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web select start settings accounts your info under adjust your photo select choose a file browse files to select an existing photo or if your device has a camera select take a photo open camera and take a new photo note windows remembers the last three pictures you ve used select the picture on the your info page to switch to web your user id is the unique email address that was created for you to use when you sign in to microsoft 365 a user id may look similar to the following ellen contoso partner onmschina cn when your user id is created microsoft 365 assigns you a temporary password that is sent to you so you can sign in

to microsoft 365 web select. start select and hold or right click the account name icon or picture then select switch user select the start button on the taskbar then on the left side of the start menu select the account name icon or picture then select web select start settings accounts family other users under other users add other user select add account enter that person s microsoft account information and follow the prompts if you need to remove that person s sign in information from your pc select start settings accounts family other users web use desktops to keep different tasks organized or for different parts of your life like work and home

to create a new desktop select task view new desktop to switch between desktops select task view to change a background on a desktop in task view right click or press and hold on the desktop and select choose background web on the users tab under users for this computer select the user account name and then select reset password type the new password confirm the new password and then select ok note if you are logged on as an administrator you can create and change passwords for all user accounts on the computer web open user accounts by clicking the start button clicking control panel clicking user accounts clicking user

accounts and then clicking manage user accounts if you re prompted for an administrator password or confirmation type web select start settings accounts and then select family other users in some versions of windows you ll see other users next to add other user select. add account select i don t have this person s sign in information and on the next page select add a user without a microsoft account web if you previously set up security info on your microsoft account you can use this option to retrieve your username look up your username using your security contact phone number or email address request a security code to be sent to the phone number

or email you used enter the code and select next web to turn on windows hello go to start settings accounts sign in options select the windows hello method that you want to set up select set up if you don t

see windows hello in sign in options then it may not be available for your device windows hello does require a compatible camera or fingerprint reader web to open user accounts click the start button click control panel click

user accounts and family safety and then click user accounts click manage another account if you re prompted for an administrator password or confirmation type devnew.norml.org