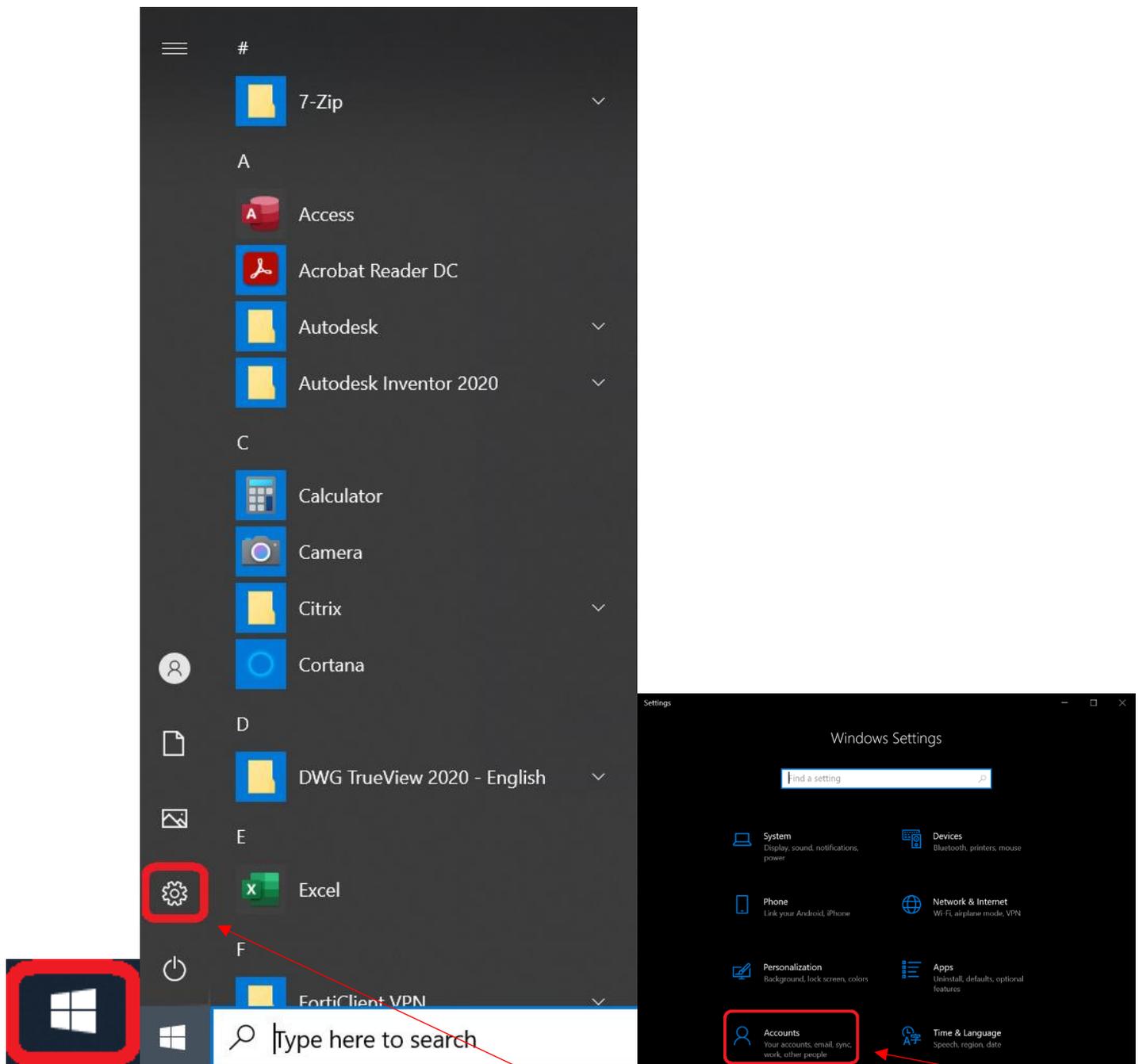


Secure your Windows device and Microsoft account

Check and remove users



1. Click on the Start icon.

2. In the pop-up menu, click on the Settings icon.

3. In the pop-up window, click on Accounts.

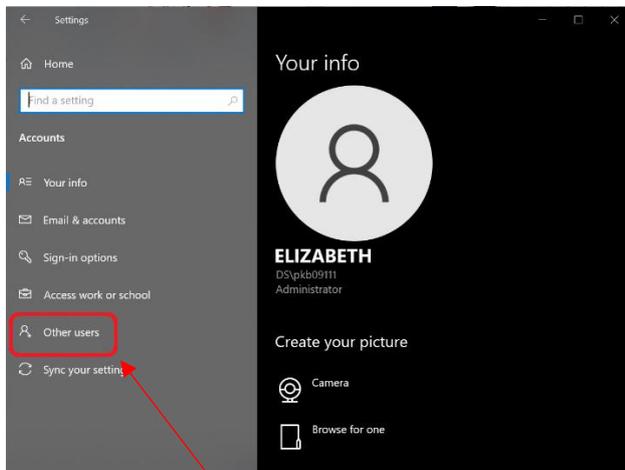
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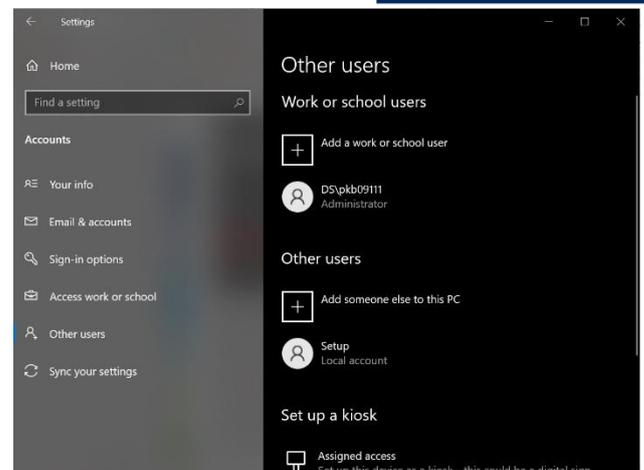
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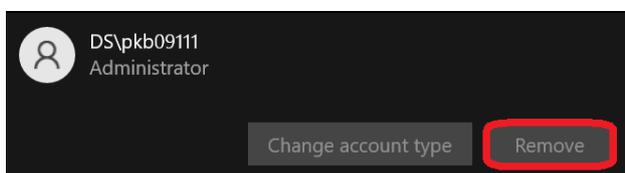
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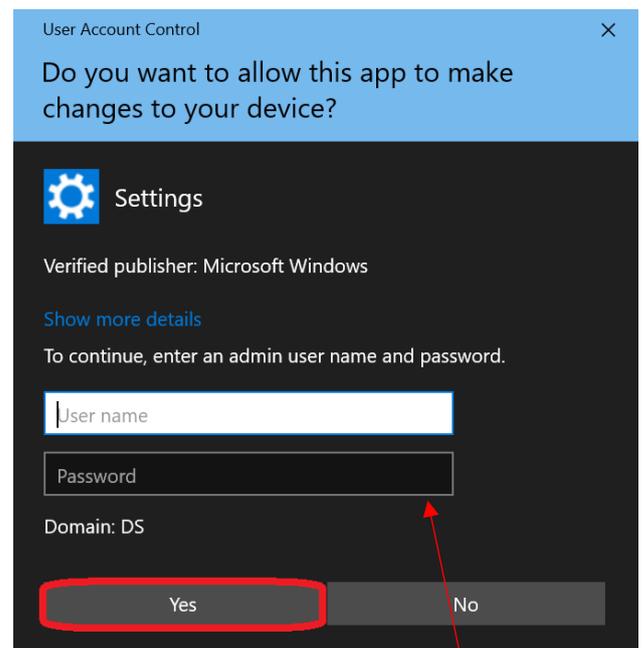
4. Click on Other users.



5. Check that all the users listed there are ones you want. If you want to remove any, select that user.



6. In the drop-down menu, click on Remove.

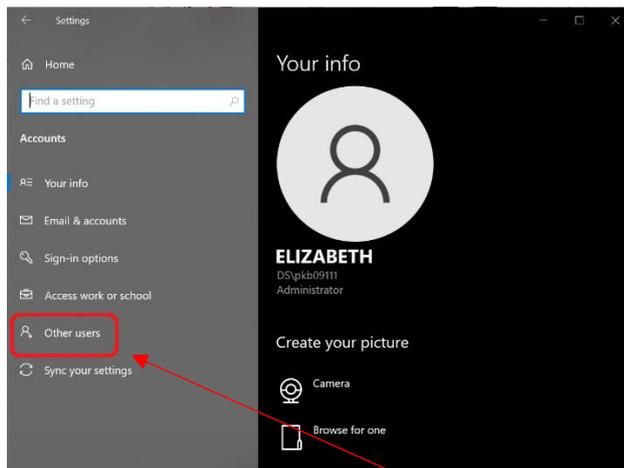


7. You may be asked to enter your device password. Enter your details, then click on Yes.

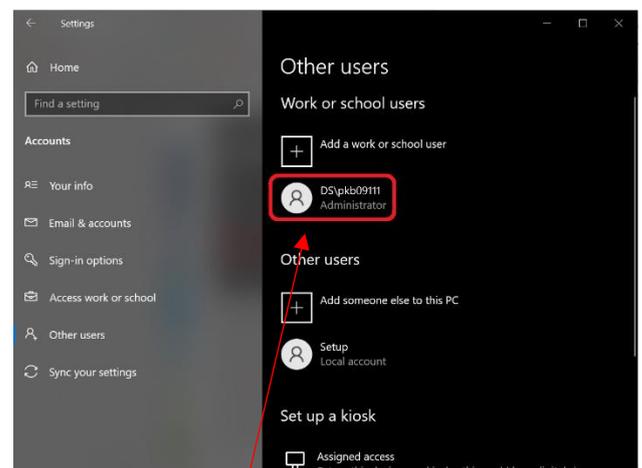


8. In the pop-up box that appears, click on Remove.

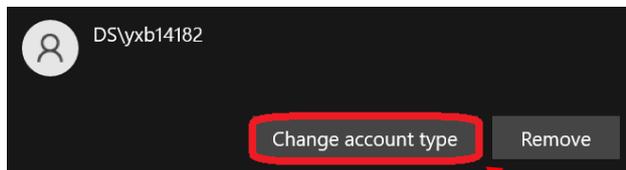
Ensure you are admin



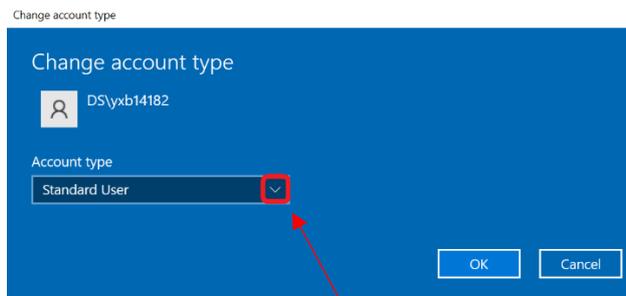
9. In Accounts Settings, check that you are listed as the Administrator. If you are not, click on Other users.



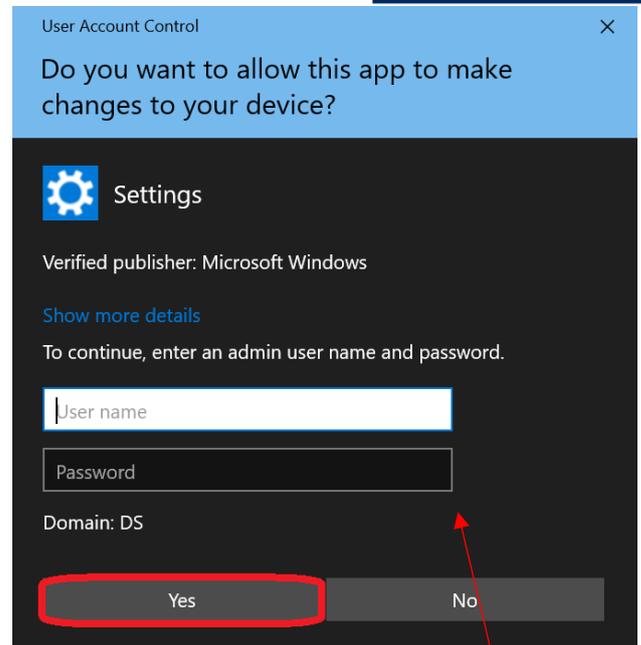
10. Click on your account.



11. In the drop-down menu, click on Change account type.



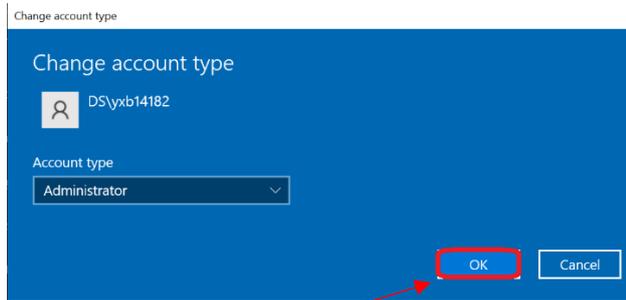
13. In the pop-up windows that appears, where it says Account type, click on the drop-down button.



12. You may be asked to enter your device password. Enter your details, then click on Yes.

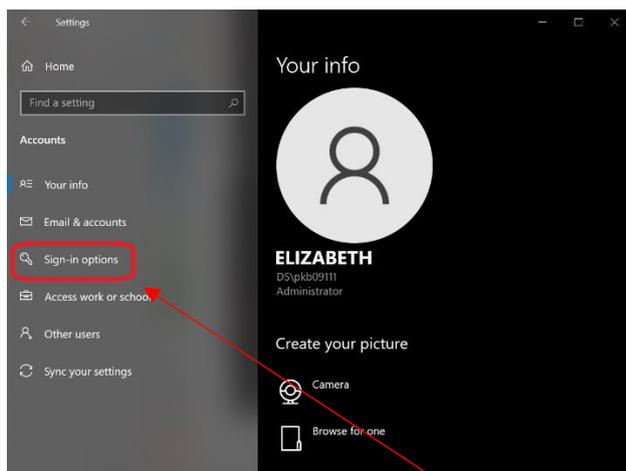


14. In the drop-down menu, click on Administrator.

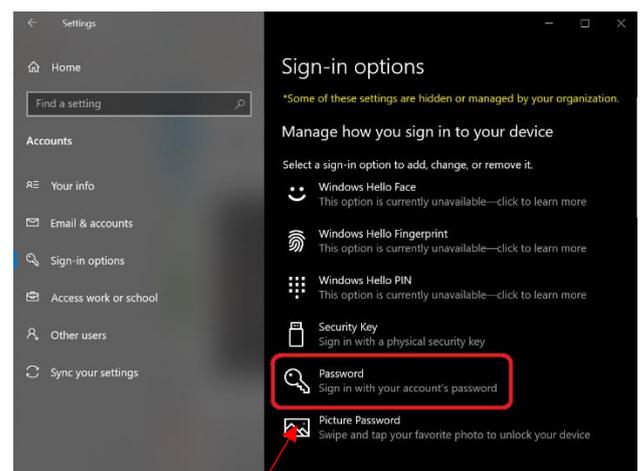


15. Click on OK.

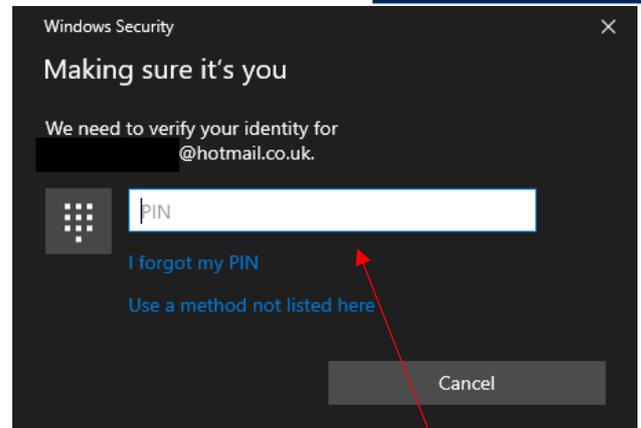
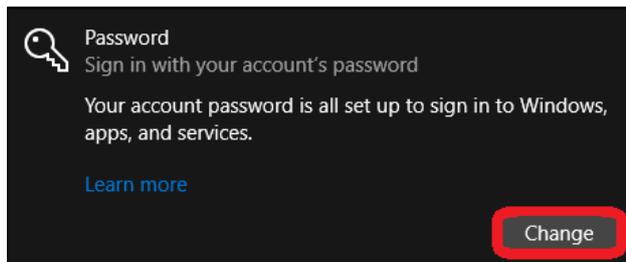
Add a secure password



16. In Account Settings, click on Sign-in options.

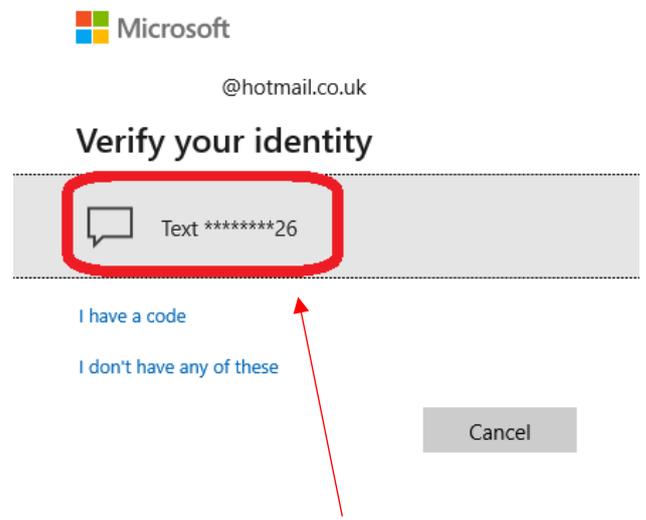
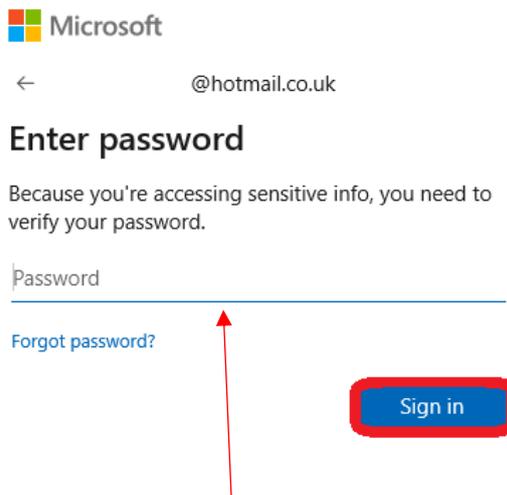


17. Click on Password.



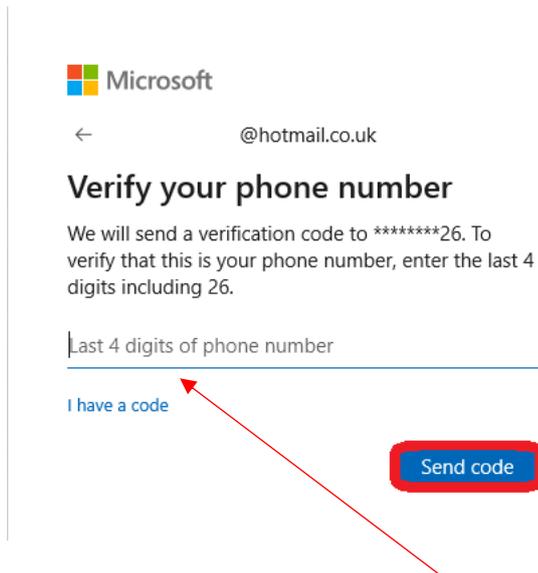
18. In the drop-down box that appears, click on Change.

19. In the pop-up box that appears, you may be asked to enter your device password. Enter your details.

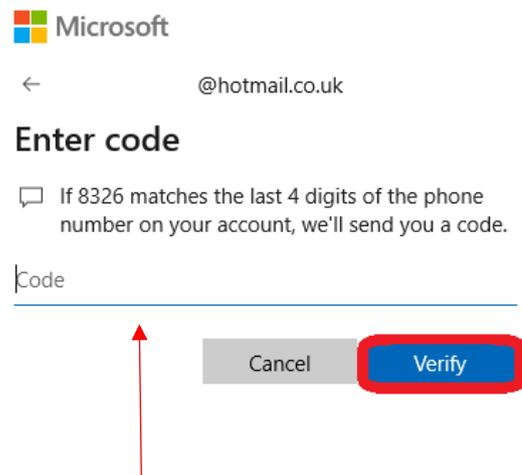


20. Enter your Microsoft account password, then click on Sign in.

21. You may be asked to select a means to verify your identity.



22. If you choose to verify by phone, enter the last 4 digits of your phone number, then click on Send code.



23. Enter the code you received, then click on Verify.



@hotmail.co.uk

Change your password

A strong password helps prevent unauthorized access to your email account.

8-character minimum; case sensitive

Current password

New password

[Forgot my current password](#)

Cancel

Next

24. Where it says Current password, enter your password.

Where it says New password, enter a secure password.

Click on Next.



@hotmail.co.uk

You've successfully changed your password!

You can now use your new security info to sign in to your account.

Finish

25. Click on Finish.

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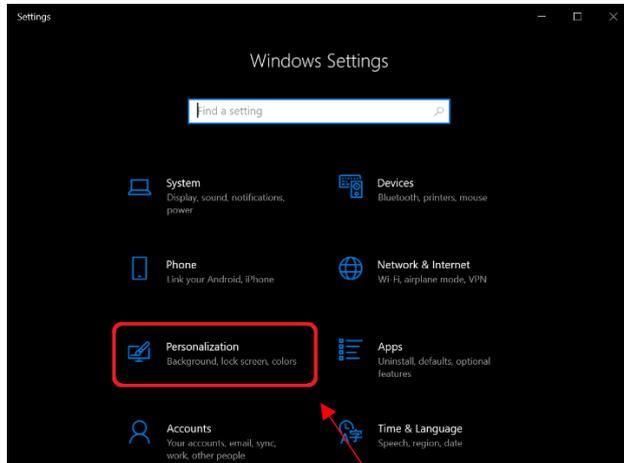
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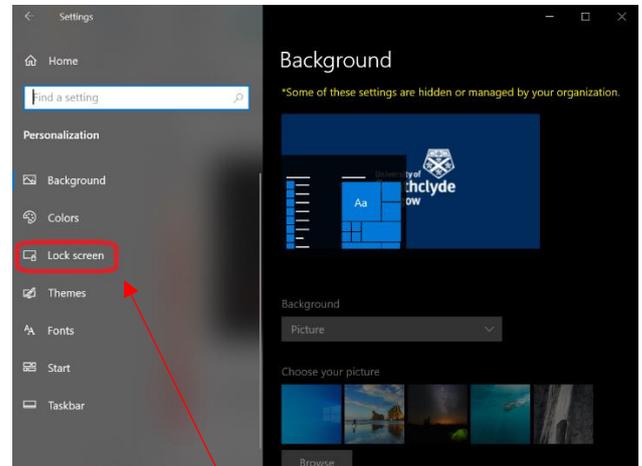
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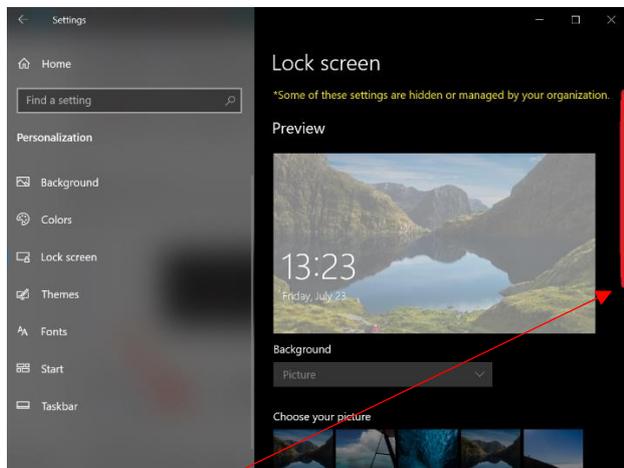
Set up screenlock



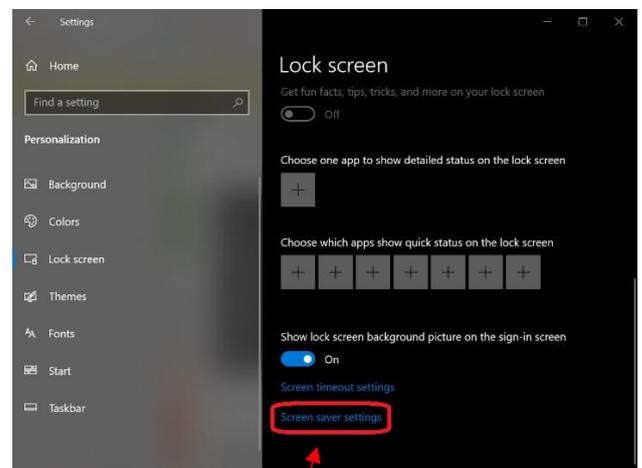
26. In Settings, click on Personalization.



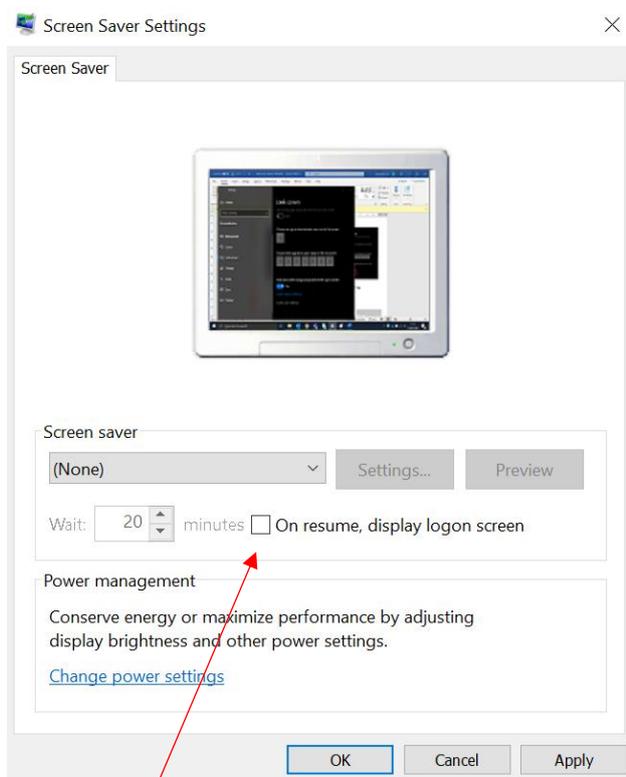
27. Click on Lock screen.



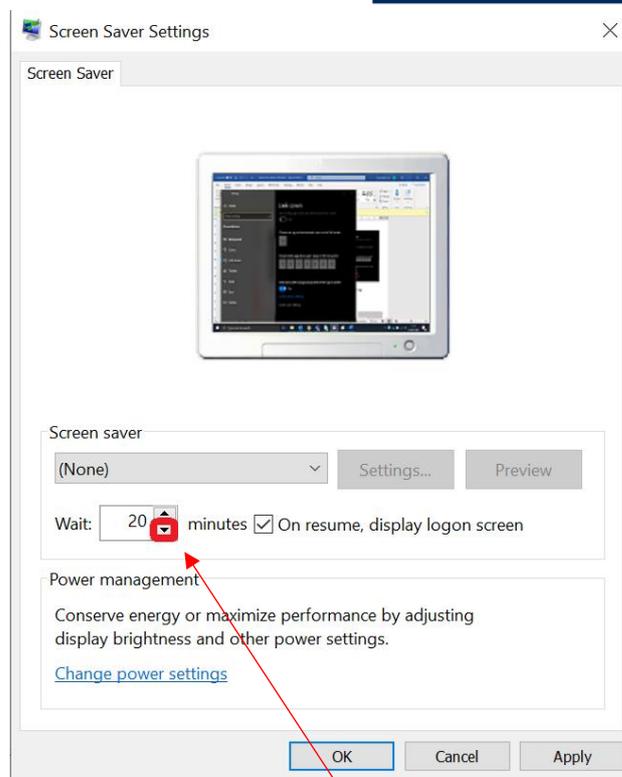
28. Scroll down.



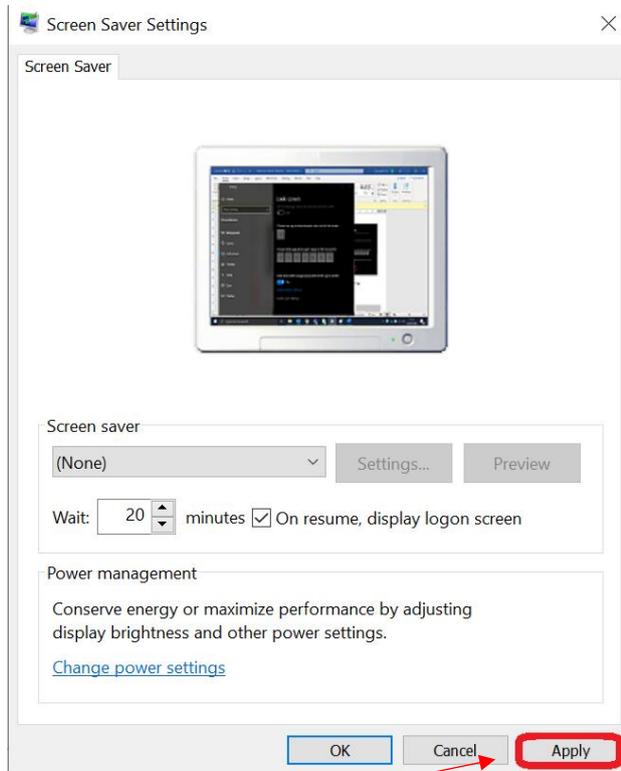
29. Click on Screen saver settings.



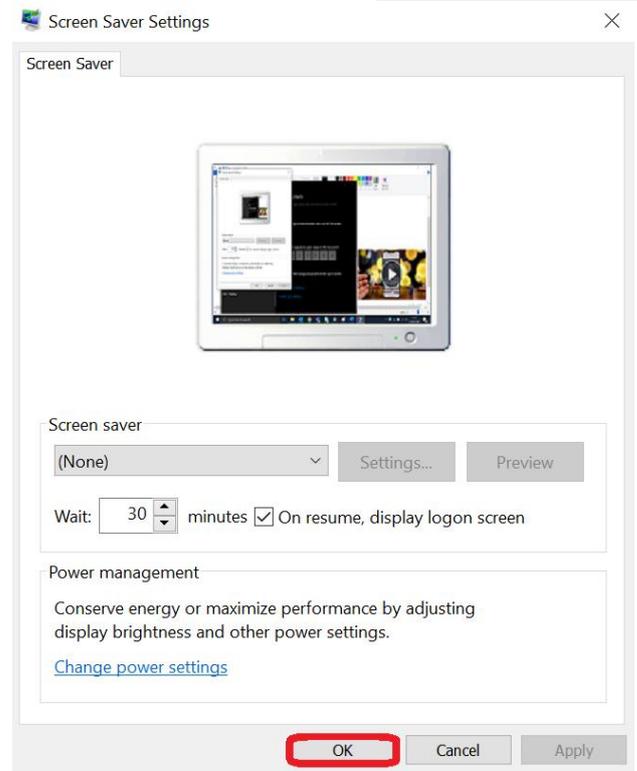
30. In the pop-up window that appears, tick the box next to On resume, display logon screen.



31. Where it says Wait, use the direction buttons to reduce the wait time, as this will give a narrower time in which your computer is vulnerable.

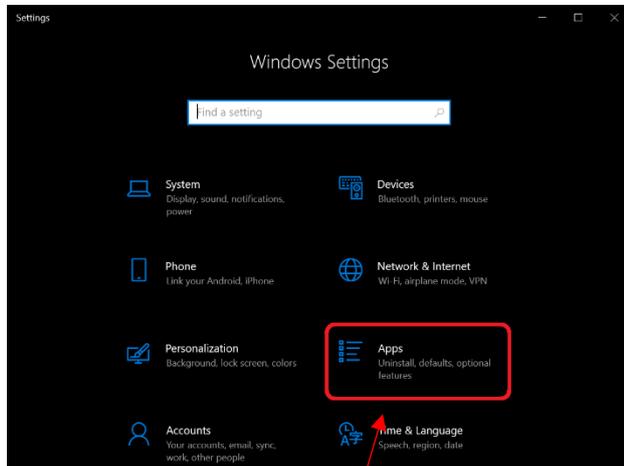


32. Click on Apply.

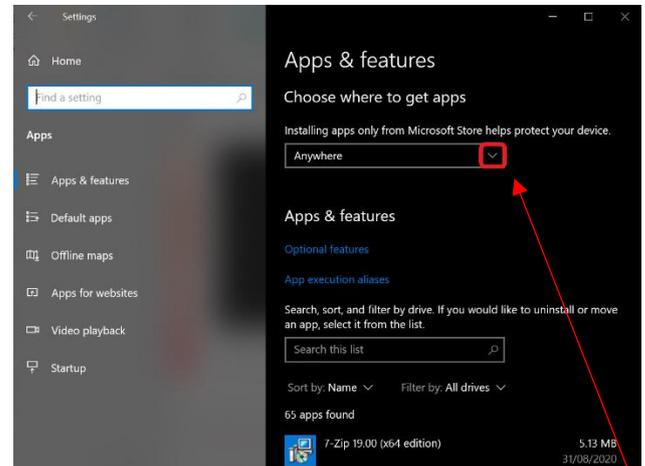


33. Click on OK.

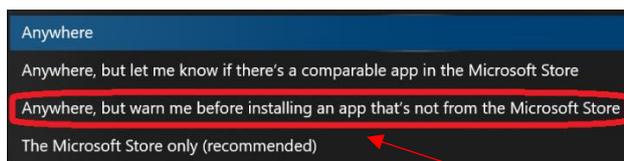
Restrict download to trusted sources



34. In Settings, click on Apps.



35. Where it says Installing apps only from Microsoft Store helps protect your device, click on the drop-down button.



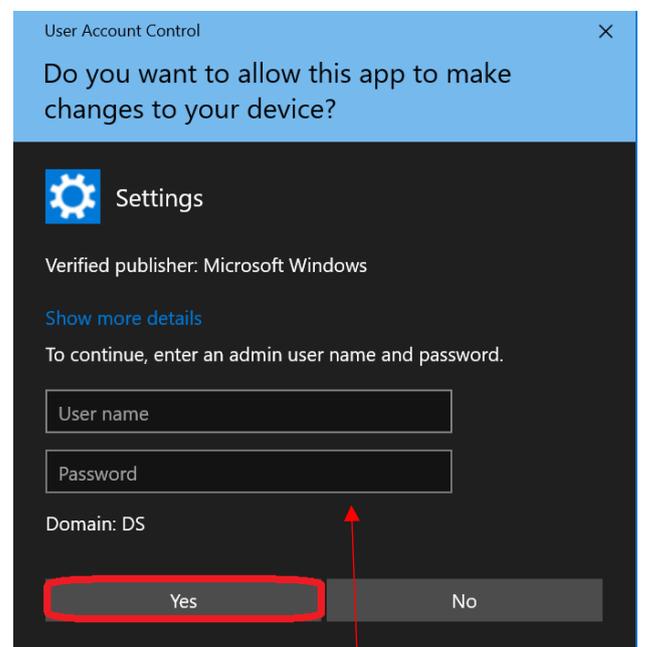
36. In the drop-down menu, click on Anywhere, but warn me before installing an app that's not from the Microsoft Store.

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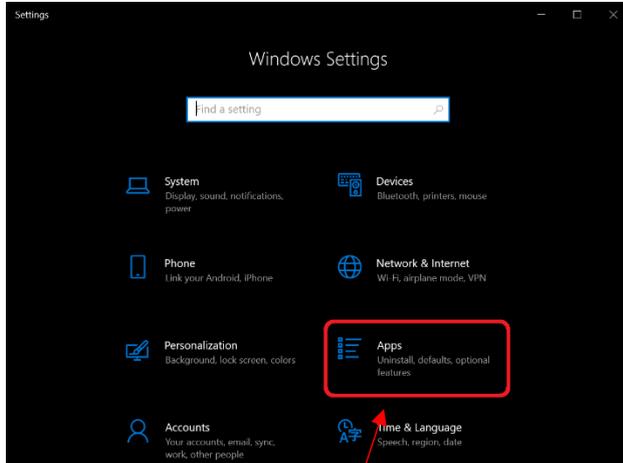
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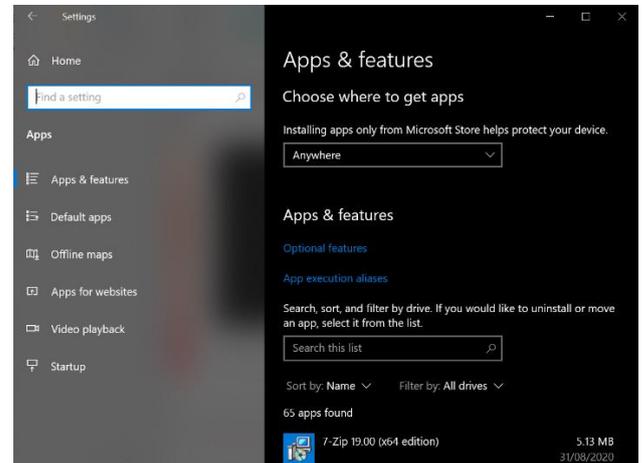
37. You may be asked to enter your device password. Enter your details, then click on Yes.

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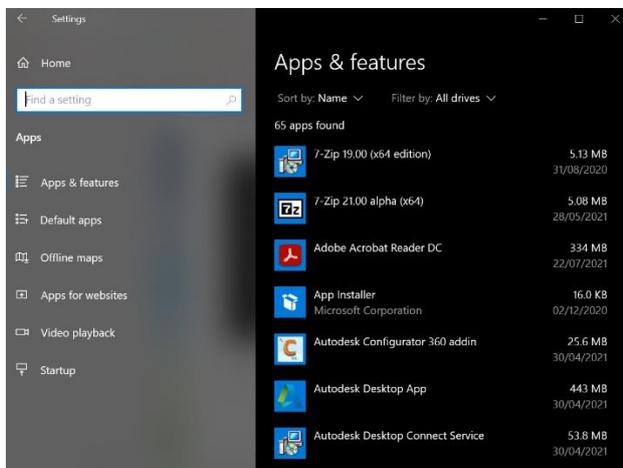
Check and uninstall unwanted or unused apps



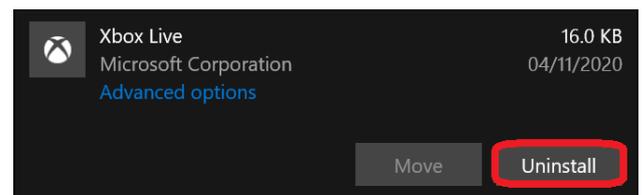
38. In Settings, click on Apps.



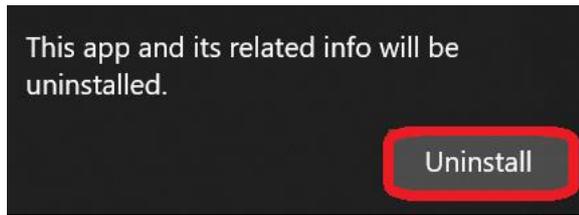
39. Scroll down.



40. Check there are no apps there that you do not recognise, want, and use. If you do see any, click on it.

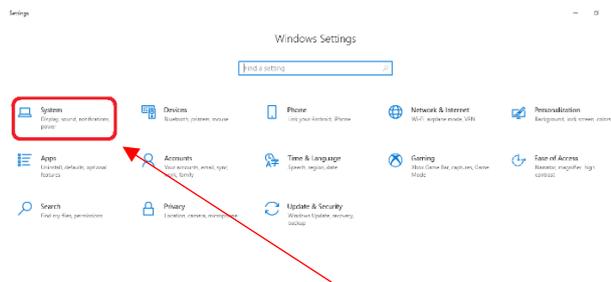


41. In the drop-down box, click on Uninstall.



42. In the pop-up box that appears, click on Uninstall.

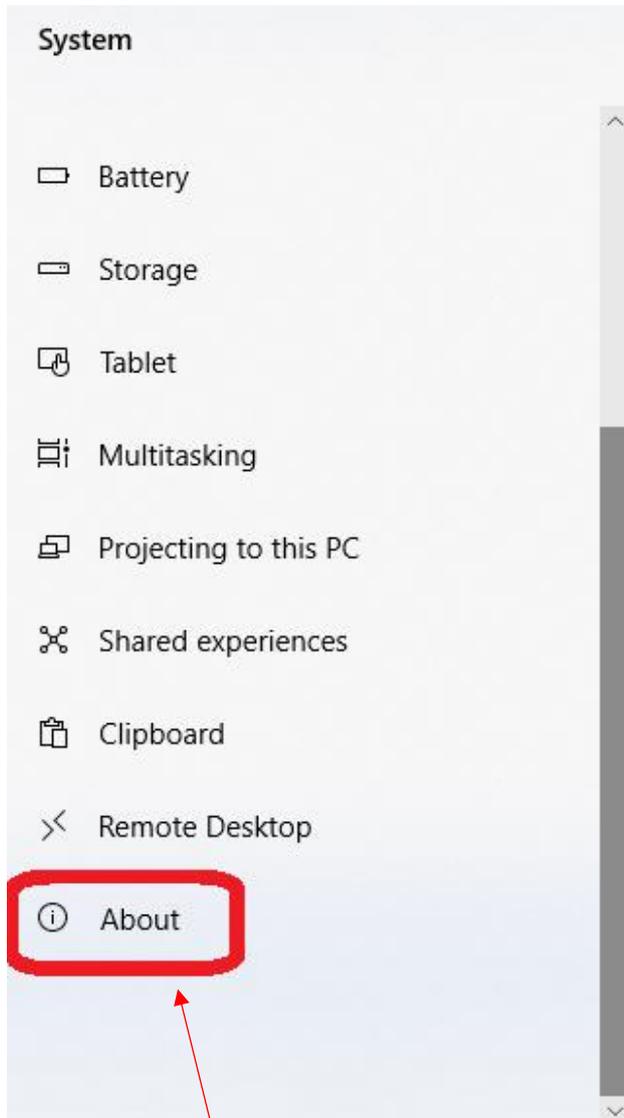
Encrypt your device



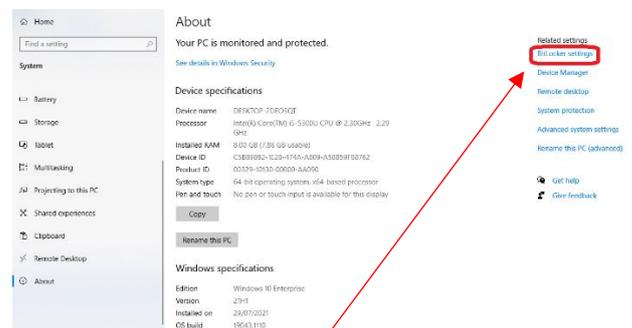
43. In Settings, click on System.



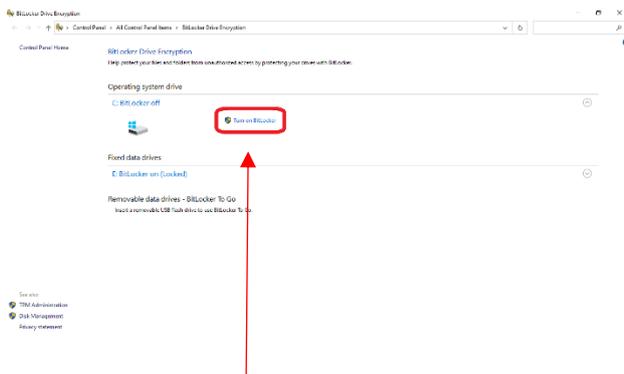
44. On the navigation pane, scroll down.



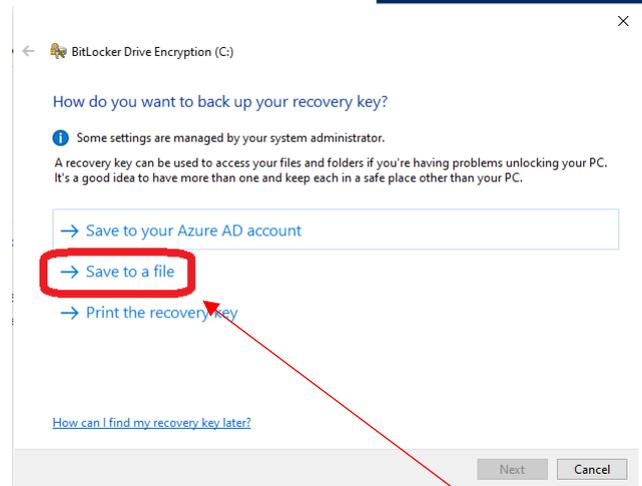
45. Click on About.



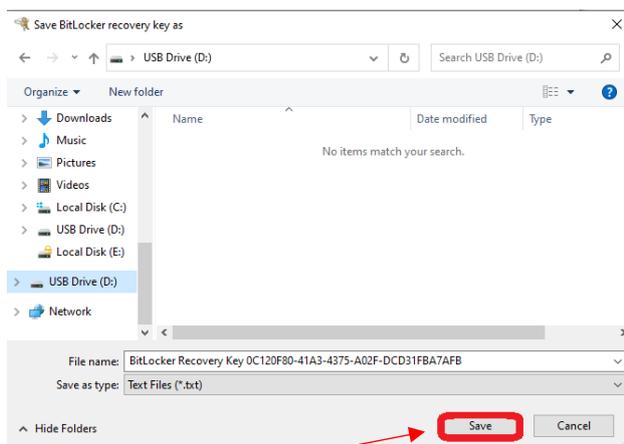
46. Click on BitLocker settings.



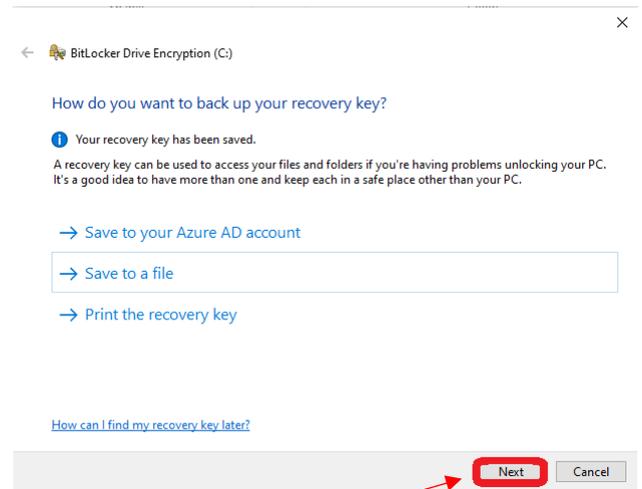
47. Click on Turn on BitLocker.



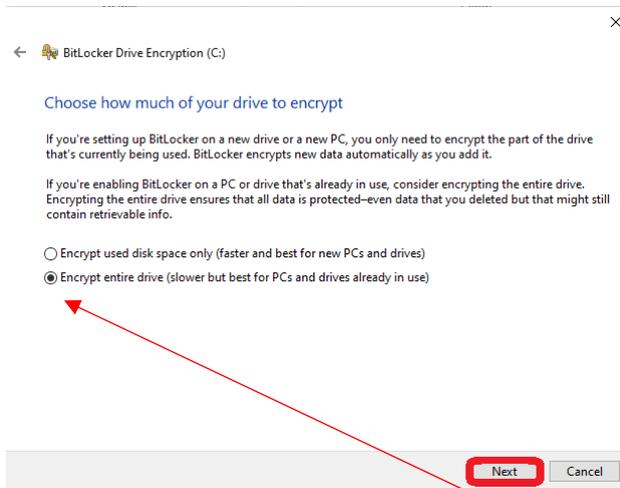
48. In the pop-up window, click Save to a file.



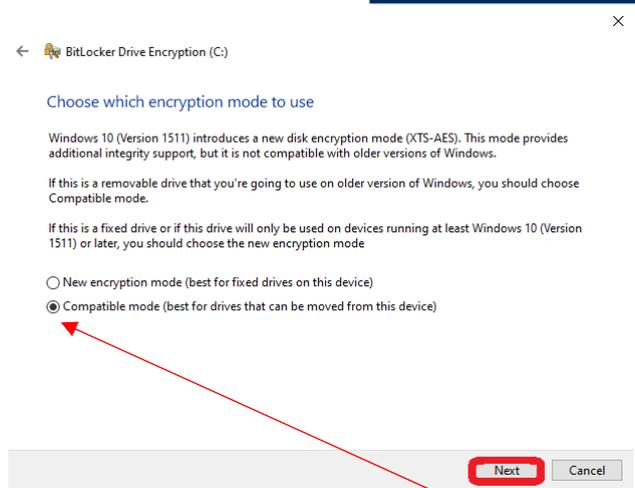
49. In the pop-up window, select an external drive, then click on Save.



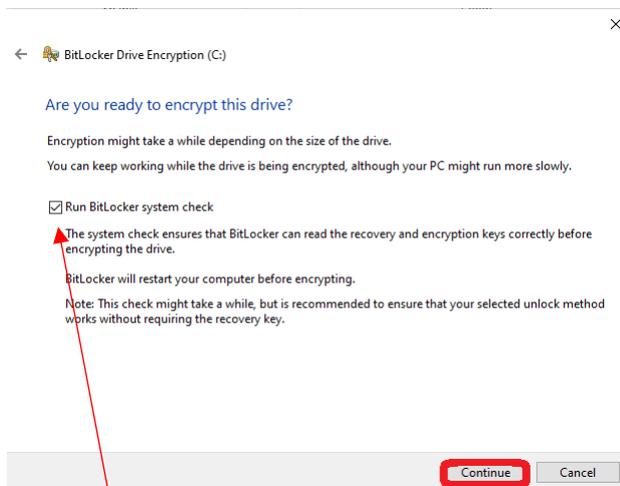
50. Click on Next.



51. Select Encrypt entire drive (slower but best for PCs and drives already in use), then click on Next.

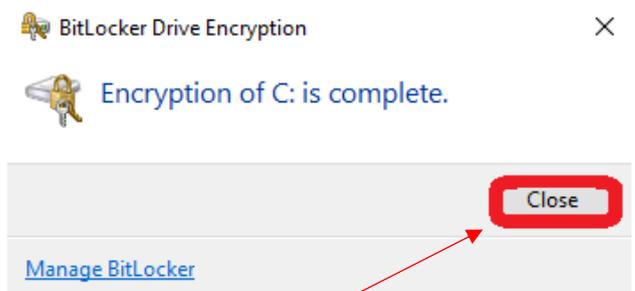


52. Select Compatible mode (best for drives that can be moved from this device), then click on Next.



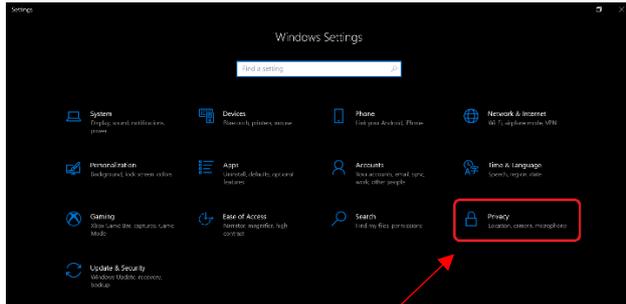
53. Tick the box next to Run BitLocker system check, then click on Continue.

Your device will now begin to encrypt. This may take some time and may require a restart of the device.

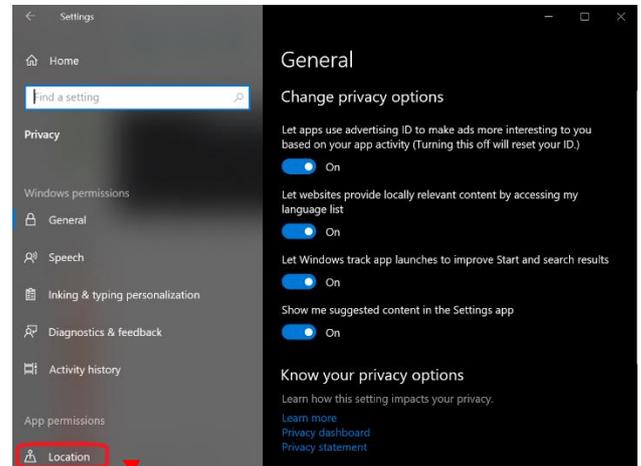


54. Click on Close.

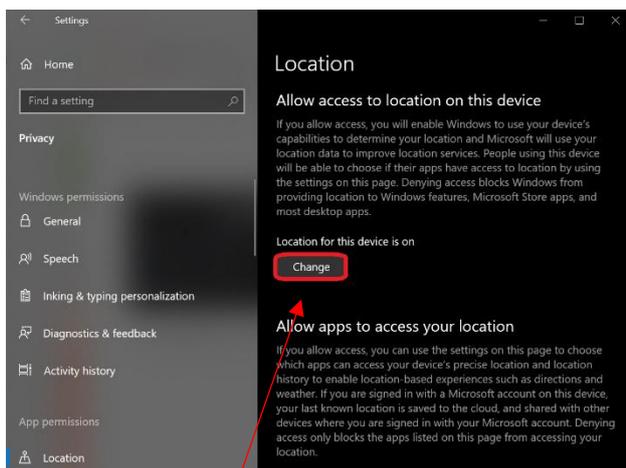
Turn off Location and clear Location History



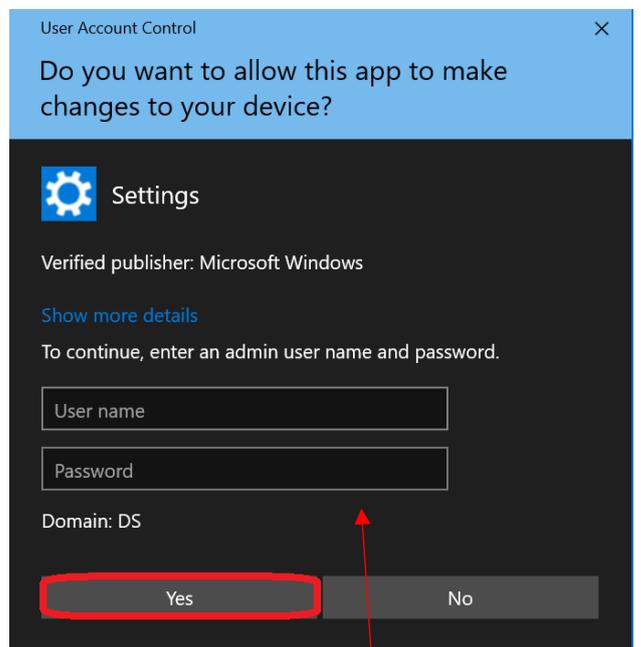
55. In Settings, click on Privacy.



56. Click on Location.



57. Click on Change.

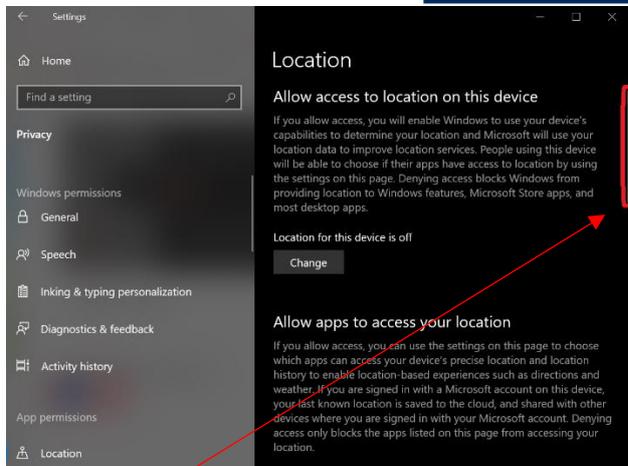


58. You may be asked to enter your device password. Enter your details, then click on Yes.

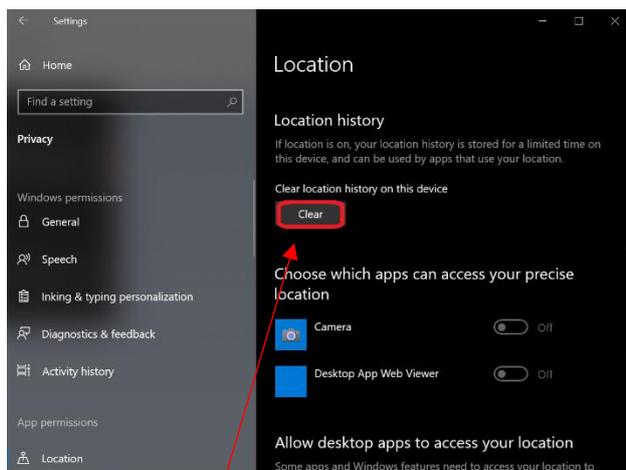
Location access for this device



59. In the pop-up box, slide the button off.



60. Scroll down.



61. Click on Clear.

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