Solution

# Login to Windows 11

## Account Types

To log in to Windows 11 we need an account. There are two main account types: Microsoft Online Account and a Local Account. We also might have an existing account which we set up for another service.

#### Microsoft Online Account

For most editions of Windows 11 this is the only option. For this we need to use our Microsoft 365 username and password. We may already have a Microsoft 365 account or we might have to set one up.

There are numerous different types of Microsoft 365 accounts. Remember, Microsoft 365 is a subscription service so there is a monthly fee. If we go for the Personal account then for a small fee we get full access to the Microsoft Office suite which includes apps like Word, Excel, Powerpoint, Outlook and OneDrive.

#### Local Account

The alternative to a Microsoft account is a local account. We can set up a basic username and password that is simply used to sign into our computer and isn’t linked to anything else.

If we had a local account on Windows 10 and then we upgraded to Windows 11, we can continue to use that account to sign into Windows 11.

Local accounts are mostly used on computers that need to be accessed anonymously such as in a public space like a library or a school. Some people prefer it because it's simpler.

Just bear in mind, many services in Windows 11 won't work using a local account because they require a connection to an online account.

If we don’t have an account, we will be walked through the process of creating one the first time we boot up a new install of Windows 11 on our PC.

#### Existing Accounts

We might already have a Microsoft account which we set up for another service. For example, maybe we set up an account to purchase something from the Microsoft Store. Or maybe, we set up a Hotmail or Outlook.com email account a number of years ago to access our email on the go. We might even have an Xbox Live account if we are into gaming.

All of these are considered existing accounts and can be used to sign in to Windows 11.

## First-time Setup

The first time we boot up a new install of Windows 11 we will need to run through the first time setup process.

The setup itself is a fairly straightforward process. It’s a wizard style setup that will guide us through. We'll be asked to select our country or region, our keyboard layout, and if we use wifi we will need to choose our network. We won't be able to finish setting up our computer without a connection to the internet.

We'll also need to give our computer a name and then add our Microsoft account using our email address and password. We will be asked to create a PIN. Instead of typing in our password each time, we can use a PIN instead.

We can also specify if we want to connect to, store and backup our files with OneDrive.

## Login to Windows 11 (Not first-time setup)

* Type in your PIN if you set one up or password to go to your desktop

## Power Options

* Click the **Start** button.
* Click the **Power** button.
* Choose **Sleep**, **Shutdown, Restart or Hibernate**.

Shutdown logs us out of all of our applications and shuts down the PC. We generally use this option when leaving the office for the day.

Restart turns the PC off and on again. We will be prompted to close down any open applications before the restart happens. We will sometimes be prompted to restart our PC after installing new applications.

Sleep puts the PC into sleep mode and uses low power. Our applications remain open but the screen appears to be switched off. We generally use this option when we are leaving our desk for a short amount of time.

Hibernate is similar to sleep. Our applications remain open so it's quick and easy to pick up where we left off.

We can also Lock our screen by pressing **CTRL+ALT+Delete** and selecting **Lock**.