

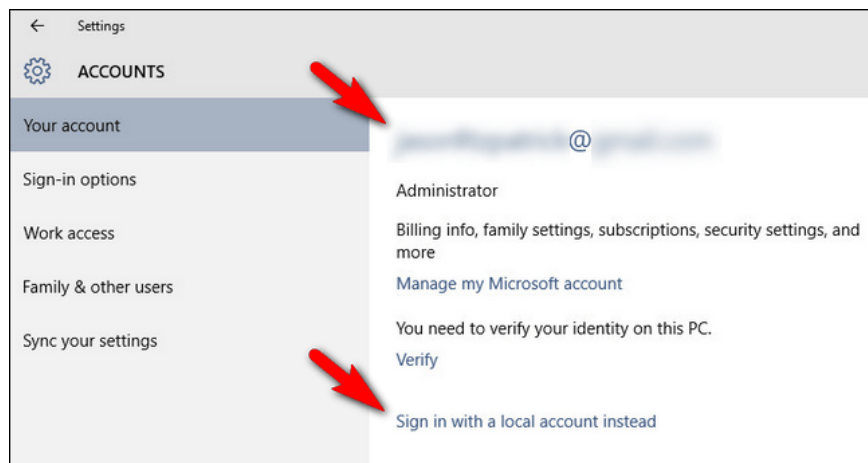
# Instructions to transfer Microsoft account to Local account on Windows 10 / 8.1

If you don't want to use all the new features on Windows 10, 8.1 ... or you forgot your Local account, you simply need to transfer your Microsoft account to a Local account. The following article will show you how to switch to Local account.

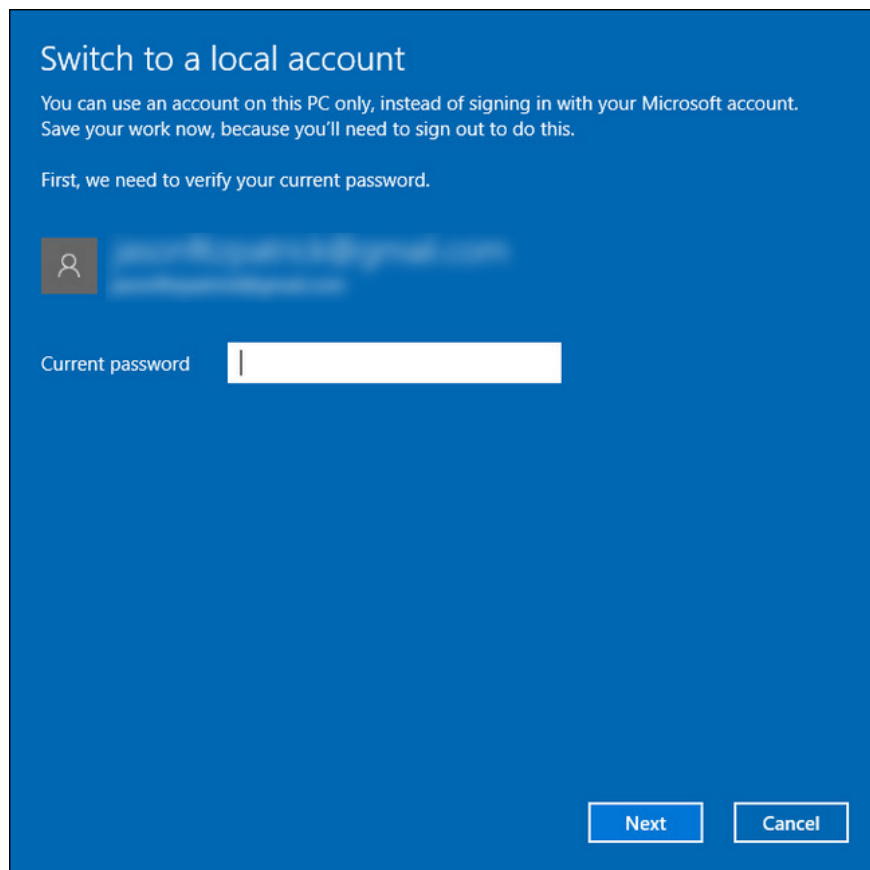
For some reason you want to change your Microsoft account to a Local account on Windows 10 and Windows 8.1, for example, if you forget your Local account or don't want to use all the new features on Windows 10, 8.1 more. The following article will guide you how to transfer Microsoft account to Local account with only extremely simple steps.

## 1. Transfer Microsoft account to Local account on Windows 10

1. Open the **Settings** application by pressing the **Windows + I** key combination. Next on the Settings window, click **Accounts** => **Your email and accounts**.



2. Look at the list of right frame options, find and click **Sign in with a local account instead**.



3. Enter your Microsoft account password to confirm the change, then click **Next**.

4. On the Switch To A Local Account window, enter your username, password and password hint (hint to recall your password) of your Local account, then click **Next** .

← Switch to a local account

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

User name

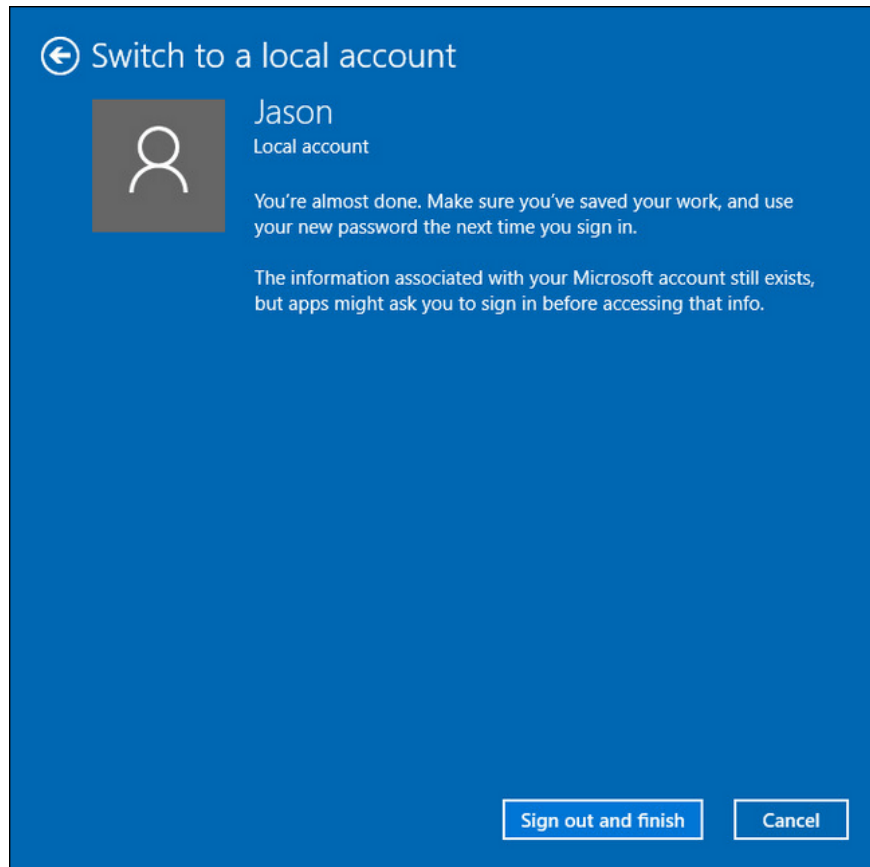
Password

Reenter password

Password hint

Next Cancel

5. On the next window click **Sign out and finish** to log out of your Microsoft account, then proceed to log back in with your Local account.



Note: This process does not affect any files or installation programs on your Windows 10 computer.

## **2. Transfer Microsoft account to Local account on Windows 8.1**

First log in to your Microsoft account. To start "**Switch to a local account**", access the **PC Setting** section .

### **Refer to how to log in to your computer when you forget your password**

At the **PC Setting** window, select **Accounts**

# PC settings

PC and devices

Accounts

OneDrive

Search and apps

Privacy

Network

Then click **Disconnect** at the bottom of your Microsoft account name.

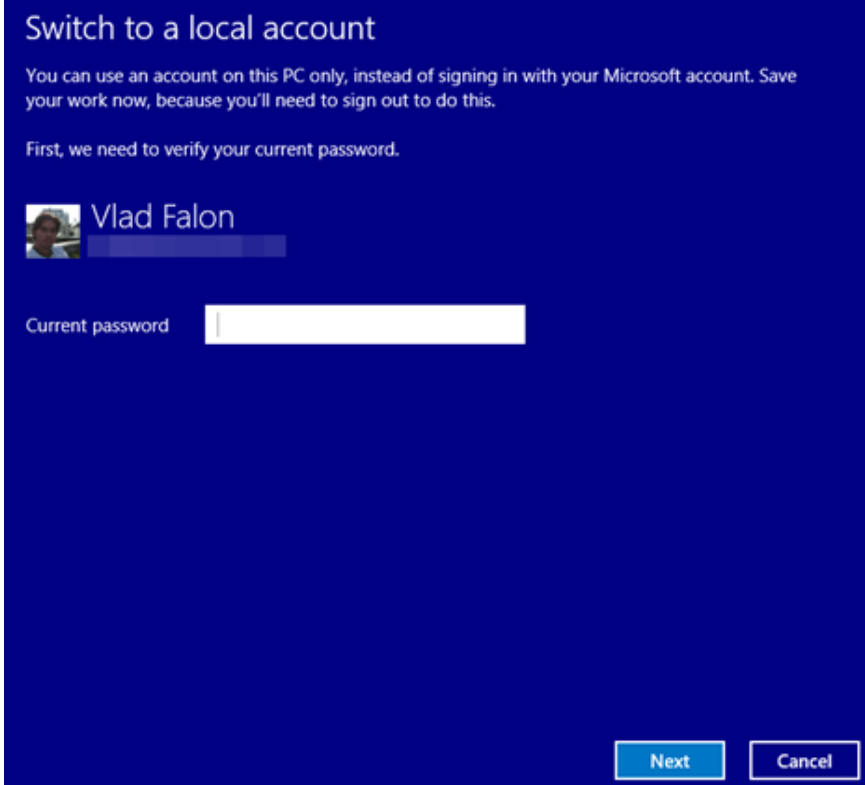
Vlad Falon

Disconnect

[More account settings online](#)

## Steps to move to Local account

After **Disconnect** (disconnects) your Microsoft account, perform the following steps below to transfer your Microsoft account to a Local account.



The screenshot shows a Windows dialog box with a dark blue background. At the top, the title is "Switch to a local account". Below the title, there is a warning message: "You can use an account on this PC only, instead of signing in with your Microsoft account. Save your work now, because you'll need to sign out to do this." Underneath, it says "First, we need to verify your current password." A small profile picture of a man is shown next to the name "Vlad Falon". Below the name is a white rectangular input field for the current password, with the label "Current password" to its left. At the bottom right, there are two buttons: "Next" (highlighted in light blue) and "Cancel" (white with a blue border).

First, you must confirm your Microsoft account password to ensure security. Enter your Microsoft account password, then click **Next** to continue.

Switch to a local account

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

User name

Password


Reenter password

Password hint

Next Cancel

Enter the username and Local account password you want to create. Create a password hint if you want, click **Next** to continue.

Switch to a local account

 Vlad  
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.

Any files that you had in OneDrive will still be there, but only files marked for offline use will stay on this PC. Apps on this PC will no longer have access to your OneDrive files or folders.

Sign out and finish Cancel

Click **Sign out and finish** to allow Windows 8.1 to complete the account configuration and logout of the Local account you just created.

After logging out, use your newly created Local account to log in again. So you already have a Local account that works just like any of the accounts you previously used in older versions of Windows.

## The end

All your account settings, including applications that you have downloaded, will be transferred to the new account. Although you can sign in with a Microsoft account, your Microsoft account will not disappear.

You can still enter that information into any application's installation if it requires to unlock the full functionality of that application. This means you have the option to upgrade to a Microsoft account when you download any application you want, then switch to a Local account.

### Refer to some of the following articles:

1. The fastest Microsoft account setup guide
1. Distinguish local accounts and Microsoft accounts on Windows 8
1. Instructions on how to login to your computer when you forget your password

### Good luck!

You finished reading the article "**Instructions to transfer Microsoft account to Local account on Windows 10 / 8.1**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.