

# [How to Delete Your Microsoft Account & Create a Local Windows 10 Login](#)

<http://www.makeuseof.com/tag/delete-microsoft-account-create-local-windows-10-login/>

You can argue that [Windows 10](#) is better when you're using it in conjunction with a Microsoft Account. It means you can sync your data and settings, install apps across multiple devices, and automatically sign in to apps and services that use a Windows ID for authentication.

That said, some people are uncomfortable with [using a Microsoft Account](#) to log into their [machines](#). Whether it's [concerns over security](#), worries about how Windows handles private data, or a simple yearning for the olden days, some users feel happier using a local account.

## **How Do You Get a Windows Account?**

Lots of people will have a Windows Account without even realizing it. In fact, if you've ever had a Hotmail email address, an Xbox Live account, a .NET Passport, or used some other Microsoft service, the chances are you've got one.

It is the latest incarnation of Windows Live ID, with the rebranding occurring around the time of [Windows 8's release](#) in late 2012. It now provides a single sign-on for most of Microsoft's services, including Outlook, [Groove Music](#), Bing, [Office 365](#), Skype, and OneDrive.

## **Replace, Remove & Delete Your Microsoft Account**

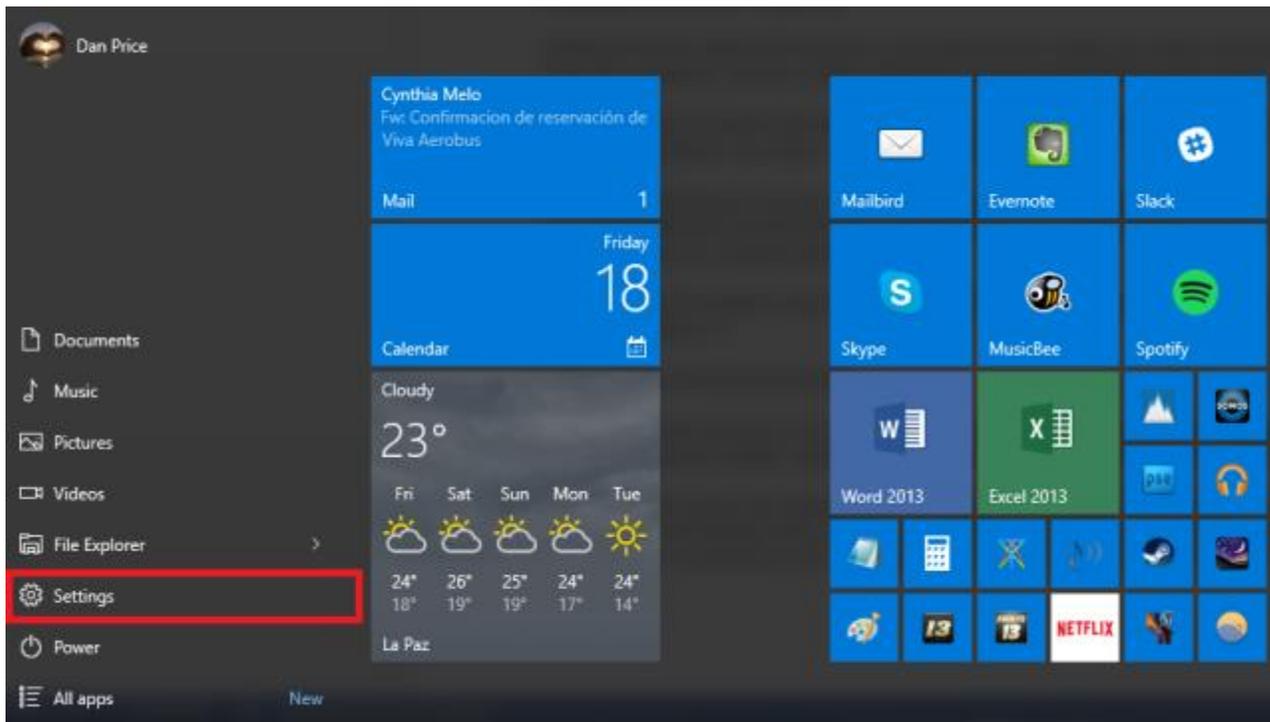
Getting rid of your Microsoft Account is a three-step process. Firstly, you need to create a local account to log into Windows, then you can remove the Microsoft Account login from your computer, and finally you can go ahead and delete the account itself off Microsoft's servers.

Before you start, be aware that although you can re-add your account to a computer, once it's deleted online there is no return – your data will be lost forever.

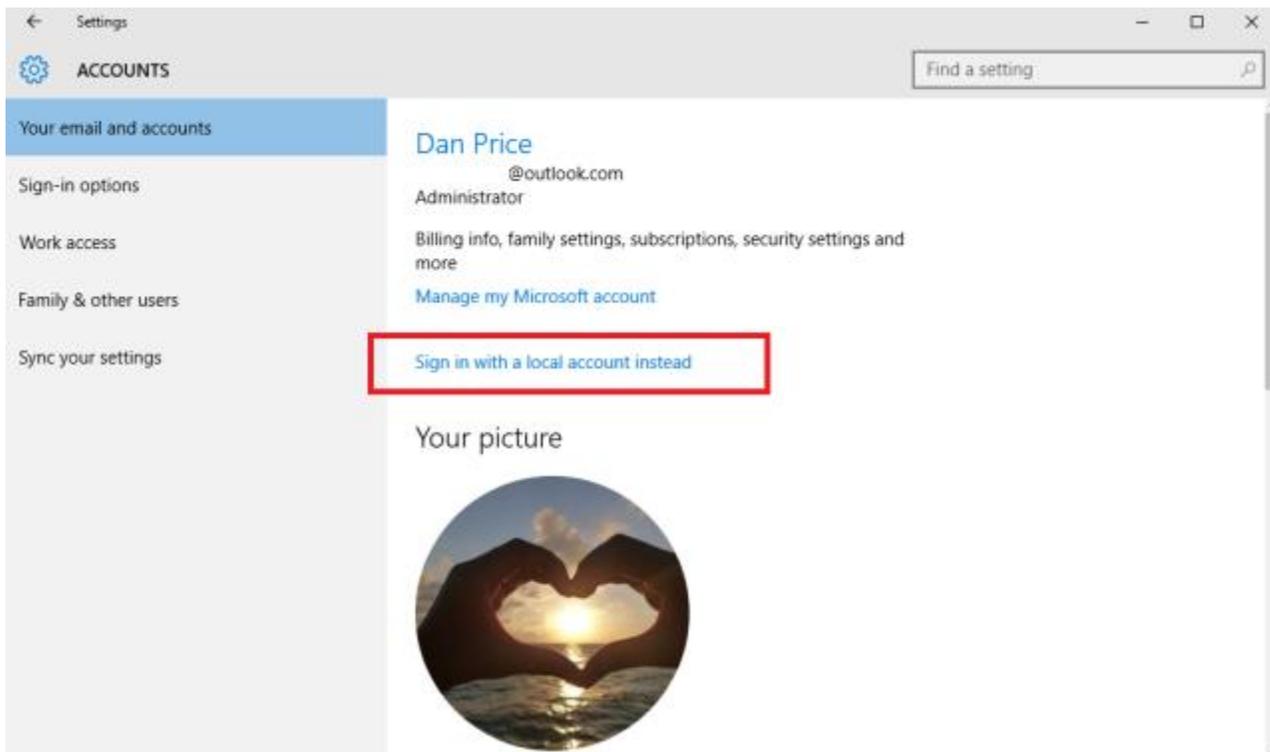
### **Step 1: Create a Local Account**

You cannot delete an account from your machine while you are signed into it – you'll need to create an alternative login with a local account first.

To do that, access the [all-new Settings menu](#); you can find it in the **Start Menu** or by pressing **Windows + I**.



Next, navigate to the **Accounts** page. Once there, make sure you're on the **Your email and accounts** tab. Here you will see the option to **Sign in with a local account instead** underneath your name.



Click it, and follow the on-screen instructions.

# Switch to a local account

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.

First, we need to verify your current password.



Dan Price

@outlook.com

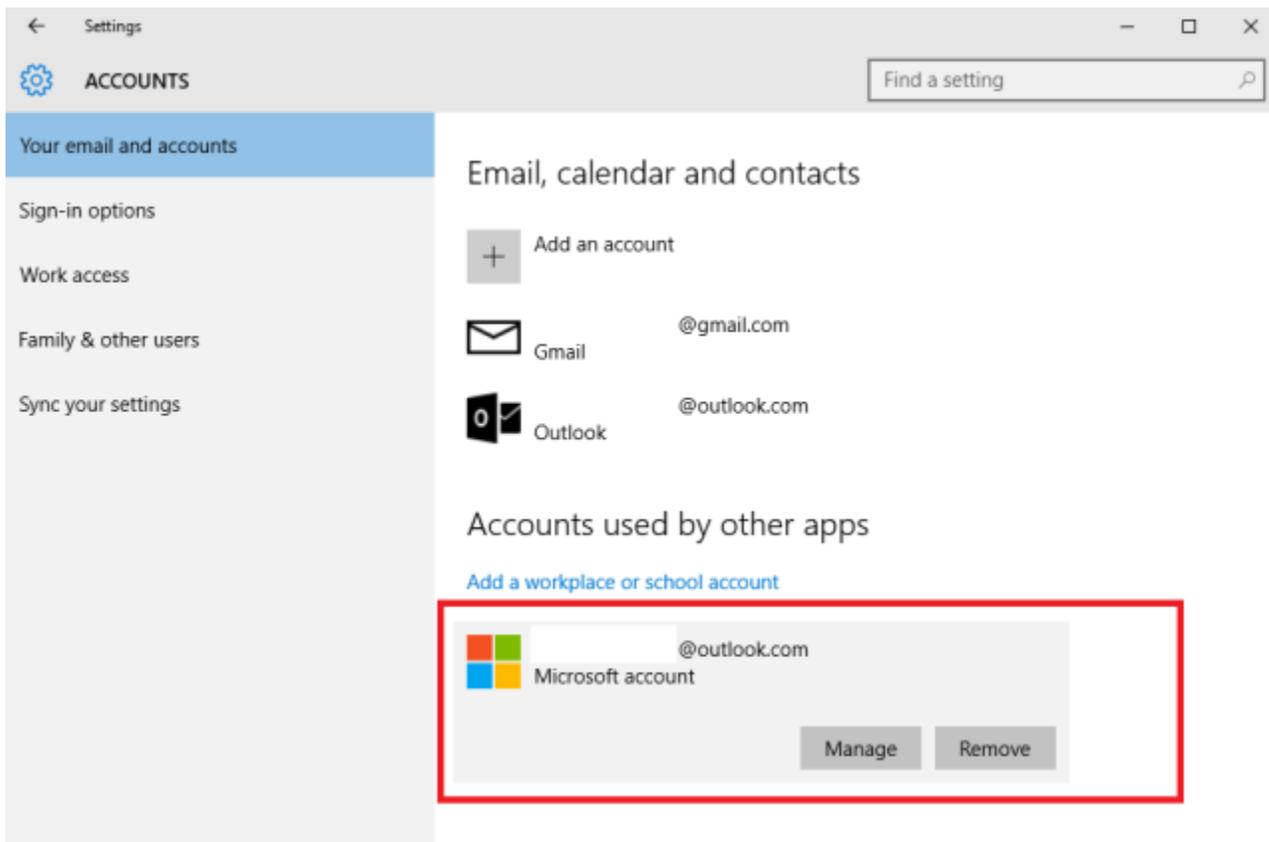
Current password

Next

Cancel

## Step 2: Remove the Microsoft Account Login

After you've [set up the new local account](#), you'll need to once again navigate back **Settings > Accounts > Your email and accounts**. This time, scroll down to the bottom of the page and the section marked **Other accounts you use**. You will see your soon-to-be removed Microsoft Account listed. [Going Private - How To Switch To A Local Account On Windows 8.1](#) [Going Private - How To Switch To A Local Account On Windows 8.1](#) You have a choice! Microsoft didn't make it easy, but in [Windows 8.1](#) it's possible to set up or switch to a regular -- local and offline -- Windows account. And it's easy! [Read More](#)



The screenshot shows the Windows Settings application, specifically the 'Accounts' section. The left sidebar is titled 'ACCOUNTS' and has 'Your email and accounts' selected. The main content area is titled 'Email, calendar and contacts' and lists two accounts: 'Gmail' with an '@gmail.com' address and 'Outlook' with an '@outlook.com' address. Below this, there is a section titled 'Accounts used by other apps' with a link to 'Add a workplace or school account'. A red box highlights a Microsoft account listed under this section, showing the account name '@outlook.com' and 'Microsoft account' with 'Manage' and 'Remove' buttons.

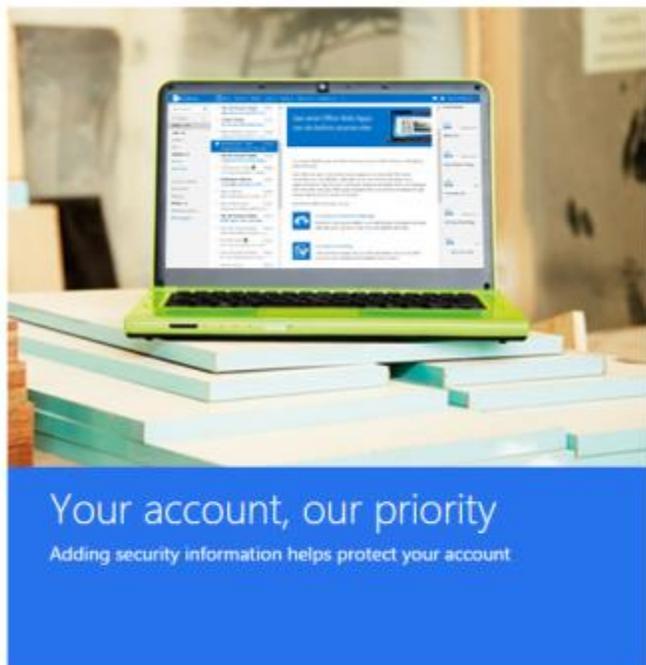
Select it, and you'll be presented with two options – **Manage** and **Remove**. “Manage” is essentially a shortcut to Microsoft’s online account management portal. You need to choose “Remove” and follow the remaining on-screen instructions.

### Step 3: Delete Your Microsoft Account

Now that you’ve successfully removed the account from your machine, you can go ahead and delete it from Microsoft’s database. This will ensure that none of your [data is used by the company without your consent](#), and will prevent it being harvested by an unapproved third-party without you being aware.

Before proceeding, make sure you’ve done some basic housekeeping by deleting any credit card details you might have saved in the Windows Store, erasing all your emails and emptying the trash, removing any sensitive data from OneDrive, and backing up any important files.

Once you’re sure that you are ready to proceed, navigate to [login.live.com](http://login.live.com) in your web browser and enter your login credentials.



Sign in

Because you're accessing sensitive info, you need to verify your password.

@outlook.com

Sign in

Can't access your account?

Sign in with a different Microsoft account

You'll be presented with your account's welcome page. You'll need to navigate to the **Security & privacy** tab along the top of the screen, then click on **More security settings** under **Account security** (you might be asked to verify your identity with a security code).

Account security

[Change password](#)

[See my recent activity](#)

[More security settings](#)

Online Safety

[Family safety settings](#)

[Manage permissions for children](#)

[Xbox privacy and online safety](#)

[Bing SafeSearch](#)

How does Microsoft use my data?

Microsoft uses your data and preferences to personalise your experiences, send you marketing information, and advertise things we think you'll like. Below are some resources to manage these settings. Additional settings may be available in some Microsoft products and services.

Scroll all the way down to the bottom of the page and click on **Close my account**. You'll be presented with a warning screen that highlights some additional steps you should take before you make the plunge. Click **Next**.

Make sure @outlook.com is ready to close

Before you mark this account for closure, you'll want to:

**Cancel any subscriptions.** You can cancel most – but not all – subscriptions [through Microsoft Billing](#). For subscriptions that you can't find there, you'll need to go directly to the service itself. [Learn more](#)

**Use up your account balances** Any balances that you have from Microsoft or Xbox gift cards might be lost when this account closes. [Check account balance](#)

**Set up automatic email replies.** During the waiting period, your Outlook.com inbox will still receive emails. [Create an auto-reply](#) to let people know that you're closing this account and tell them how to reach you instead.

**Disable Reset Protection.** If you have a Windows device with Reset Protection enabled, you should [disable this here](#) before closing your account. If you do not disable Reset Protection, your phone could become unusable after your account is closed.

Just in case you change your mind, we wait 60 days before permanently closing an account. During the waiting period, this account is marked for closure but it still exists. To reopen it, you'll need to prove you're you using your current account security info.

[Next](#) [Cancel](#)

You'll then be shown one final screen. Tick all the checkboxes to confirm that you understand and agree that a host of services will be deleted and lost, select the reason for the closure off the drop-down menu, then click **Mark account for closure**.

Mark

@outlook.com for closure

After 60 days, this account will be unrecoverable and will lose access to any service where it's used to sign in. You might use your account for more than you realise at the moment. The most common effects of closure are listed below, but we recommend that you [read more about account closure](#).

Tick the checkboxes to acknowledge that you've read each item below. Once this account is closed, 60 days from now:

- You might lose any account balances and will lose access to subscription services such as Office365, Xbox and OneDrive.  
**Note** - Don't close this account until you have verified that it has no subscriptions or outstanding balances.
- You will lose access to Outlook.com, Hotmail and OneDrive.  
You'll no longer have access to any emails, documents or photos you've stored using these Microsoft services.
- Devices using this account won't work as well without a Microsoft account attached.  
Xbox consoles require a Microsoft account. Windows Phone, Windows 8.1 or Windows 8.1 RT PCs and Surface work best with a Microsoft account. To access all services, you can set your devices up with a different Microsoft account.
- Content might not work the way you expect it to.  
Music, games, apps and software purchased or downloaded using this Microsoft account can't be installed again (either re-installed or installed on additional devices), and certain functionalities might not work.
- You'll lose access to data that you've stored anywhere you use this account to sign in.  
Information you've managed using family settings, HealthVault and MSN Money, and Messenger contacts added to Skype will be lost.
- Your devices that have Reset Protection enabled could become unusable. Reset Protection prevents your phone from being easily reset or reused by an unauthorised person. If you want to continue to use Reset Protection, do not close your account. Otherwise, [make sure that you disable Reset Protection here](#).

Still want to close this account? We're sorry to see you go. Before you do so, please tell us why you're leaving.

I no longer want a Microsoft account

By clicking **Mark account for closure**, I confirm that I understand that I will lose access to sites, services and data associated with this Microsoft account. I have reviewed [the effects of closing an account](#).

**Mark account for closure** Cancel

You will notice that you still get 60 days of grace. If you change your mind at any time during the grace period you can reactivate your account by logging back in and answering some security questions. If the 60 days lapses, your account is gone for good.