

# How to Switch to a Local User Account on Windows 10

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Windows 10 now pushes you to use a Microsoft account during the setup process. You can always change that to a local user account afterward. Here's how.

This process will keep all your installed files and programs. You won't lose anything.

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However, Windows 10 will no longer synchronize your settings between your PCs and use other Microsoft account-linked features. You can still sign into some individual apps with a Microsoft account without signing into your PC with that Microsoft account.

We're not saying everyone needs to use a local account. The choice is up to you! We're providing these instructions because Microsoft is making using a local account much more confusing.

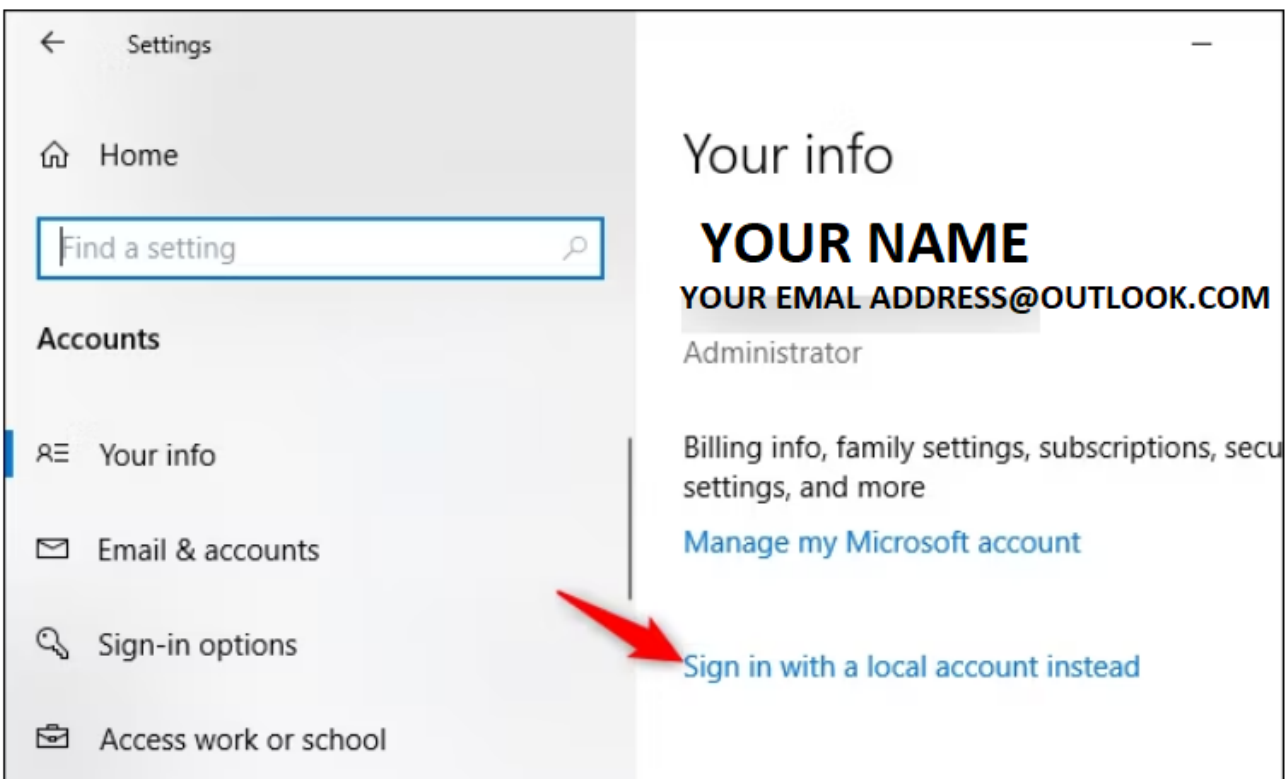
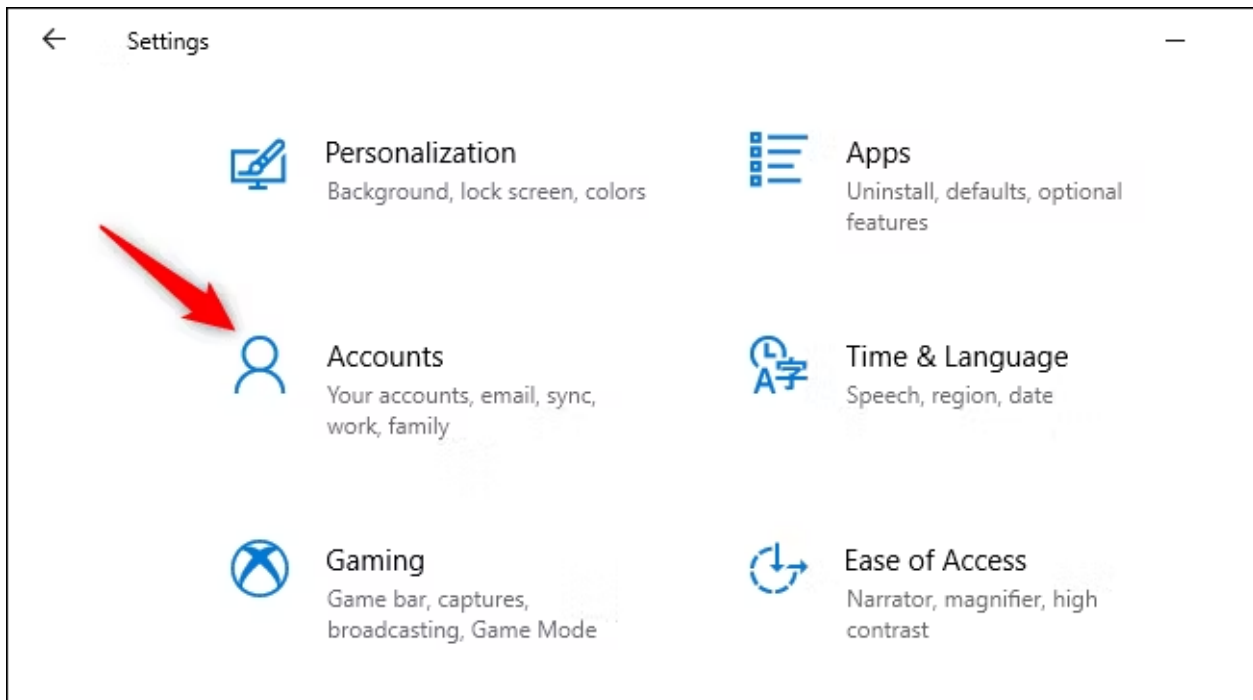
## Switch to a Local Account from a Microsoft Account

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You'll do this from Windows 10's settings app. To open it, click the Start button and click the "Settings" gear icon on the left or press Windows+i (that's a lower-case "i").



Click the "Accounts" icon in the Settings window.

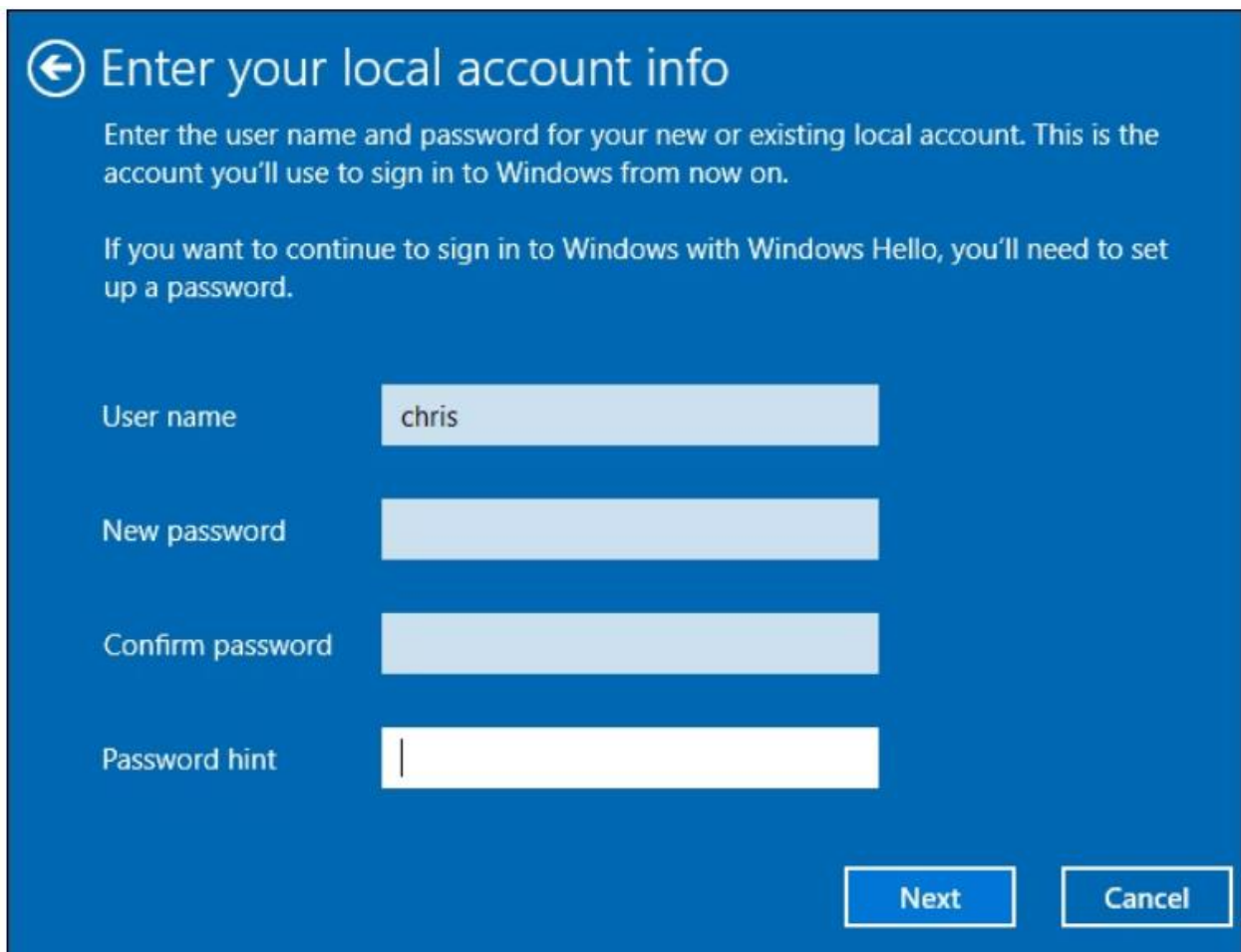


Click "Sign in with a local account instead." This option is on the "Your info" tab, which will be selected by default. Your Microsoft account details are displayed here.

Windows 10 will ask if you're sure you want to continue, warning you that you'll lose Microsoft account features like the ability to synchronize your Windows 10 settings between your PCs. To continue, click "Next."

When Windows 10 asks, enter your PIN or password to verify your identity.

You'll be prompted to enter a username, password, and password hint for your local user account. The hint will be shown when someone tries to sign in with an incorrect password. New Password is optional.



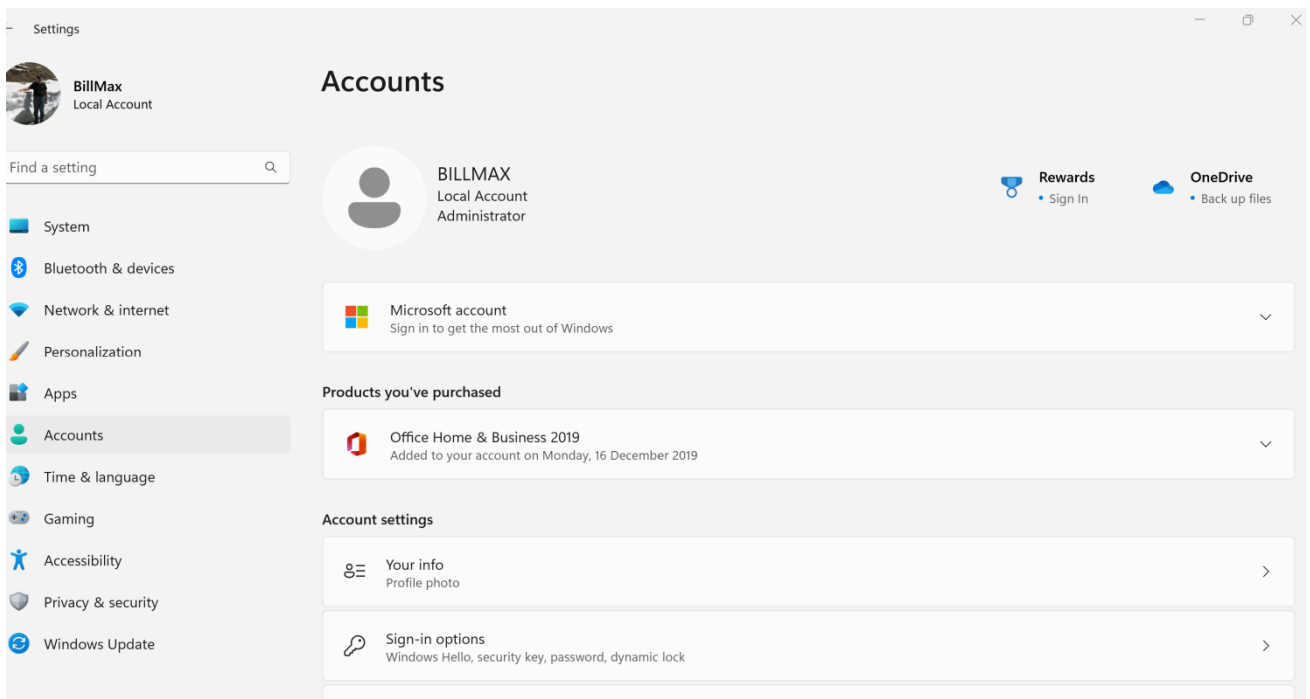
The screenshot shows a blue Windows 10 setup window titled "Enter your local account info" with a back arrow icon. Below the title, there is instructional text: "Enter the user name and password for your new or existing local account. This is the account you'll use to sign in to Windows from now on." and "If you want to continue to sign in to Windows with Windows Hello, you'll need to set up a password." The form contains four input fields: "User name" with the text "chris", "New password", "Confirm password", and "Password hint". At the bottom right, there are two buttons: "Next" and "Cancel".

Enter the details you want to use and click "Next." . Remember - Password is optional. If you don't want to log on with a password, leave these next three fields blank and click next.

You're almost done. Click "Sign out and finish." The next time you sign in, you'll have to provide your new password or if you left password field blank your pc will go straight to the desktop

If you want to use a Microsoft account in the future, return to the Settings > Accounts > Your Info screen. You'll be able to link your local account to a Microsoft account by providing a Microsoft account's username and password.

Windows 11 is almost the same except for the first few settings windows:



This is Windows 11 Settings > Accounts; showing a Local User Account.

# Sign in with a Local Account or Microsoft account is under Your Info > Account Settings

