NAPLES COMPUTERS
239-513-1960

Microsoft Account vs Local Account

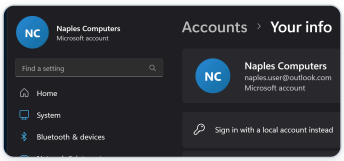
What's different, and how to switch.



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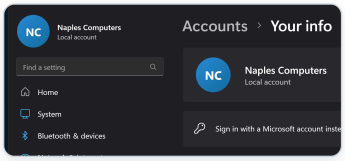
1 Microsoft Account

Syncs settings, files and apps across your devices. Needs internet to set up.



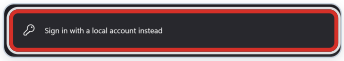
2 Local Account

Lives only on **this PC**. No syncing, works without internet.



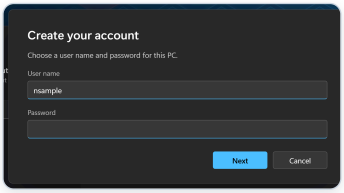
3 Switch to Local: Open Your Info

Settings → Accounts → Your info, then click the switch link.



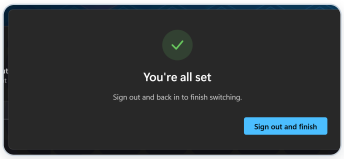
4 Switch to Local: Verify & Create

Confirm your **current password**, then choose a **user name and password**.



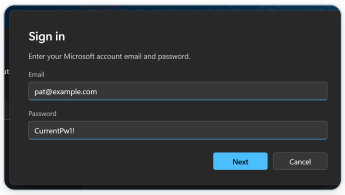
5 Switch to Local: Finish

Click **Sign out and finish** to complete the switch.



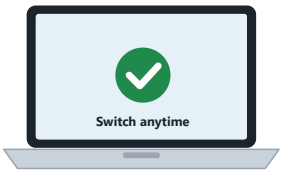
6 Switch to Microsoft: Sign In

On a local account, click the switch link, then **sign in**.



7 You Can Switch Back Any Time

It's not a **one-way decision**, from either account type.



8 New PC? Microsoft Saves Time

Settings and some apps can **carry over automatically**.



Good to Know

- Either account type can use a **PIN or Windows Hello** to sign in.
- Your **profile folder stays the same** when you switch account types.
- Not sure which to use? Call **239-513-1960**.

Need Help?

Contact Naples Computers

239-513-1960

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