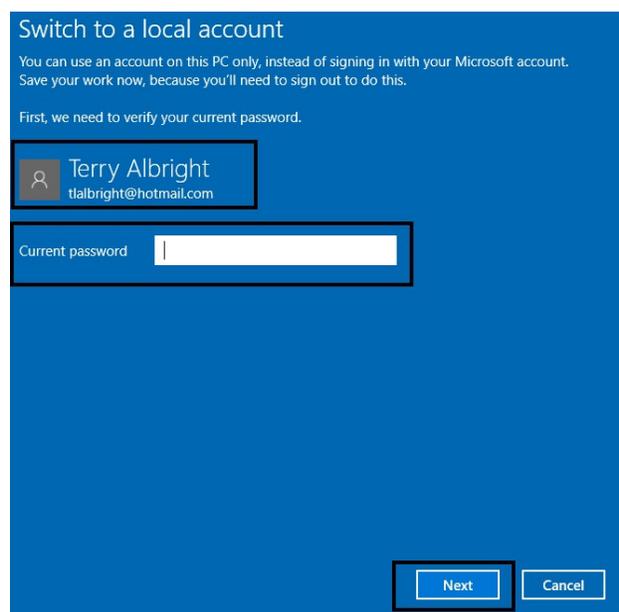
1. In the search box, type settings.
2. Click “Setting – Trusted Windows store app”
3. When the Settings windows opens, select “Accounts”



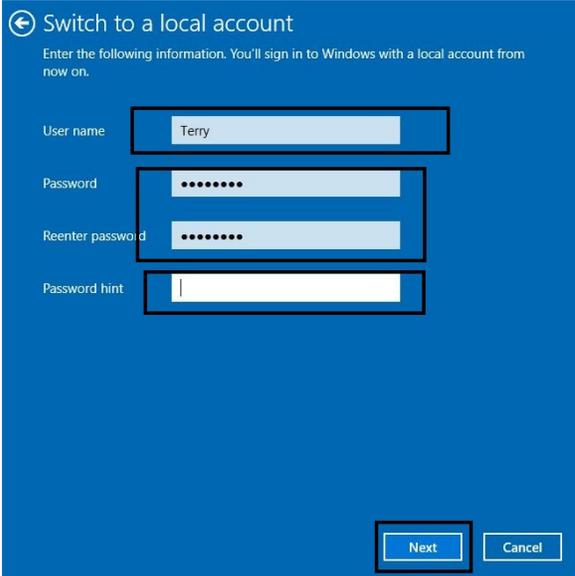
4. When the “Accounts” window opens highlight “Your Account” and select “Sign in with a local account instead.”



5. When the next window opens check the account you are signed in as and be sure it is your Microsoft (MS) account account.
6. Enter the password for the MS account and click the “Next” button at the bottom of the window.



7. In the next window, enter the name you were originally using for your local account.
8. Enter the password for the local account.
9. Enter the same password again to verify you typed it correctly the first time.
10. Enter a "Hint" to help remember
11. Click the "Next" box at the bottom of the window.



Switch to a local account

Enter the following information. You'll sign in to Windows with a local account from now on.

User name: Terry

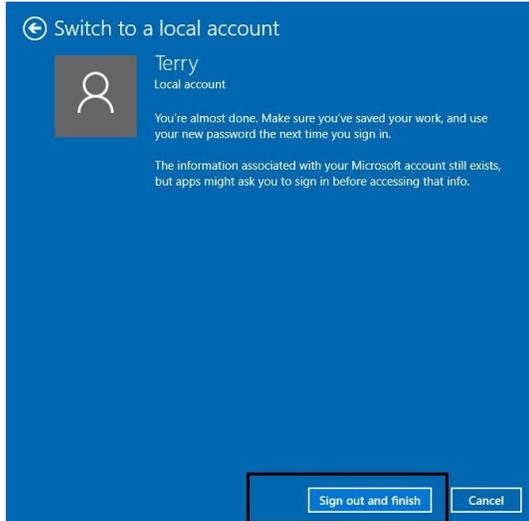
Password: [Redacted]

Reenter password: [Redacted]

Password hint: [Redacted]

Next Cancel

12. In the last window you will be instructed to "Sign out and finish"
13. Be sure to save and close applications before clicking the button at the bottom of the window.



Switch to a local account

Terry
Local account

You're almost done. Make sure you've saved your work, and use your new password the next time you sign in.

The information associated with your Microsoft account still exists, but apps might ask you to sign in before accessing that info.

Sign out and finish Cancel

14. You are now back to your local account.