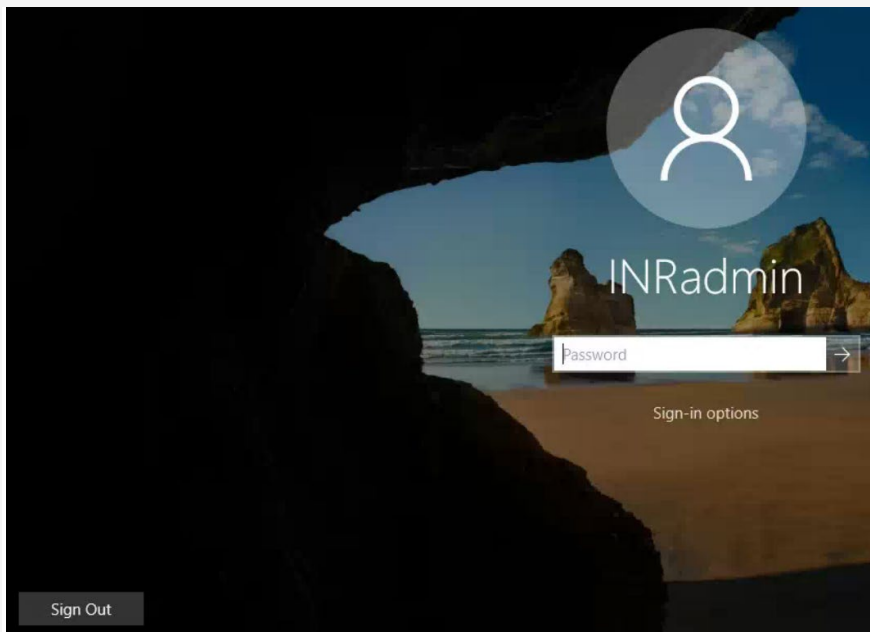


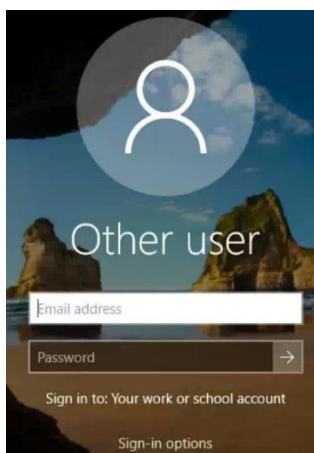
Windows User Sign In

Signing in to Windows refers to the process of verifying your identity to gain access to your Windows device. This process helps protect your personal information and settings from unauthorized access. The following steps are used to sign in to a Windows computer:

1. Power on your device. If it's already on, make sure you're on the sign-in screen. The last user to sign in will be displayed with only the password box available and a Sign Out button in the lower-left corner.



2. If you were the last user to sign into the computer, you can enter your password and press ENTER or click the arrow next to the password to sign in. If another user's name is displayed, click the Sign Out button in the lower-left corner of the screen to sign the last user out. The sign in screen will now look similar to screen below with a box to enter your email address and password.



3. Enter your email address and password. Press ENTER or click the arrow next to the password to sign in to the computer. **Note: If this is the first time that you are signing in to the computer, you will be prompted to set a new password.**

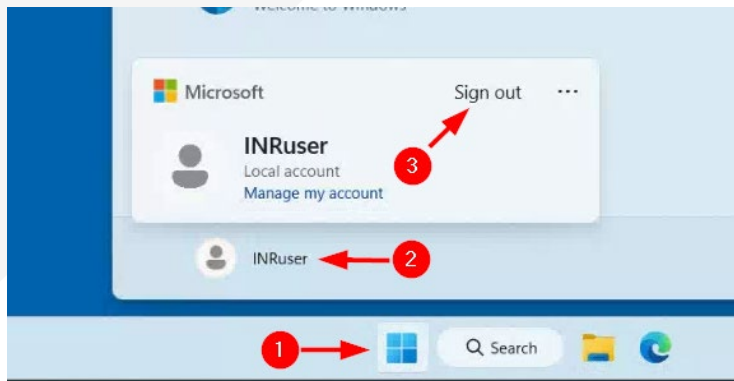
Windows User Sign Out

Signing out of Windows is the process of closing your session and ensuring that your account is no longer active on the device. This helps maintain the security and privacy of your account as it prevents others from accessing your personal files, applications, and settings.

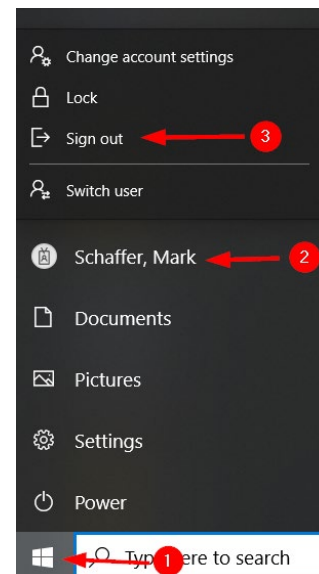
When you sign out, any open applications are closed, and unsaved work may be lost. It is always good practice to save your work before signing out.

To sign out of Windows:

1. Click the **Start menu**.
2. Click your user picture or account name.
3. Click **Sign out**.



Windows 11



Windows 10