Changing your login user name and password.

Your new PC will have been installed with a version of Windows. This requires an "account" which has a user name and password to allow you to log on.

If you wish to change these you can do so as follows:

1: Launch the control panel: Press and hold down the windows key, and press R.
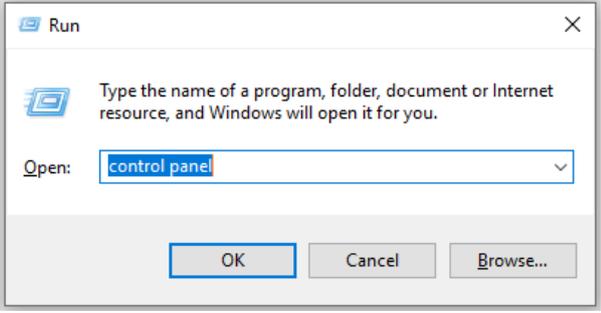
	A dialog box like this will open. Type in "control panel" as shown left. Press OK and you will see the control panel open.

	This shows part of the control panel. If it doesn't look like this click the "View by" drop-down and select "small icons" View by: Small icons ▾ Click (or double click as required) to open "user accounts" and you will find an option to change your user name ...
	As shown here
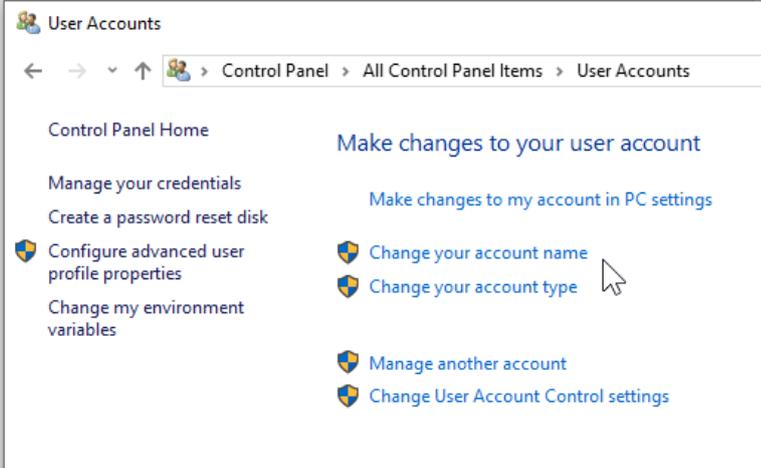
How to change Windows 10 user password for a local account:

Press the Windows key;   Select Settings> Accounts> Sign-In Options

Click the Change button in the Password section; Enter & Re-enter your existing password

 Then when asked enter the new password.
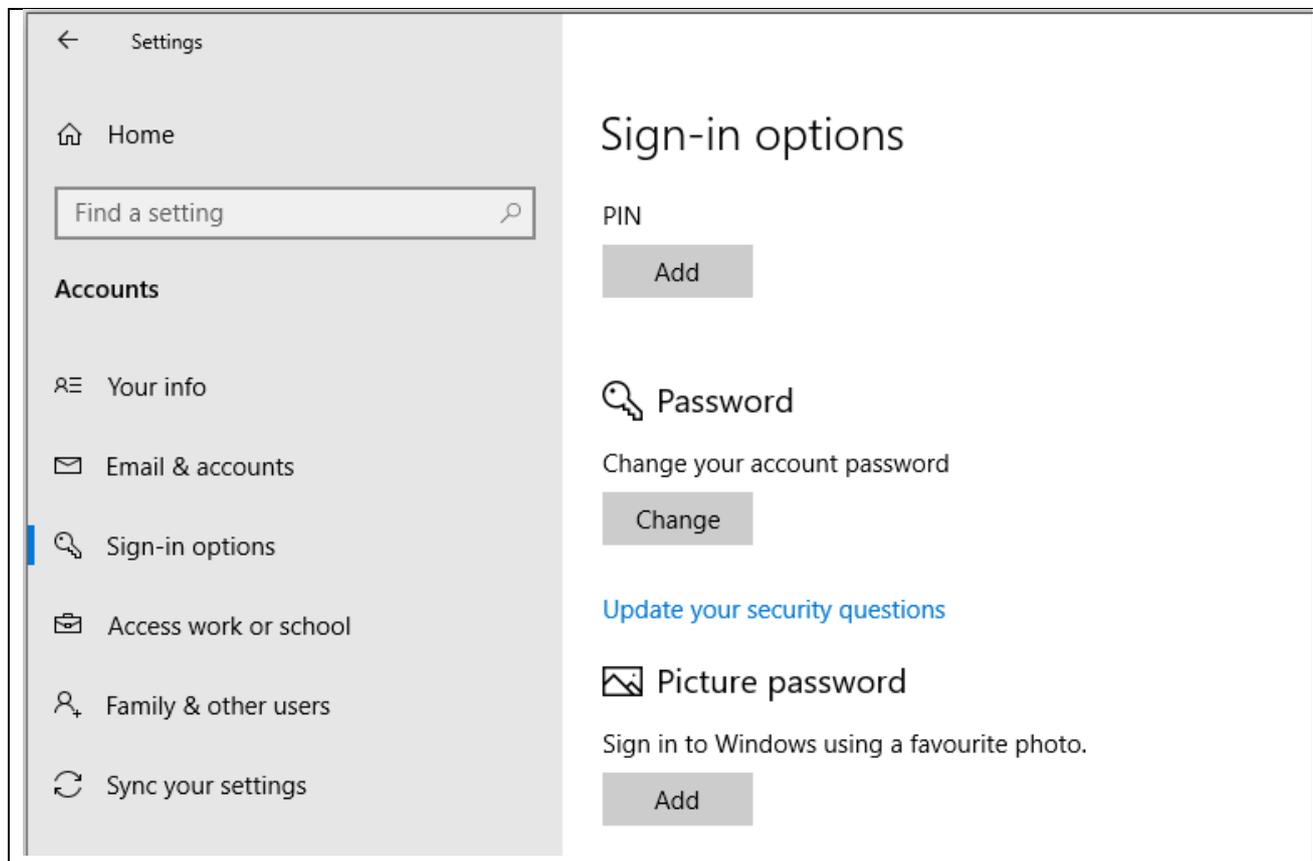
You may also wish at this point to change to using a PIN to log in.

NEXT: Sign in with a Microsoft account

Sign in with a Microsoft account

If you're using a Windows 10 device, you may have signed in without using your Microsoft account. When you follow the steps below, you'll be able to see which account you're currently using. To sync your settings and Microsoft Store purchases across all your devices, you'll need to sign in with your Microsoft account.

Select Start , then select Settings > Accounts > Your info
(in some versions, it may be under Email & accounts instead).

Select Sign in with a Microsoft account instead.

You'll see this link only if you're using a local account. Note that if you see Sign in with a local account instead, you're already using your Microsoft account. Follow the prompts to switch to your Microsoft account.

MAKE A NOTE OF YOUR MICROSOFT ACCOUNT CREDENTIALS

Recovering a microsoft account can be difficult if you forget your email or password.

WHILE YOU ARE SETTING IT UP TAKE NOTES so you don't forget ANY of your responses.