

**HOW TO SET UP
LOCK SCREEN'S PASSWORD IN
WINDOWS XP – 7 - 10**

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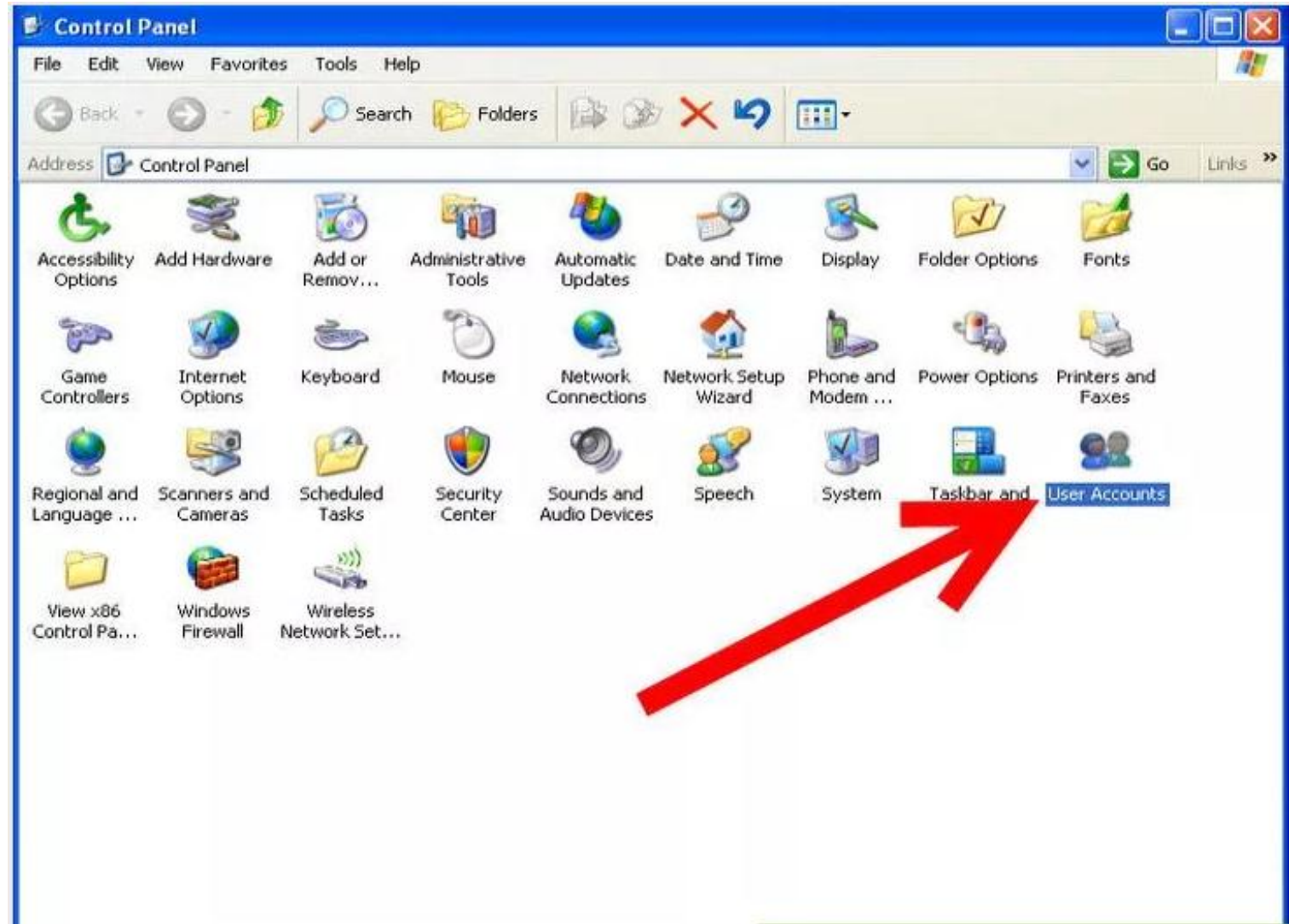
1. Windows XP

All Programs -> Control Panel



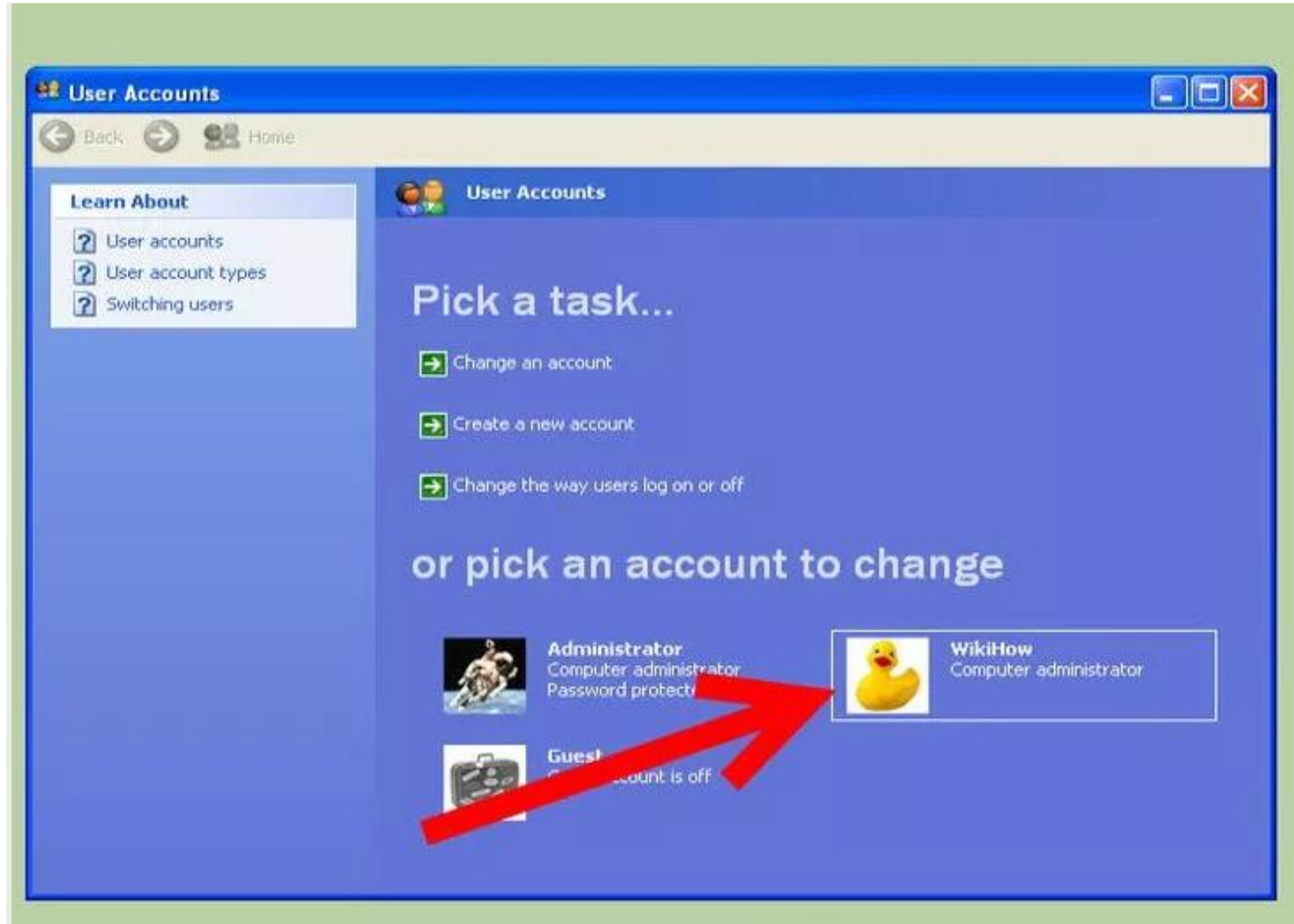
Windows XP

-> User Accounts



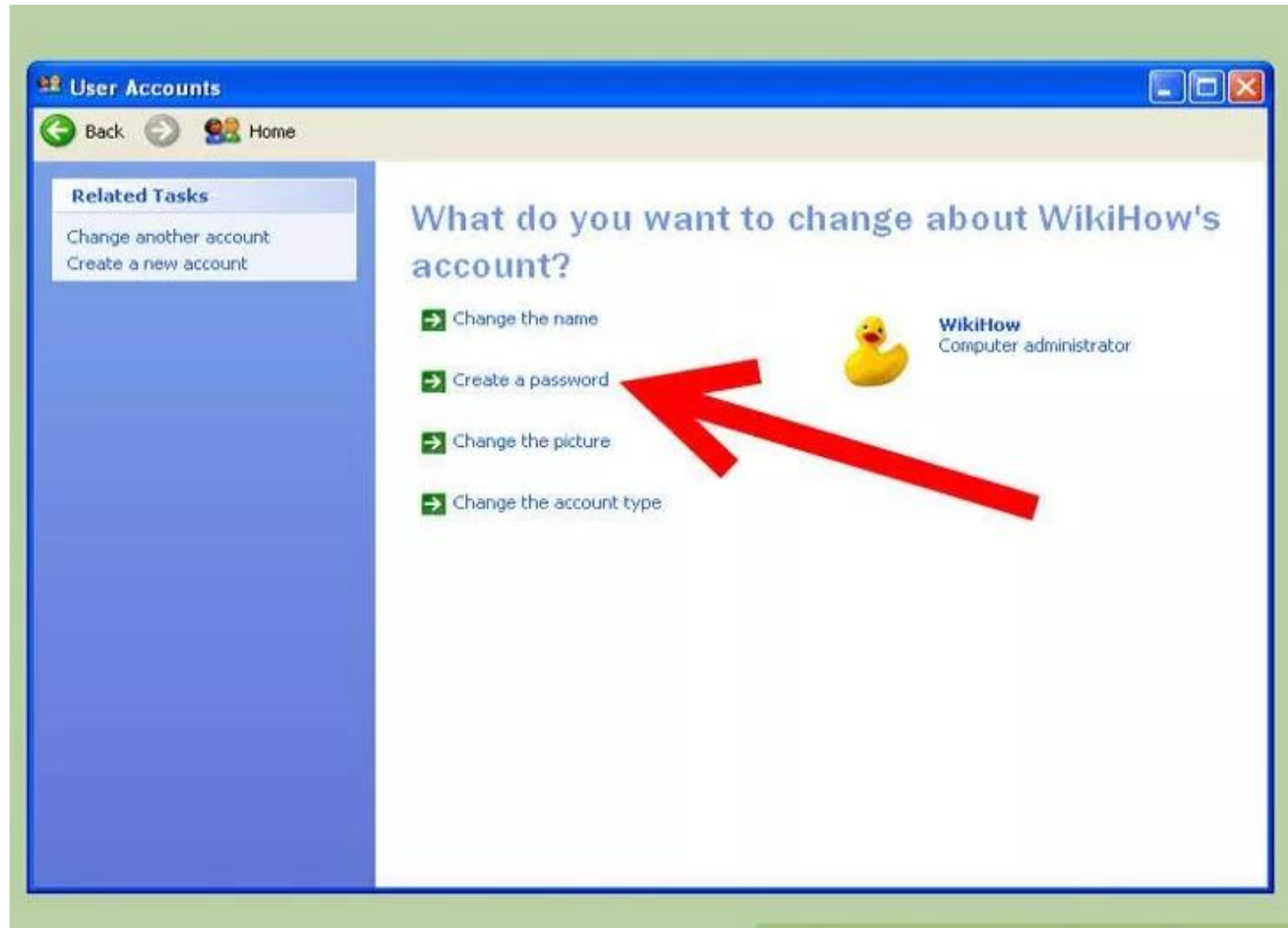
Windows XP

-> Select an account to set a password



Windows XP

-> Create a password



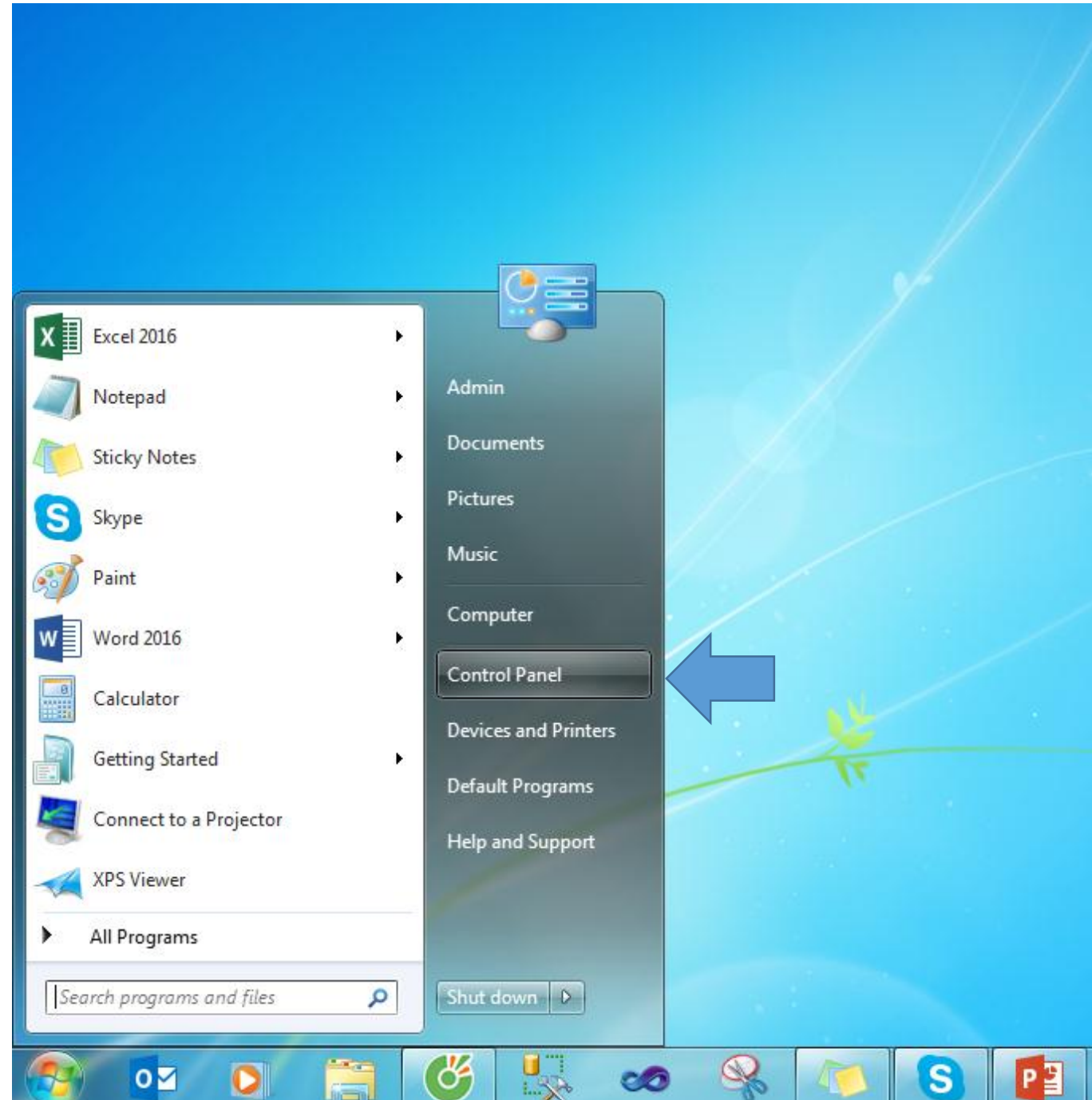
Windows XP

- > Type a new password
- > Type the new password again to confirm
- > Create Password



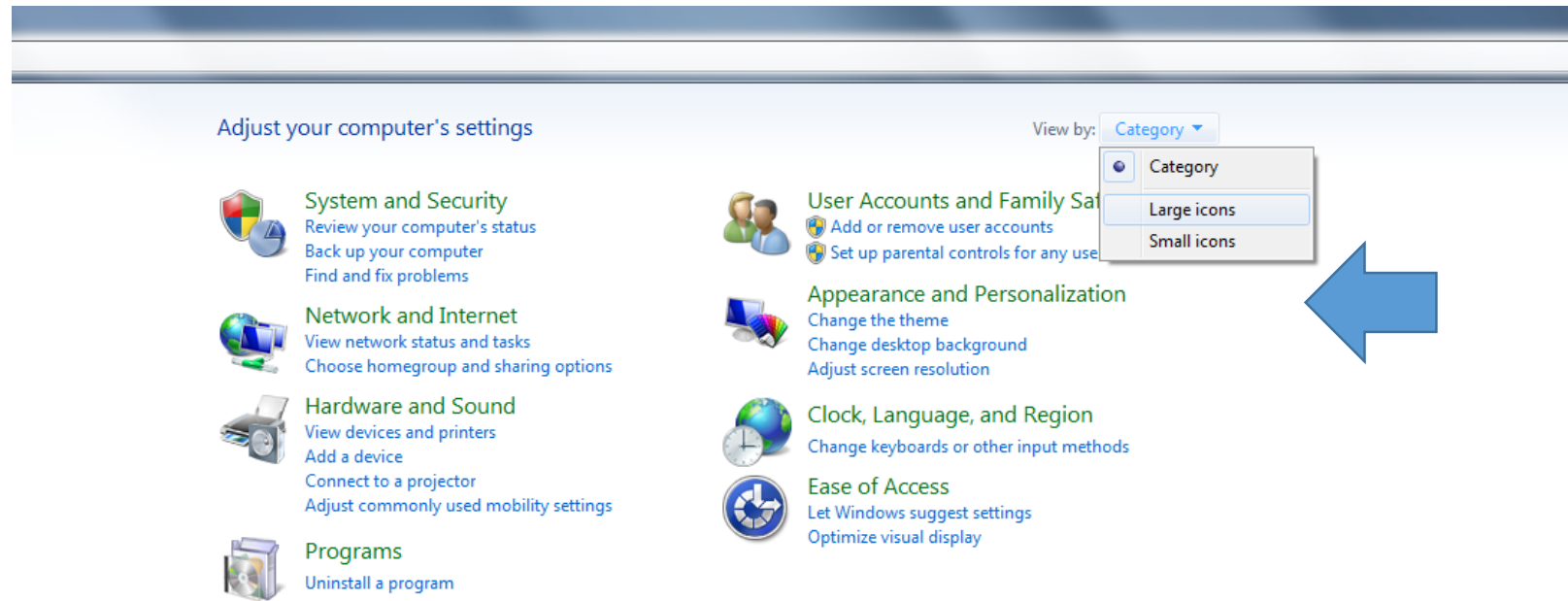
2. Windows 7

Start -> Control Panel



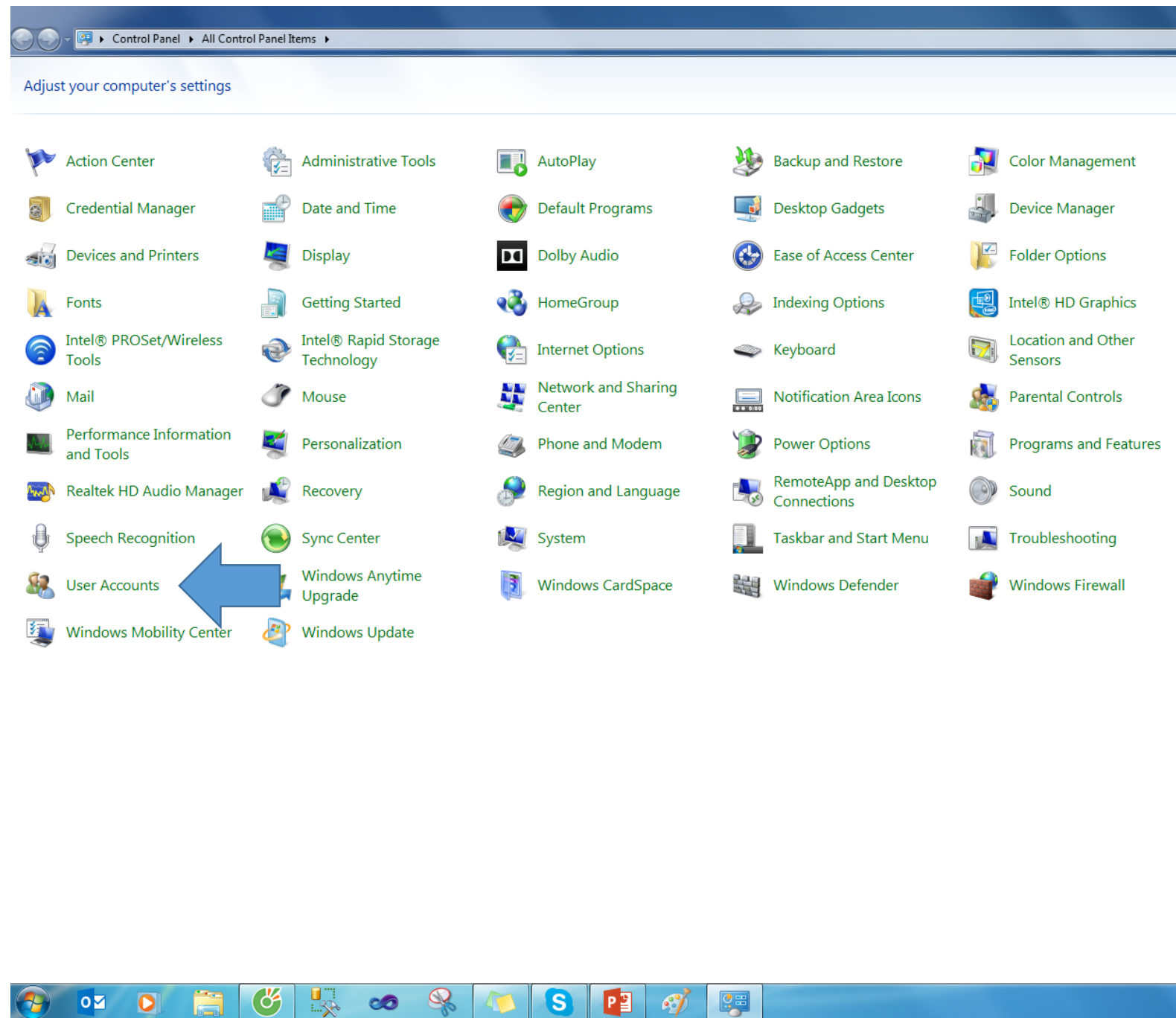
Windows 7

View by -> Large icons



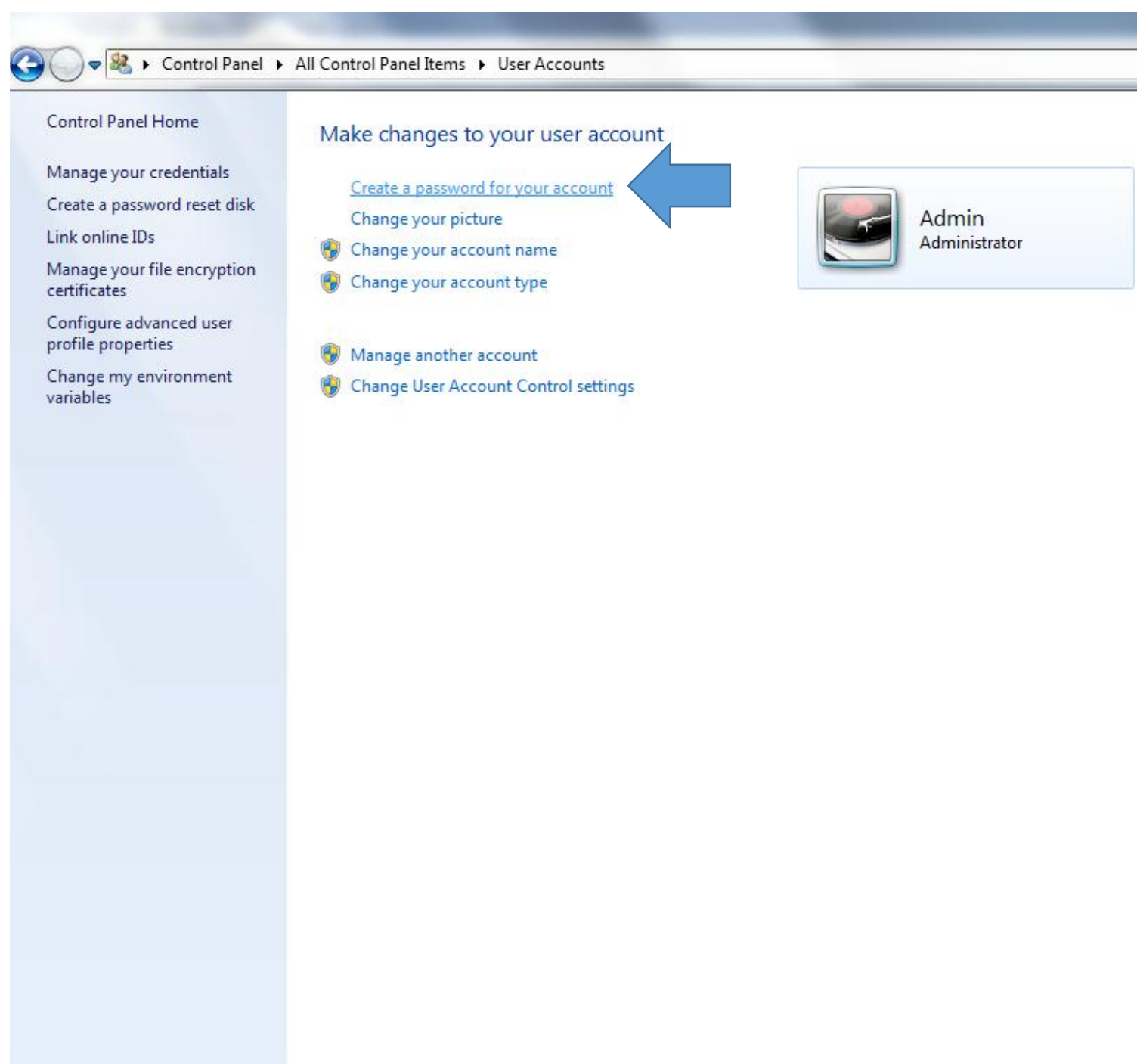
Windows 7

-> User Accounts



Windows 7


-> Create a password for your account



Windows 7

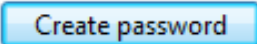
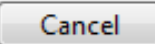
- > New password
- > Confirm new password
- > Create password

Create a password for your account

 Admin
Administrator

If your password contains capital letters, they must be typed the same way every time you log on.
[How to create a strong password](#)

The password hint will be visible to everyone who uses this computer.
[What is a password hint?](#)

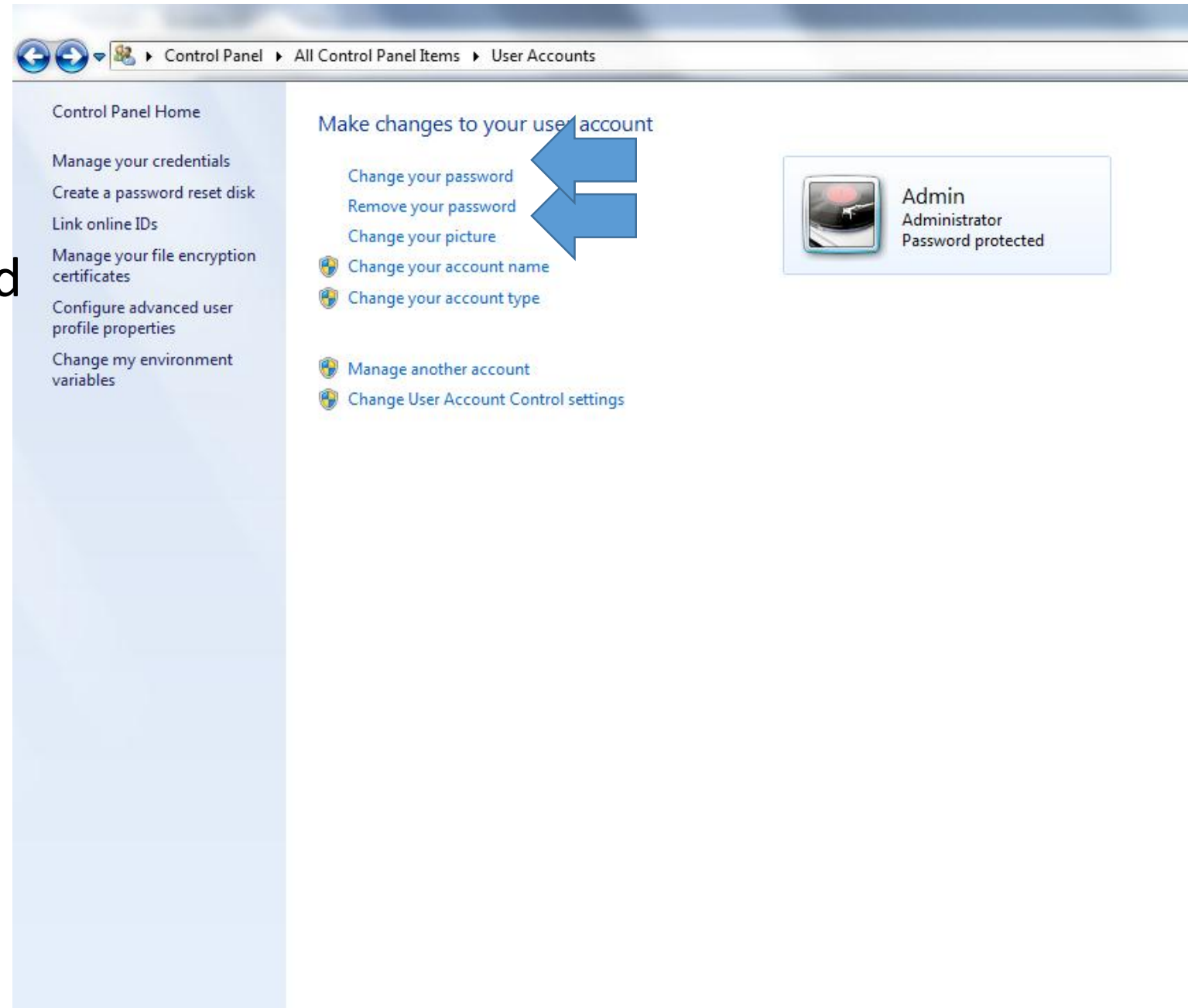
 

Windows 7

Change or remove your password

-> Change your password

-> Remove your password



Windows 7

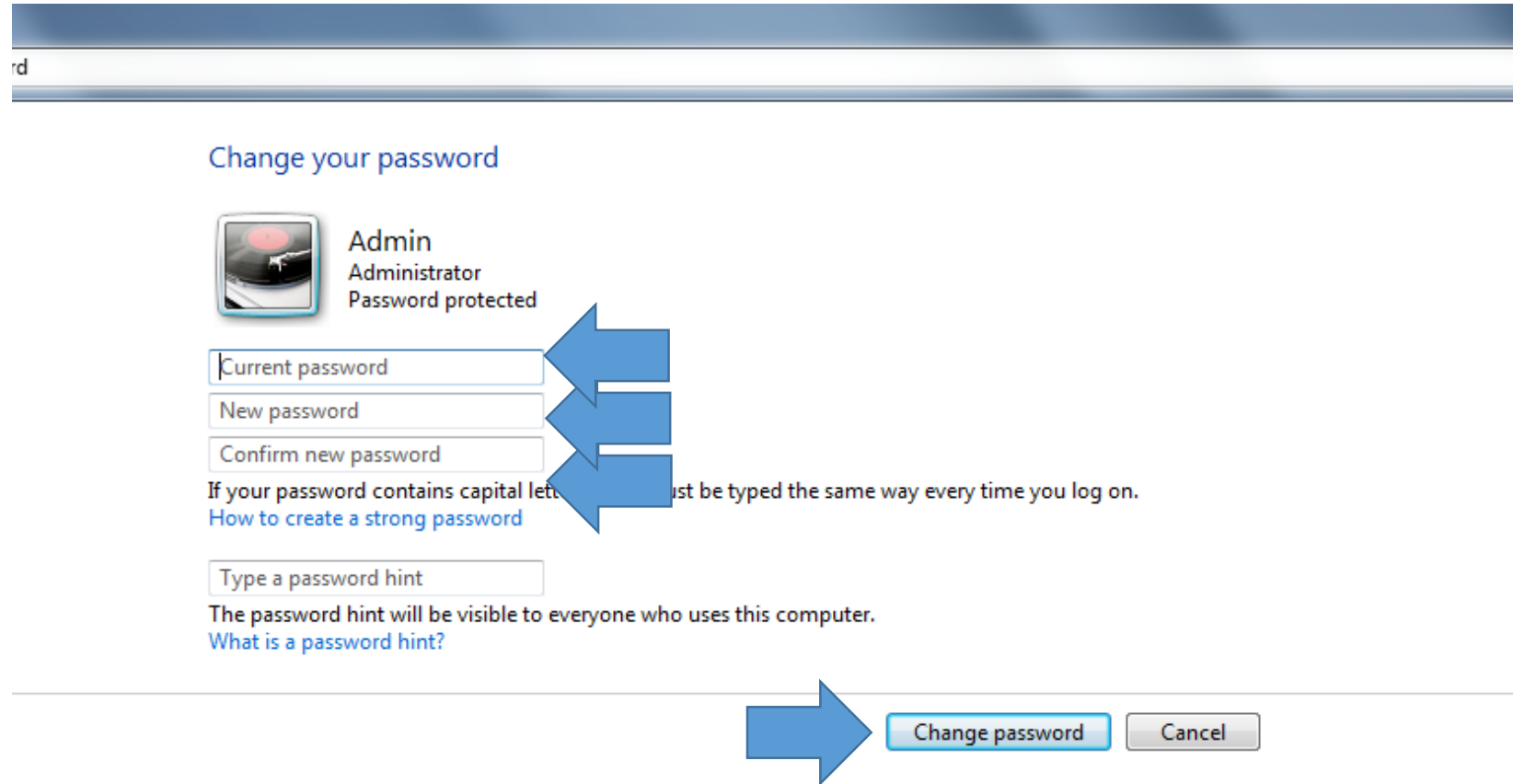
Change your password :

-> Current password

-> New password

-> Confirm new password

-> Change password



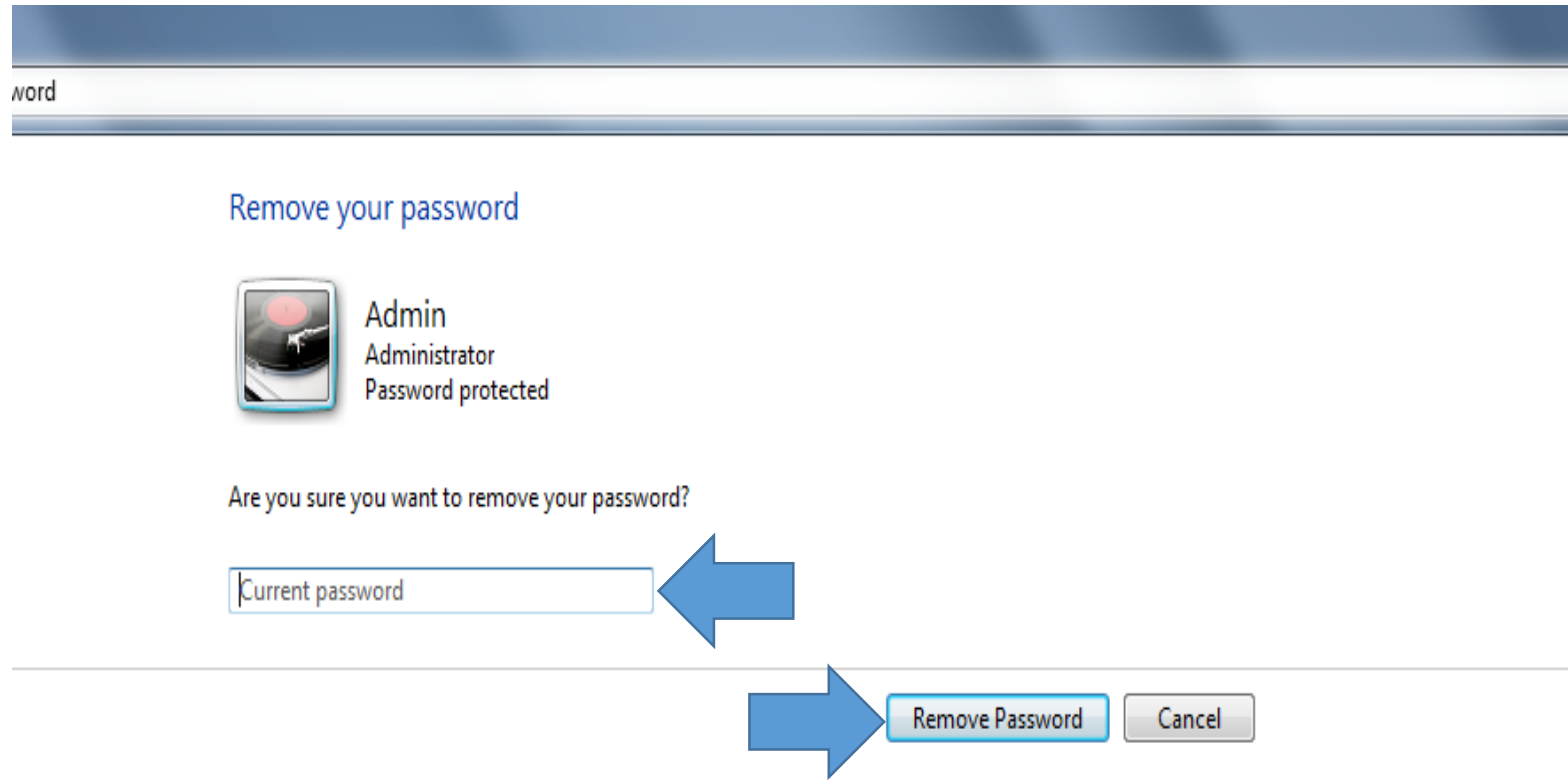
The screenshot shows the 'Change your password' window in Windows 7. At the top, the title bar says 'rd'. Below the title bar, the text 'Change your password' is displayed in blue. A user icon for 'Admin' (Administrator, Password protected) is shown. Below the icon are three text input fields: 'Current password', 'New password', and 'Confirm new password'. Blue arrows point to each of these three fields. Below the fields, there is a note: 'If your password contains capital letters, it must be typed the same way every time you log on.' followed by a link 'How to create a strong password'. Below this is a 'Type a password hint' field, followed by the text 'The password hint will be visible to everyone who uses this computer.' and another link 'What is a password hint?'. At the bottom right, there are two buttons: 'Change password' and 'Cancel'. A large blue arrow points to the 'Change password' button.

Windows 7

Remove your password

-> Current password : enter your current password to delete

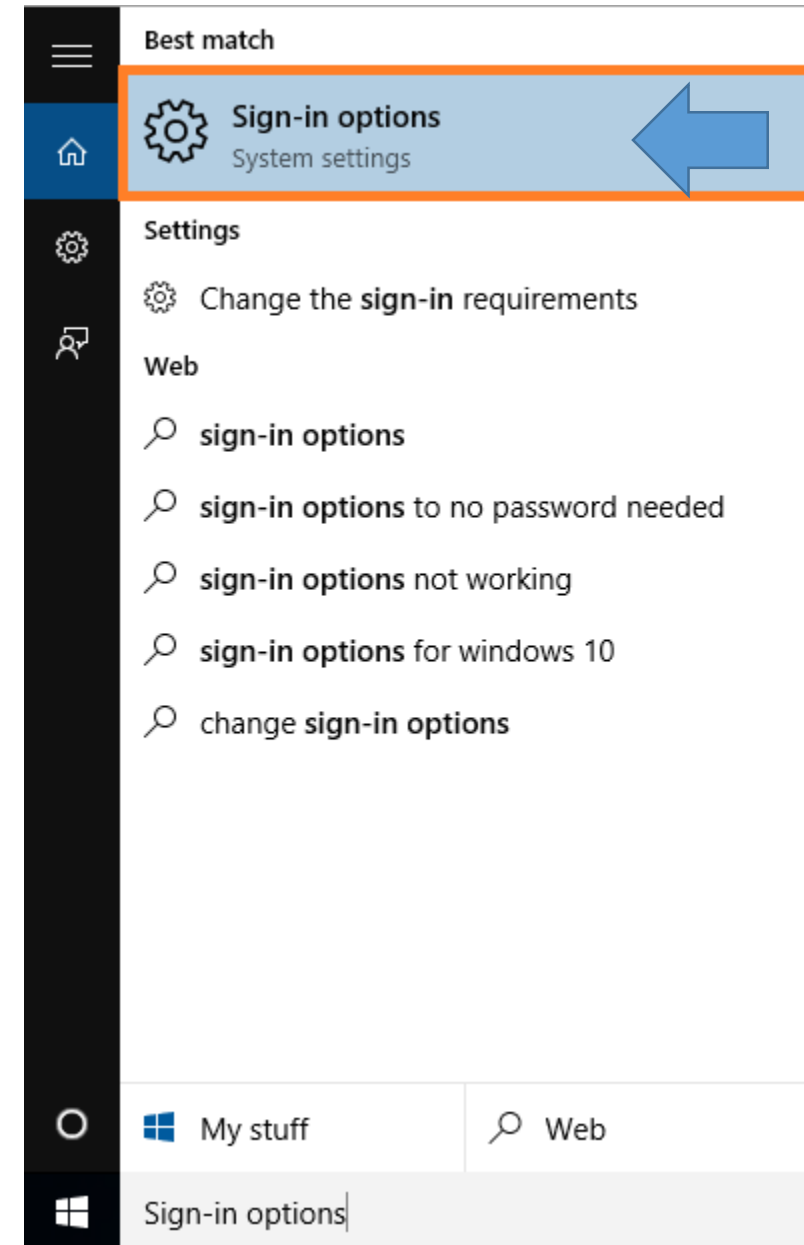
-> Remove Password



3. Windows 10

-> On the Search you type “Sign-in options”

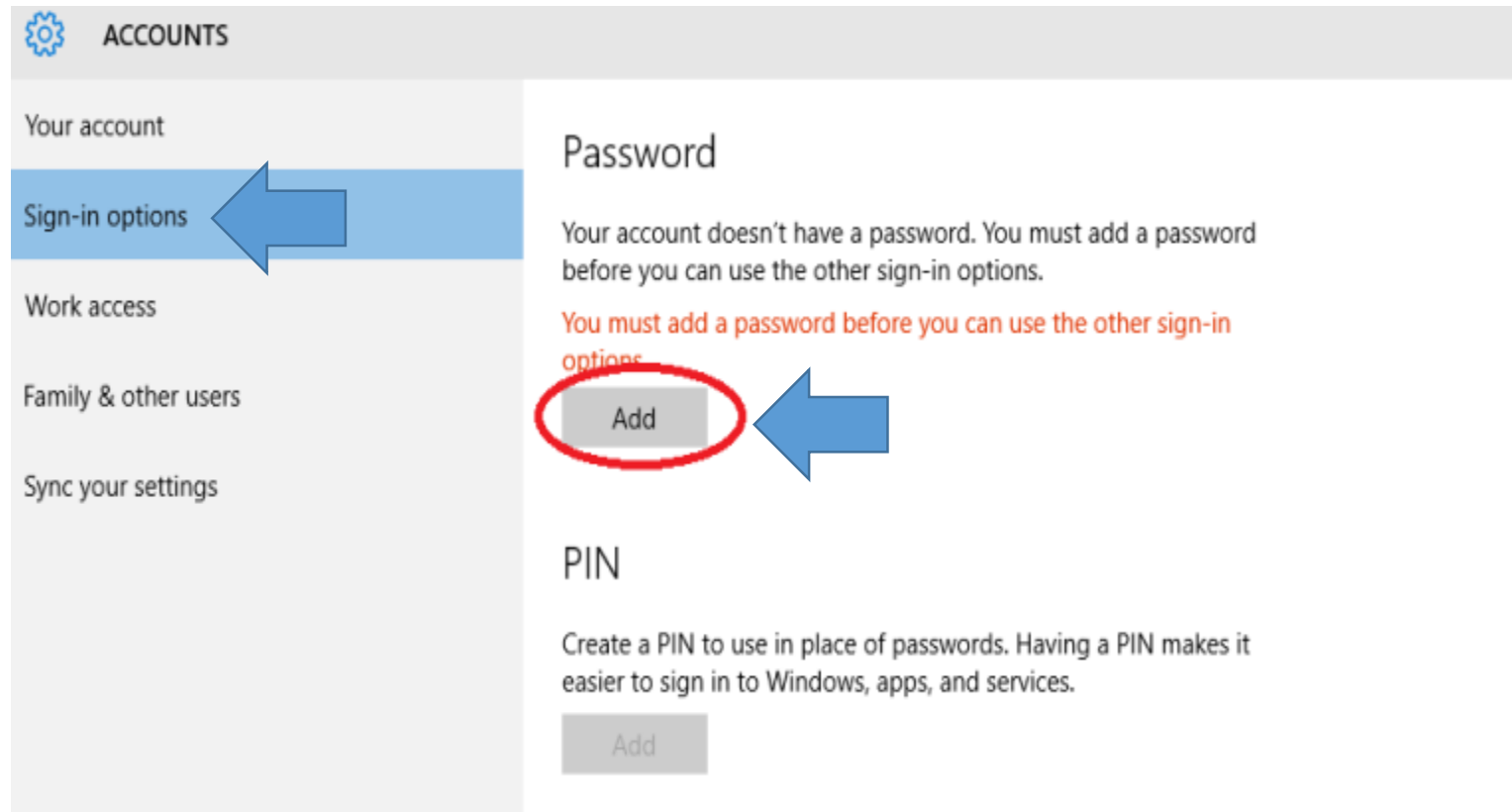
-> You choose Sign – in options



Windows 10

-> Screen "Sign - in Options" show up, you choose Sign-in options.

-> Add



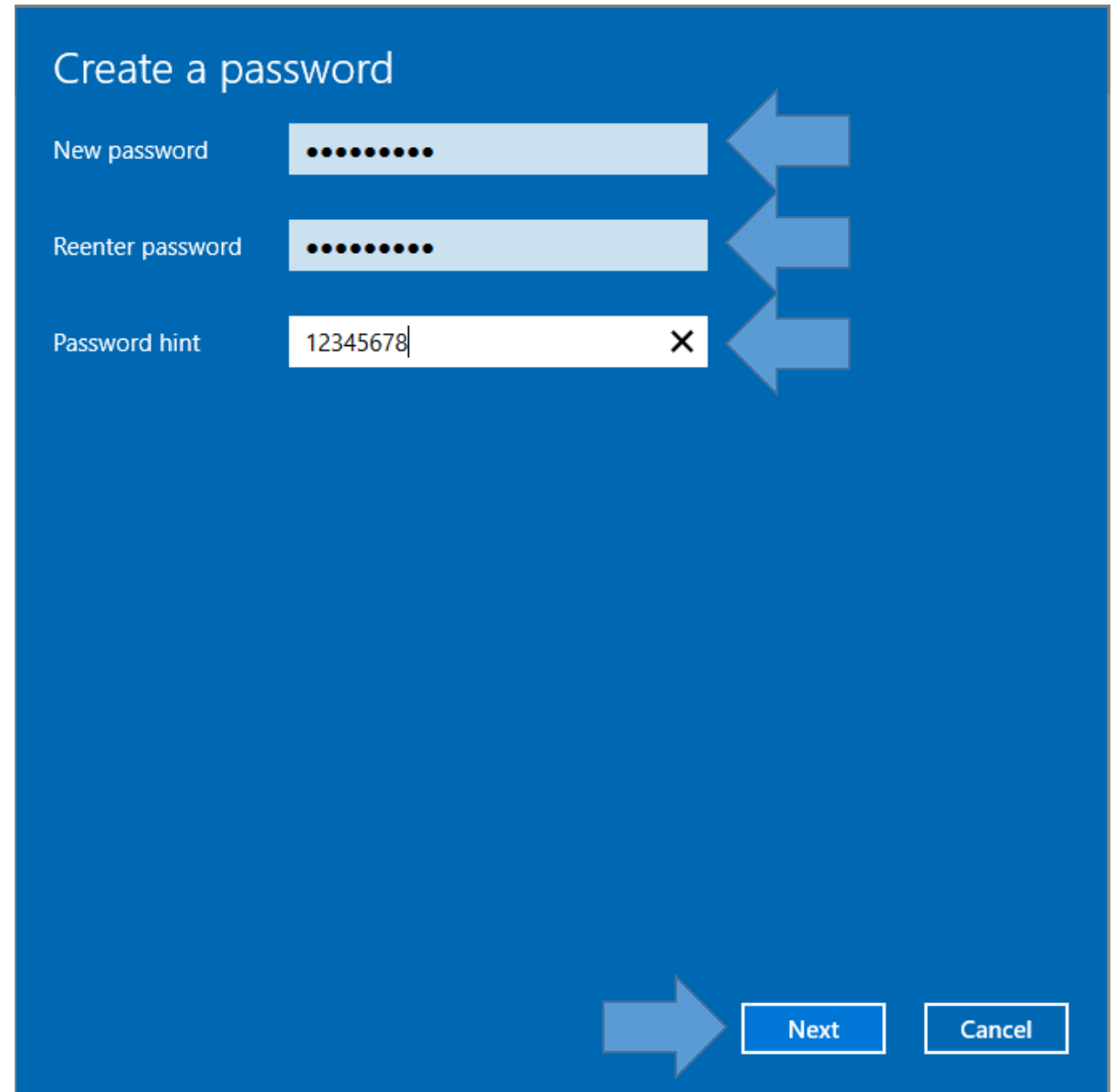
Windows 10

Create a password

-> New password

-> Reenter password

-> Next



The screenshot shows the 'Create a password' window in Windows 10. The window has a blue background and contains three input fields: 'New password', 'Reenter password', and 'Password hint'. The 'New password' and 'Reenter password' fields are filled with black dots. The 'Password hint' field contains the text '12345678' and a small 'X' icon. To the right of each input field is a large blue arrow pointing left. At the bottom right, there is a large blue arrow pointing right, followed by 'Next' and 'Cancel' buttons.

Create a password

New password

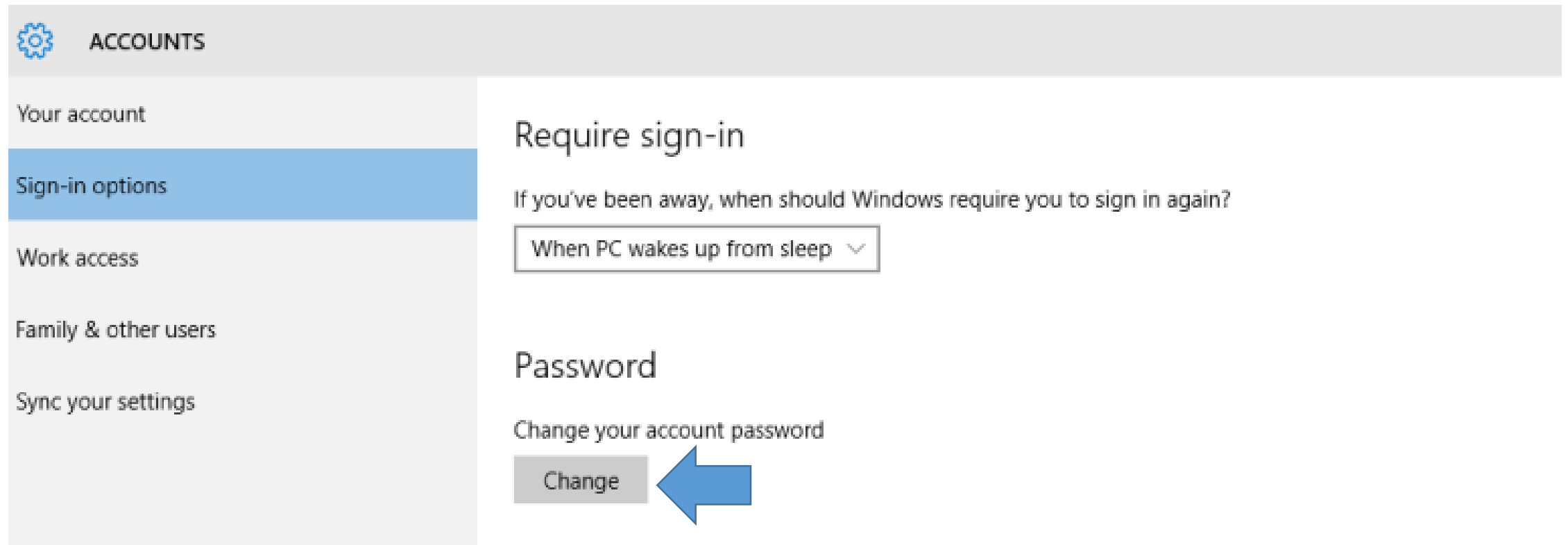
Reenter password

Password hint X

Next Cancel

Windows 10

-> Change your password -> Change



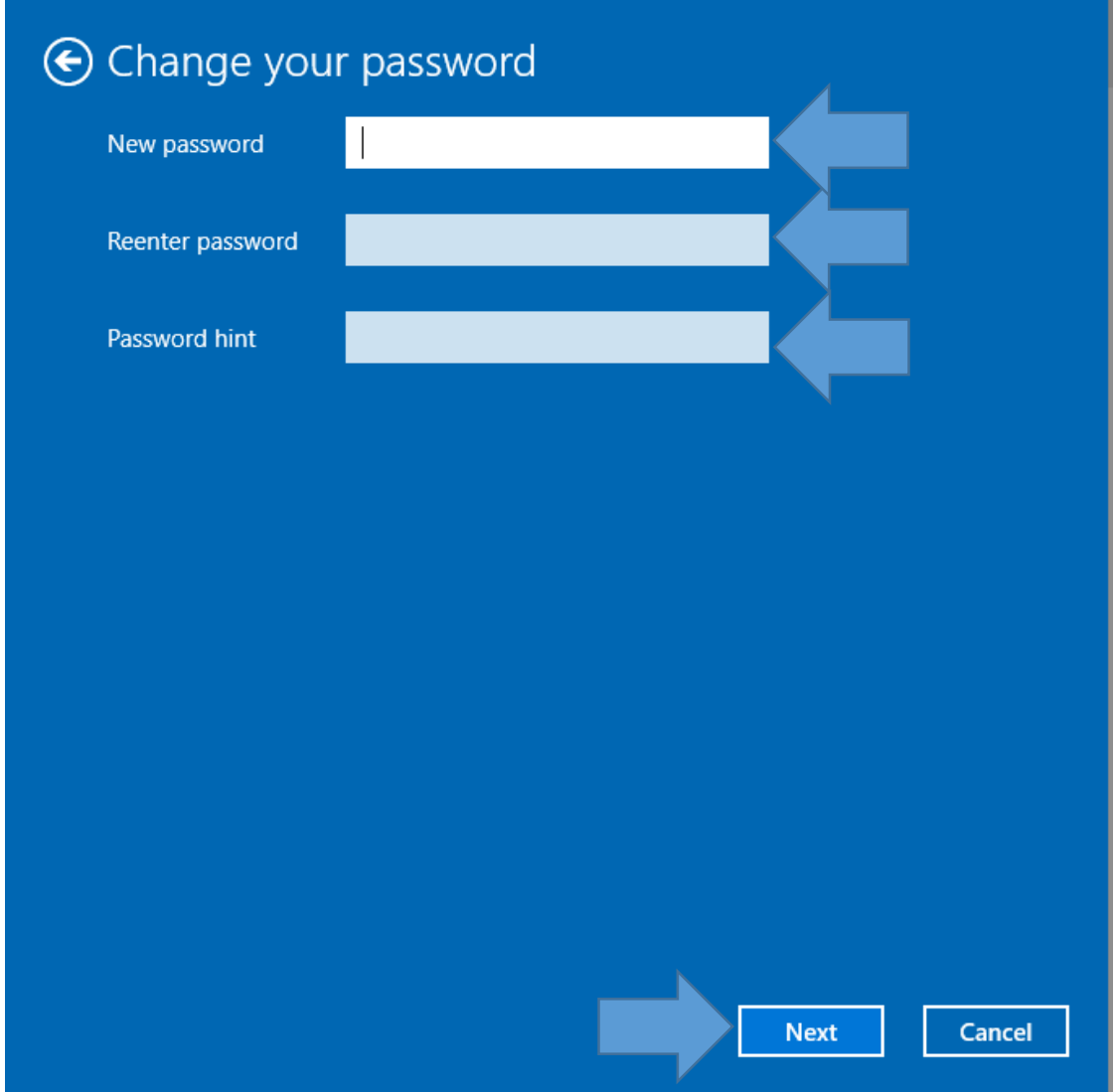
Windows 10

Change your password

-> New Password

-> Reenter password

-> Next



The image shows the 'Change your password' dialog box in Windows 10. The dialog has a blue background and a title bar with a back arrow icon and the text 'Change your password'. Below the title bar, there are three input fields: 'New password', 'Reenter password', and 'Password hint'. The 'New password' field is currently empty and has a white background, while the other two fields are light blue. To the right of each input field is a blue arrow pointing left. At the bottom right of the dialog, there is a large blue arrow pointing right, followed by two buttons: 'Next' and 'Cancel'.

Change your password

New password

Reenter password

Password hint

Next

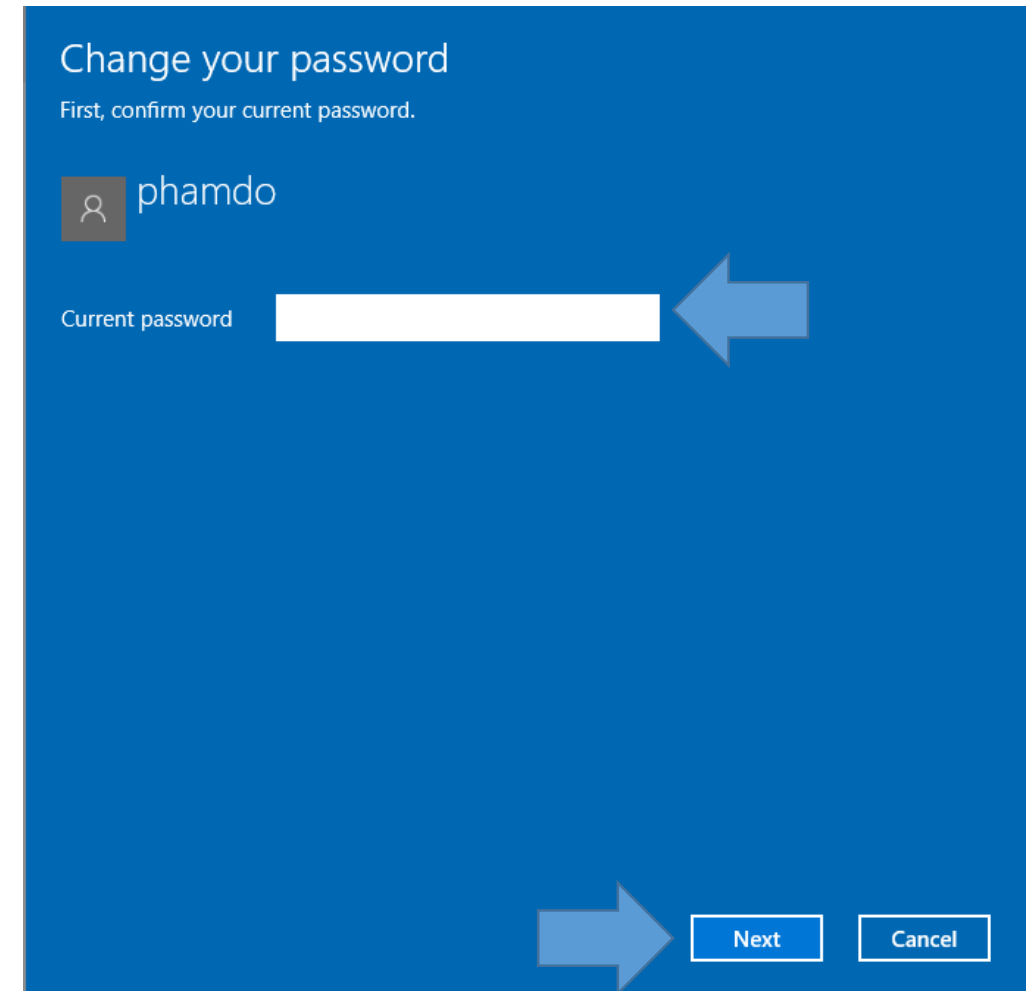
Cancel

Windows 10

Change your password

-> Type the current password

-> Next



The screenshot shows the 'Change your password' window in Windows 10. The window has a blue background. At the top, the title 'Change your password' is displayed in white, followed by the instruction 'First, confirm your current password.' Below this, the user's name 'phamdo' is shown next to a small grey profile icon. A white text box labeled 'Current password' is present, with a large blue arrow pointing to it from the right. At the bottom right, there are two buttons: 'Next' and 'Cancel', both with white text on a blue background. A large blue arrow points to the 'Next' button from the left.

4. Set password rules

- Passwords must be at least 8 digits, and must be combined with letters: (Uppercase letters and lowercase), numbers, and special characters.
- *Example : lenoVo@07, leno_Vo*07, leno@Vo_07,...*
- Do not use the same password ID, containing part of the ID.

Example: M000899, ...

- Do not use more characters or consecutive numbers or repeat.

Example: 123456789,123123123, aaaaaaaaaa,

- Change the original password. Change your password at least every 6 months.
- Do not use the default password settings for hardware and software.
- Do not set a password on the year of birth, identity card, easy,...

Example: 15051990, 3010343896, 123456789, ...

- Active lockscreen after 3 minutes when leaving your desk.

THANK YOU