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

Content

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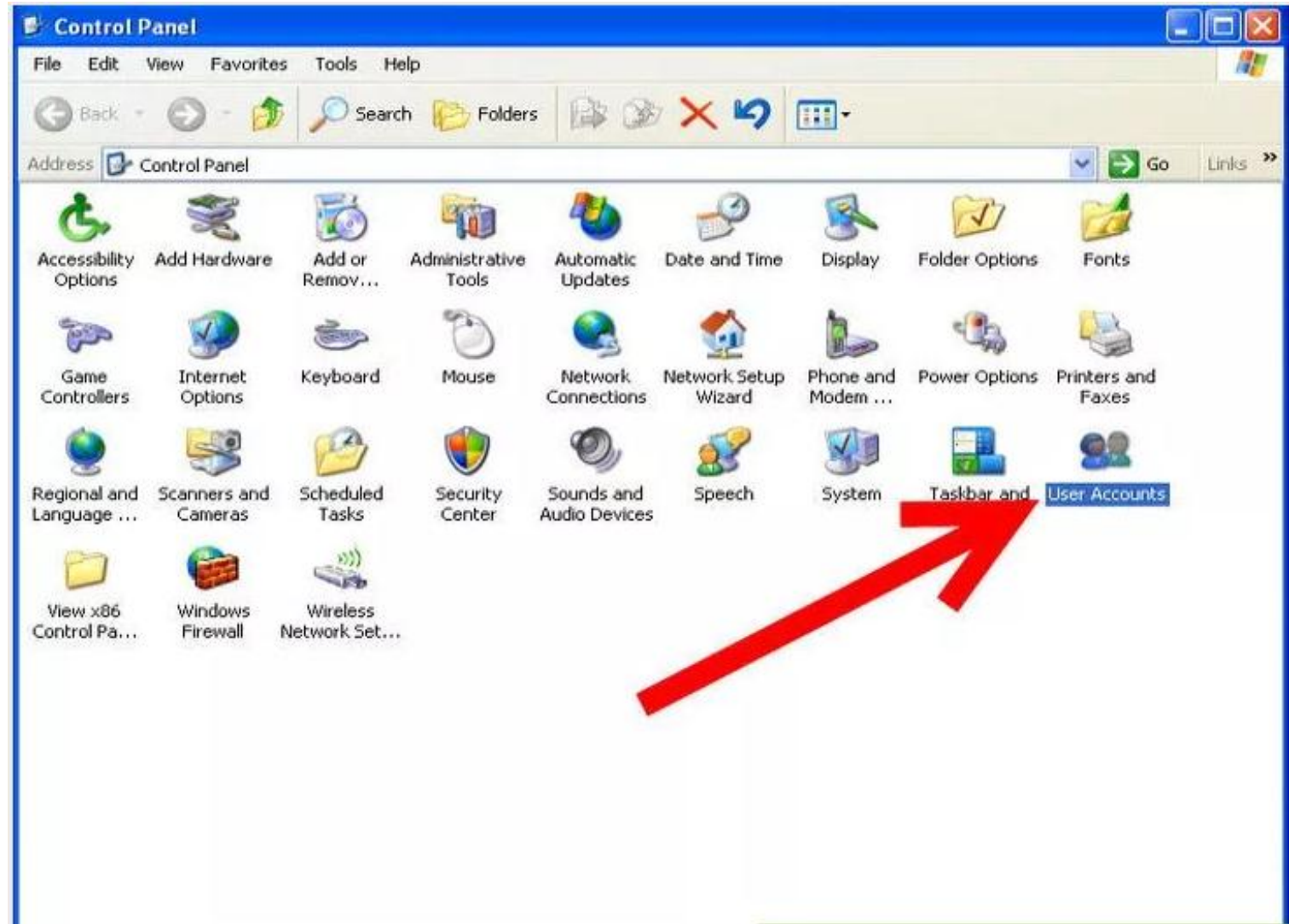- 4. Set password rules

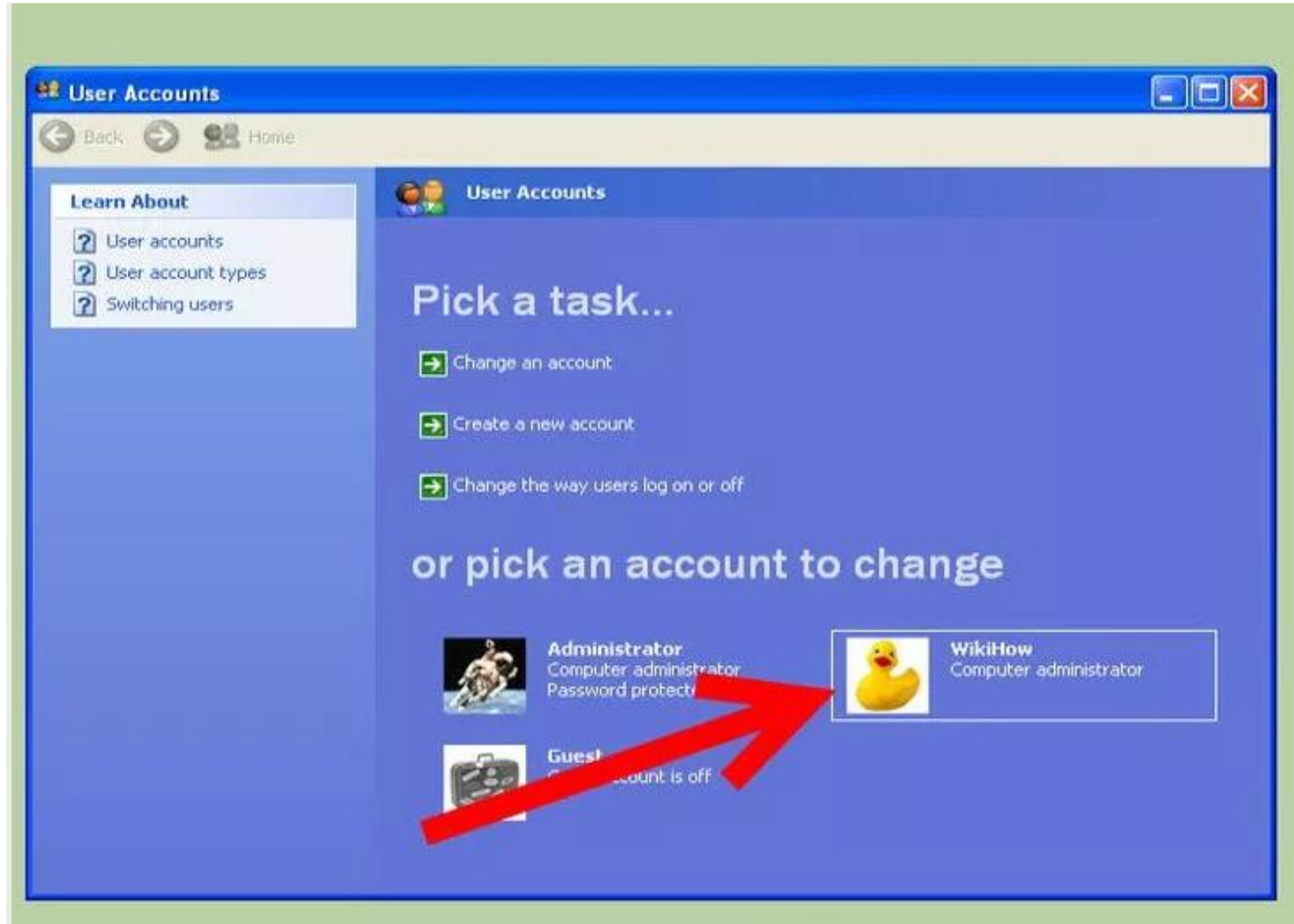# 1. Windows XP

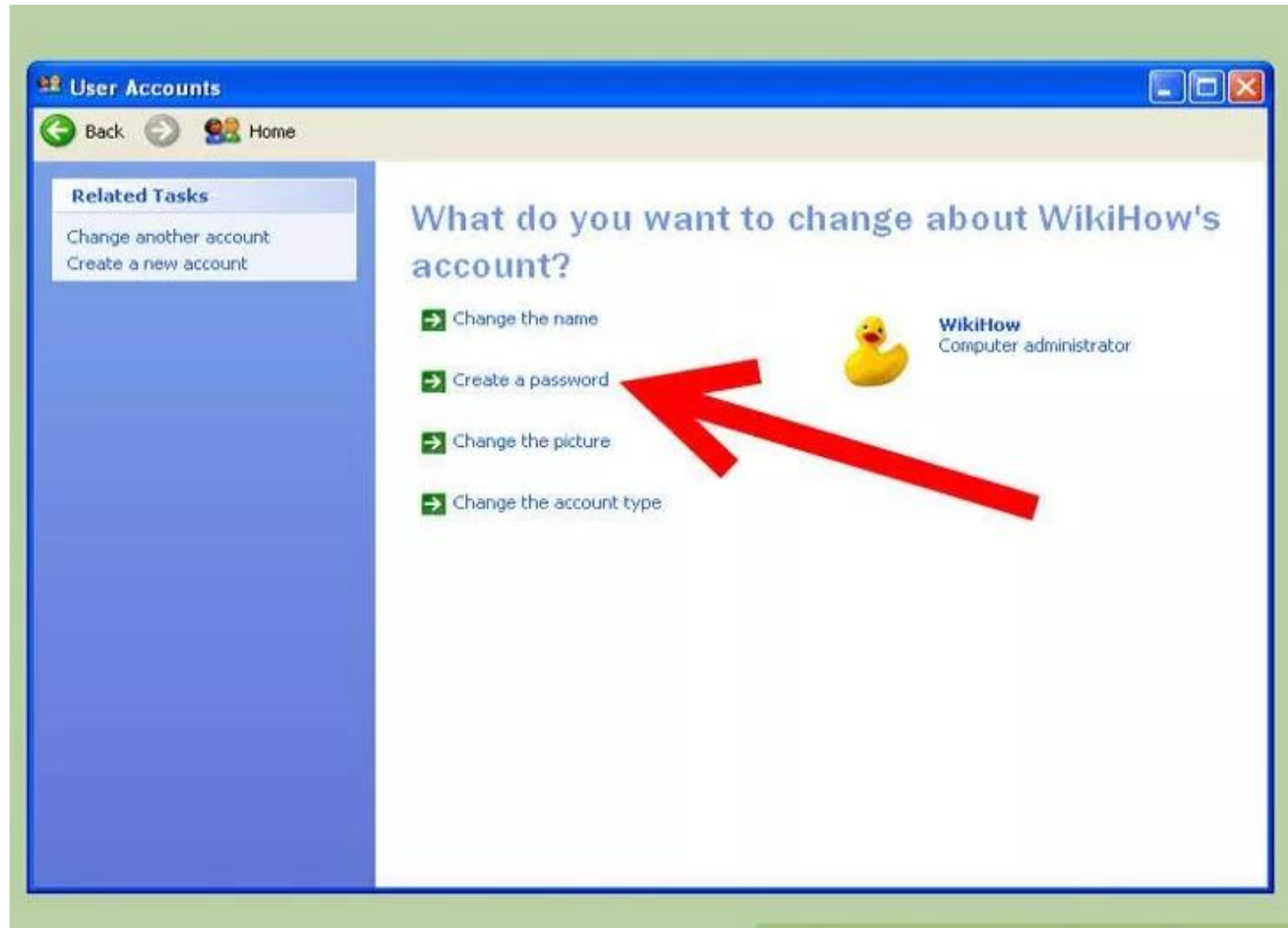All Programs -> Control Panel

Windows XP

-> User Accounts

Windows XP

-> Select an account to set a password
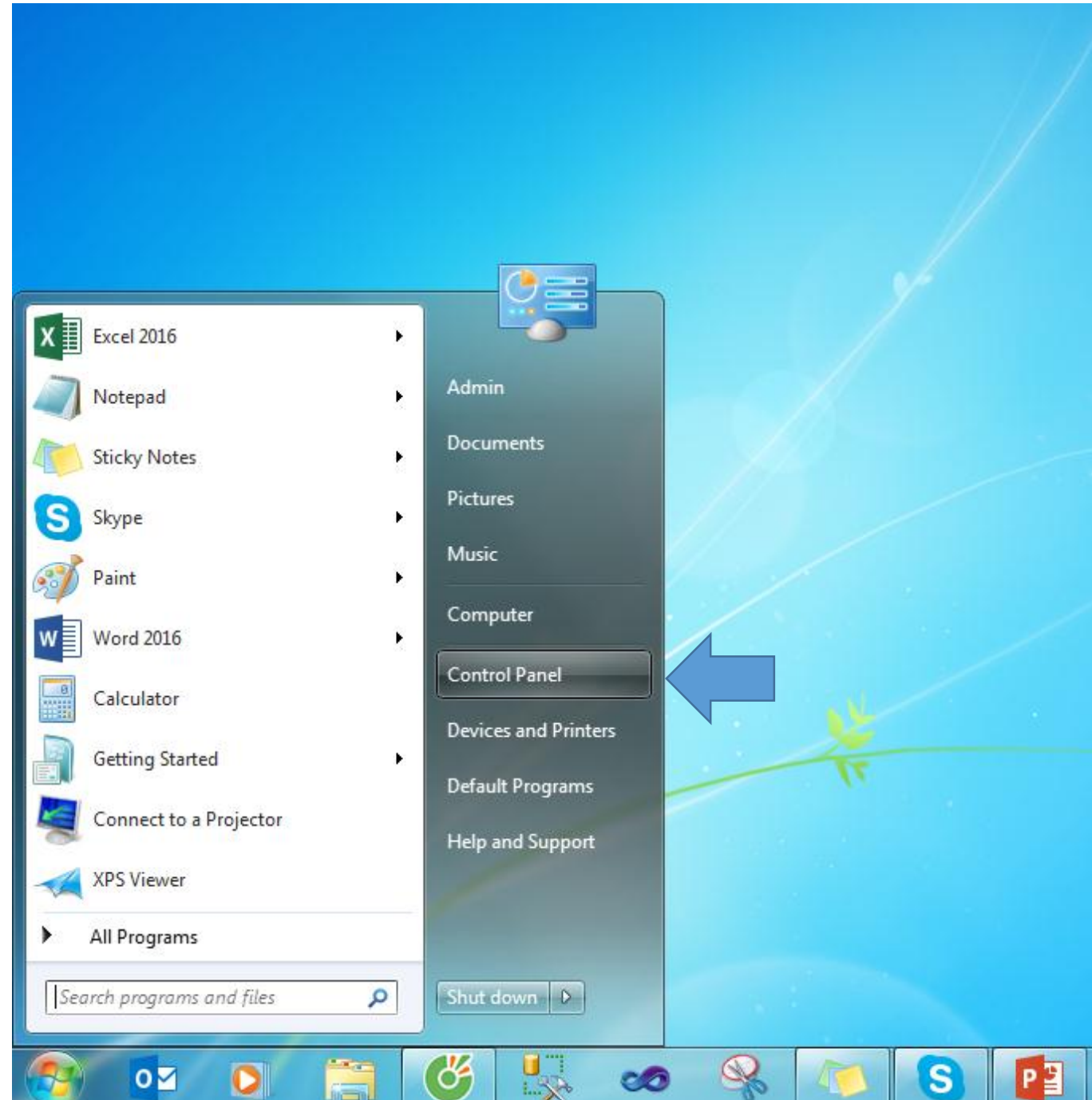
Windows XP

-> Create a password

Windows XP

-> Type a new password

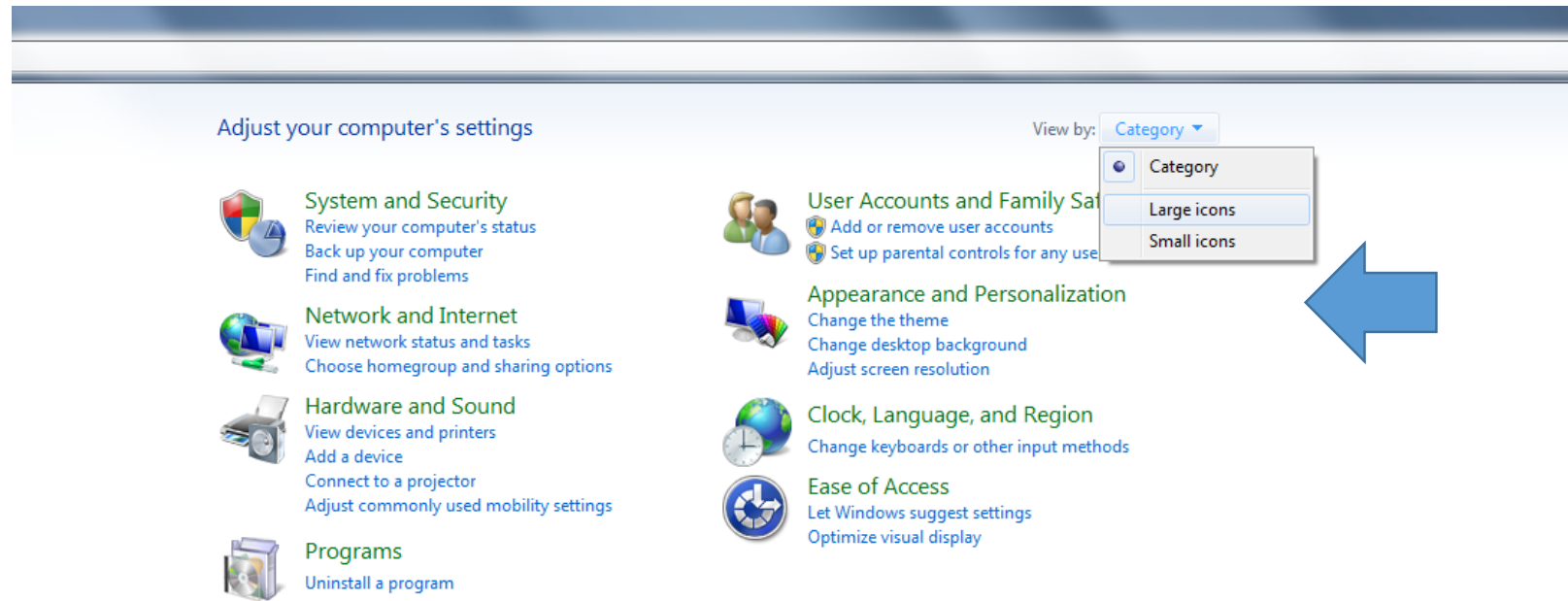-> Type the new password again to confirm

-> Create Password

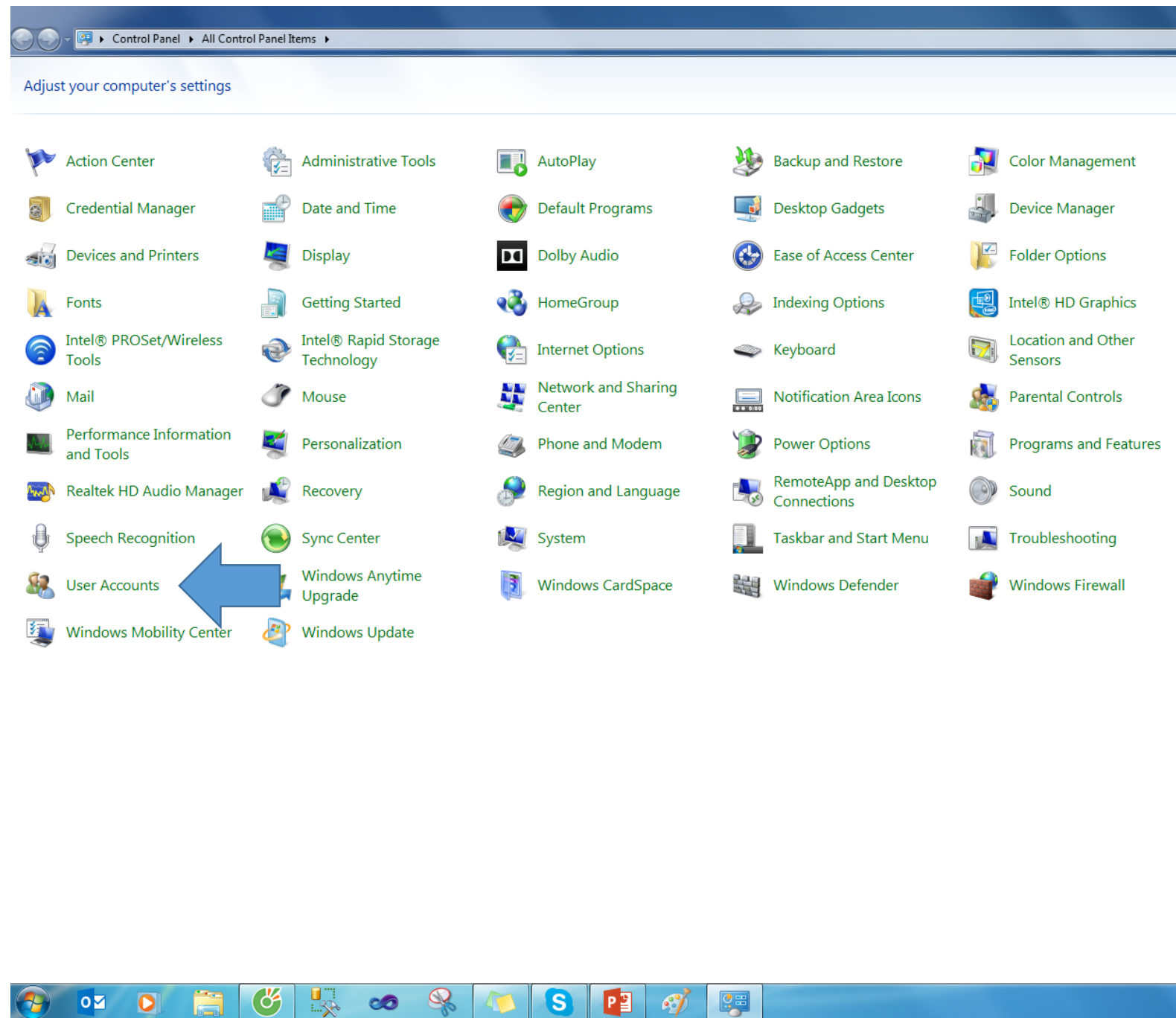# 2. Windows 7

Start -> Control Panel
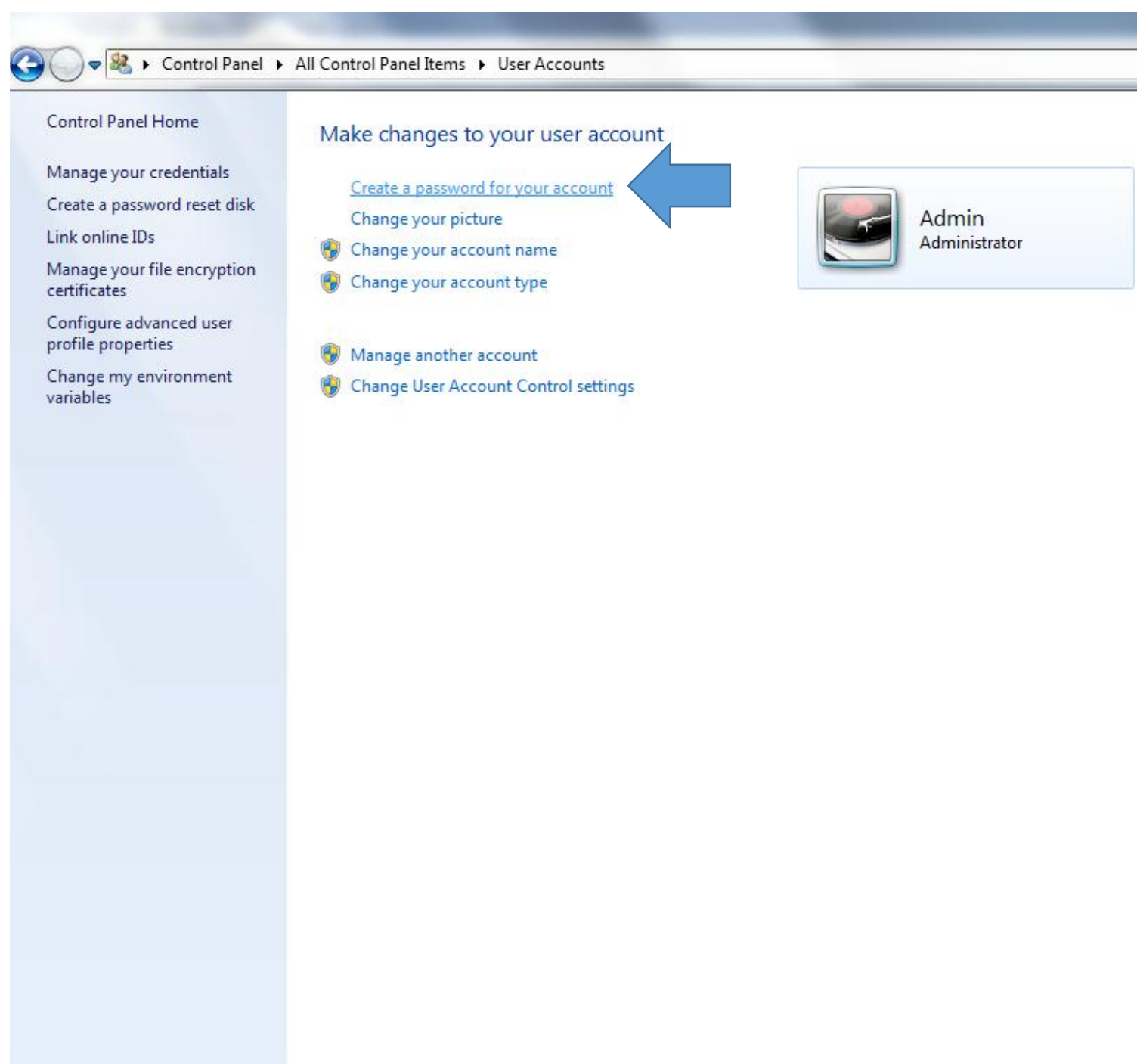
Windows 7

View by -> Large icons

Windows 7

-> User Accounts

Windows 7

-> Create a password for your account

Windows 7
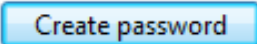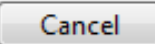
-> New password

-> Confirm new password

-> Create password

Create a password for your account

Admin
Administrator

New password

Confirm new password

If your password contains capital letters, they must be typed the same way every time you log on.

How to create a strong password

Type a password hint

The password hint will be visible to everyone who uses this computer.

What is a password hint?
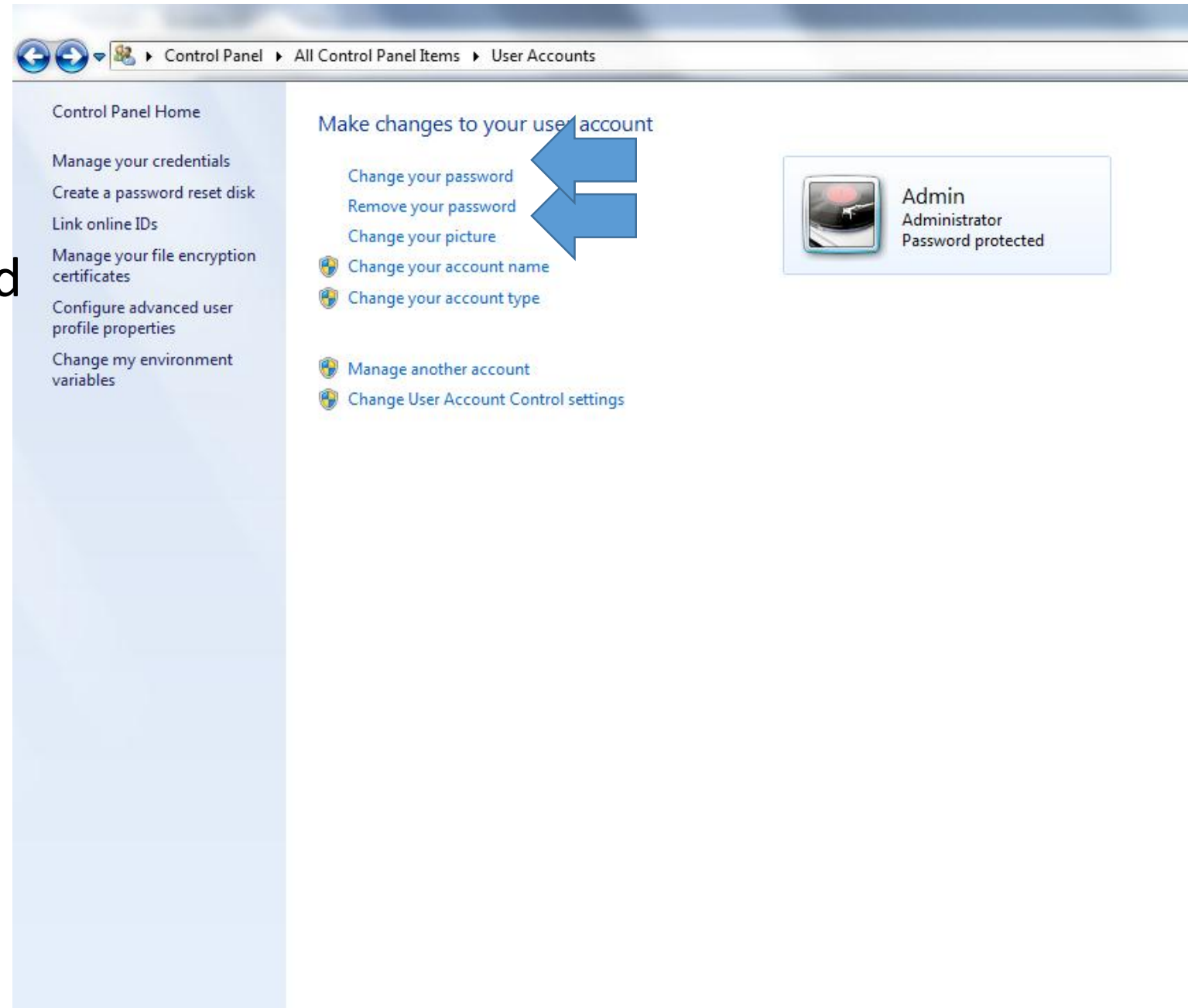
Create password   Cancel

Windows 7

Change or remove your password

-> Change your password

-> Remove your password

Windows 7
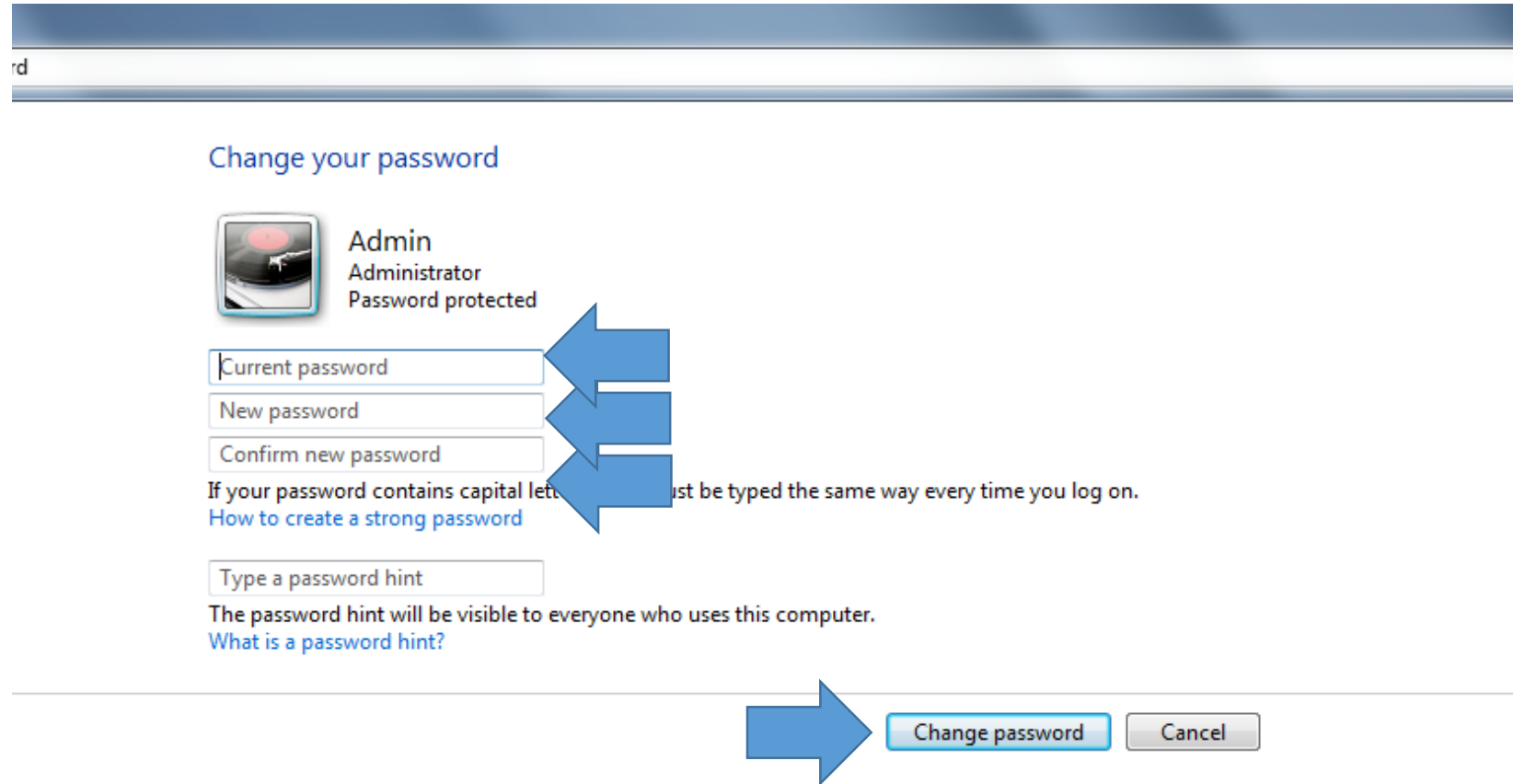
Change your password :

-> Current password

-> New password

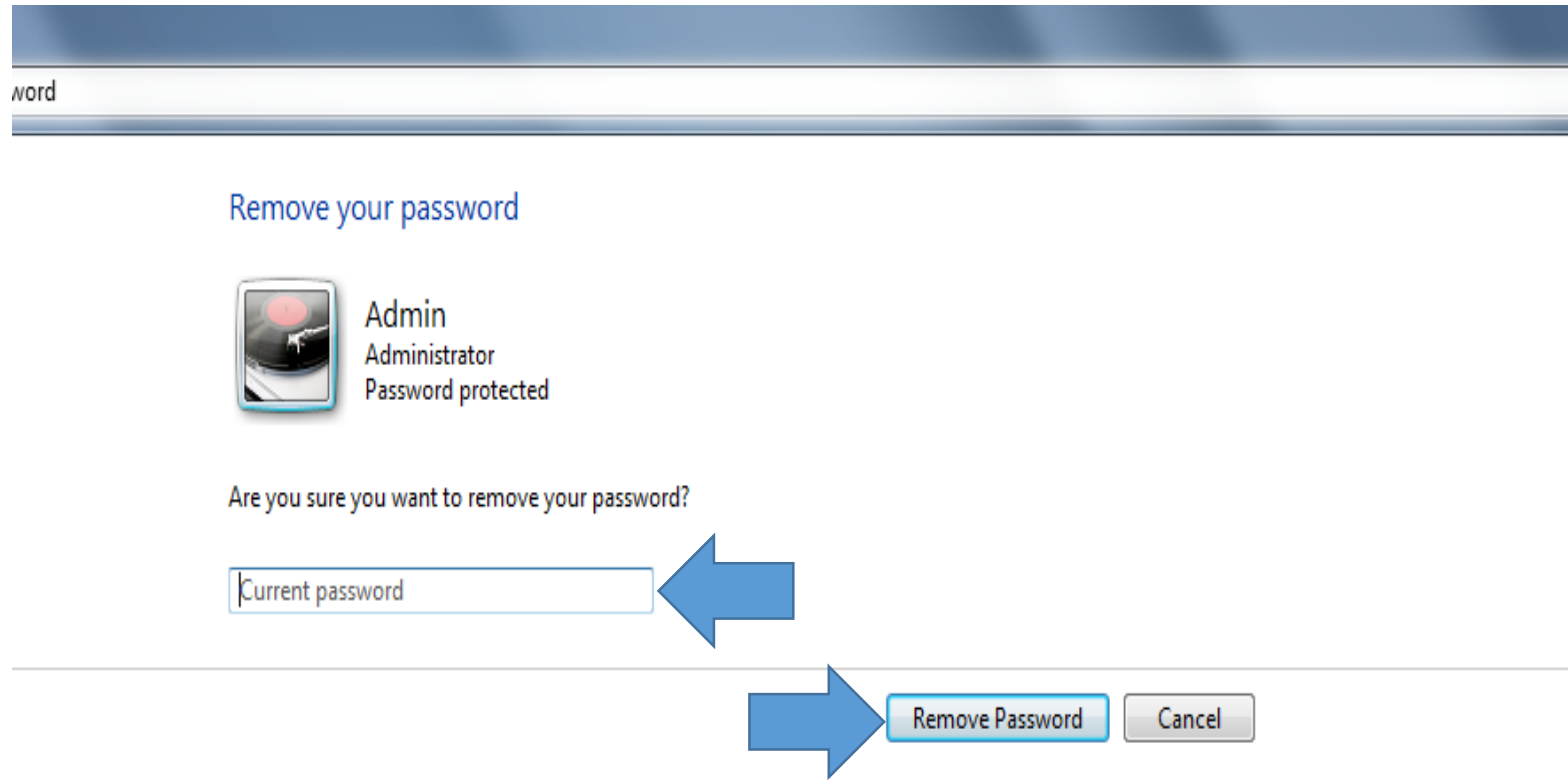-> Confirm new password

-> Change password

Windows 7

Remove your password

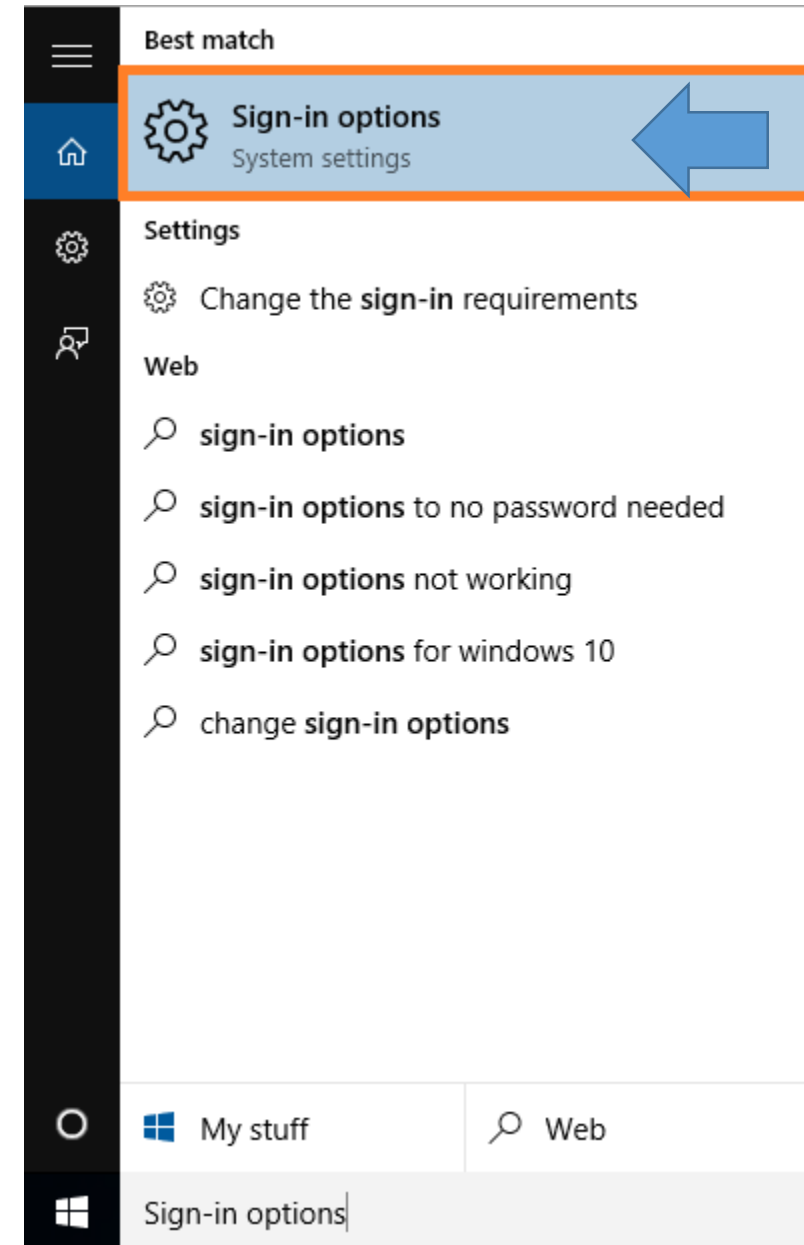-> Current password : enter your current password to delete

-> Remove Password

3. Windows 10

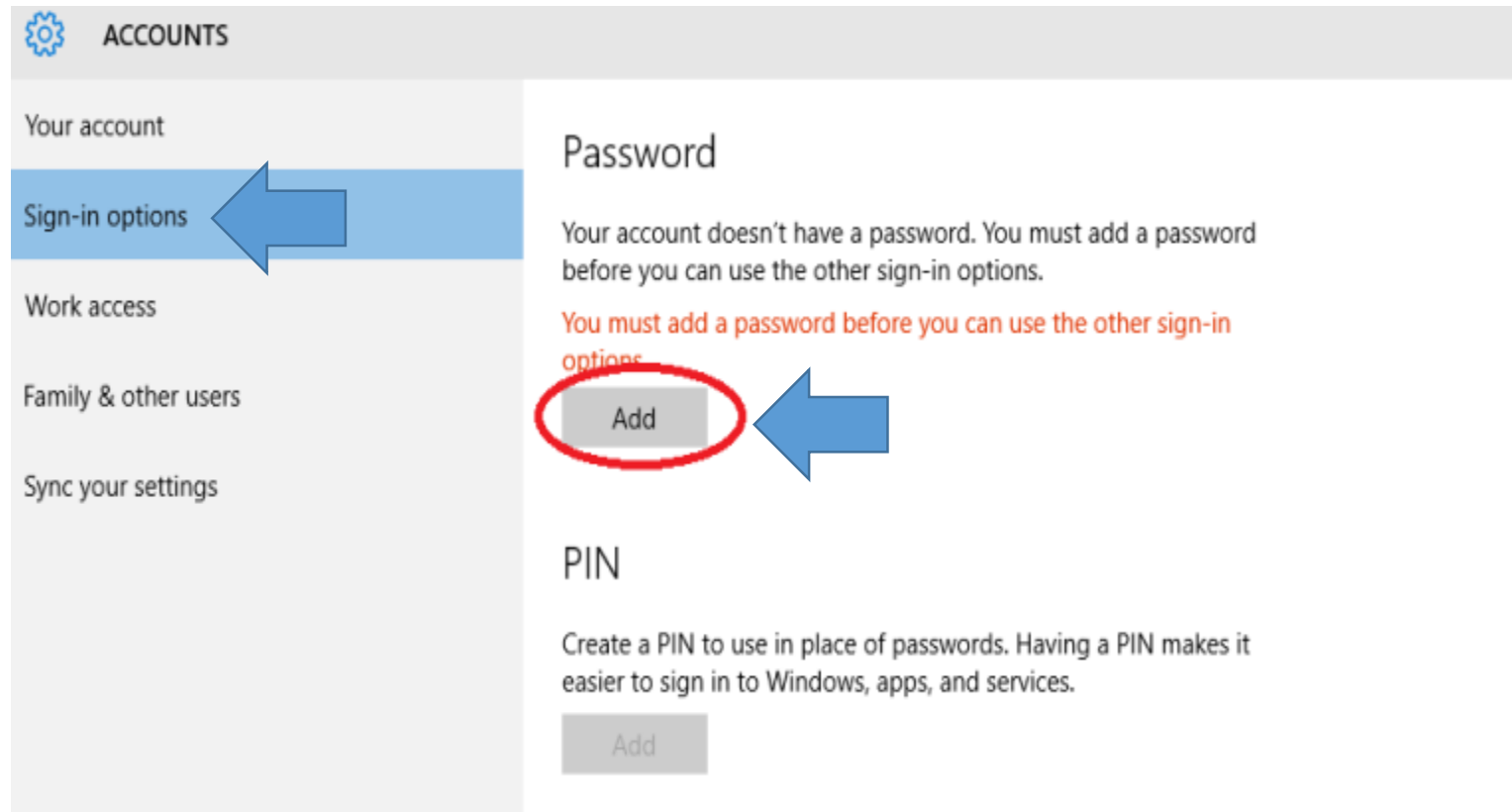-> On the Search you type "Sign-in options"

-> You choose Sign – in options

Windows 10

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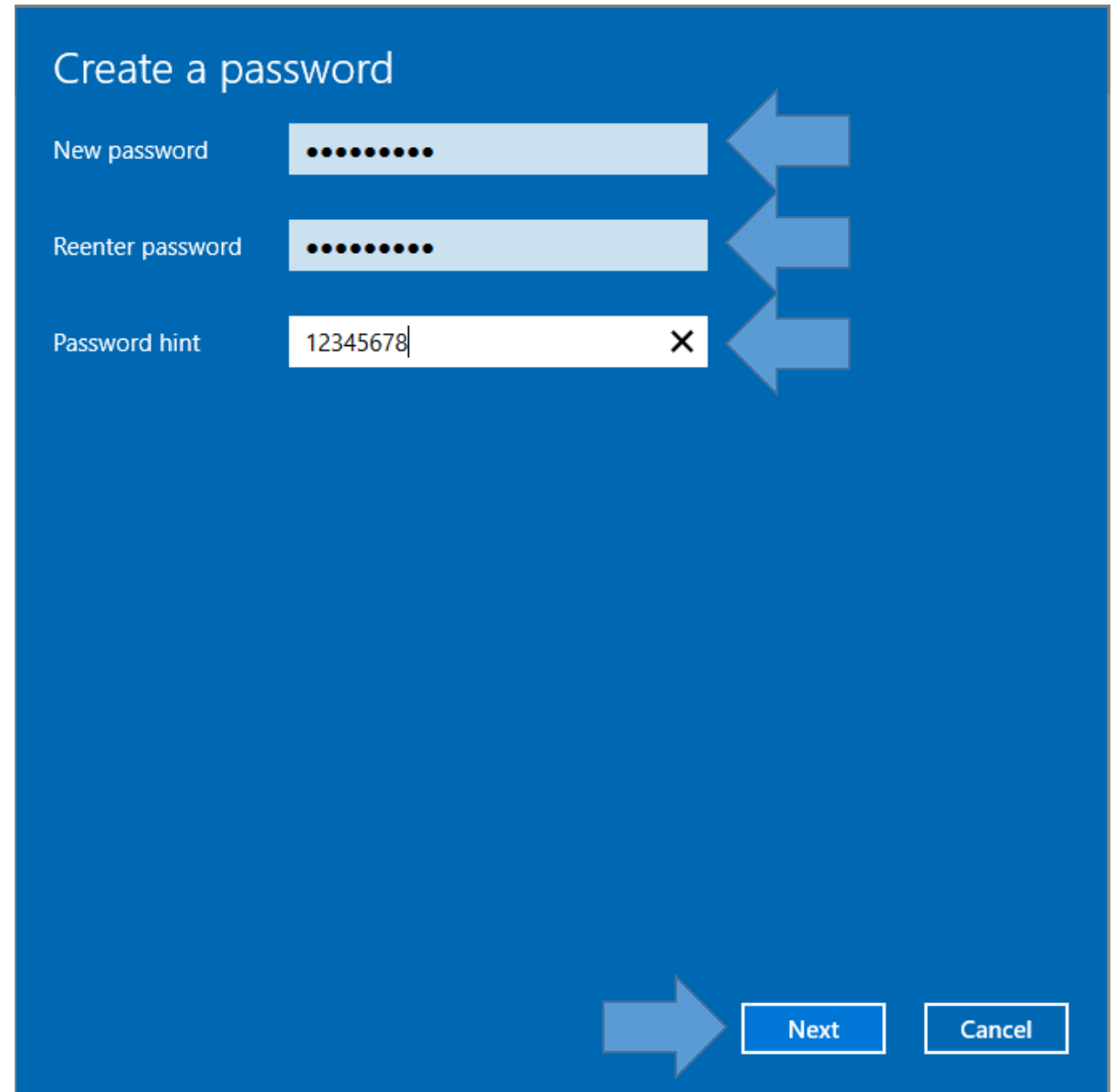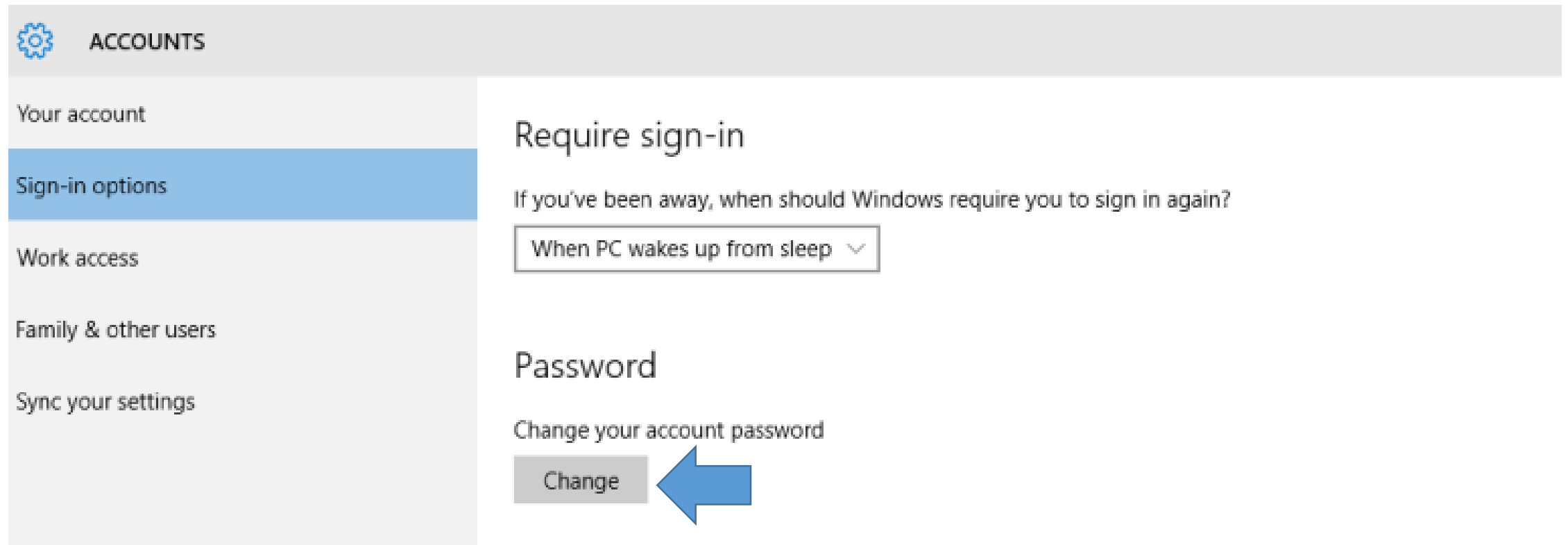
 -> Add

Windows 10

Create a password

-> New password

-> Reenter password

-> Next

Windows 10

-> Change your password -> Change
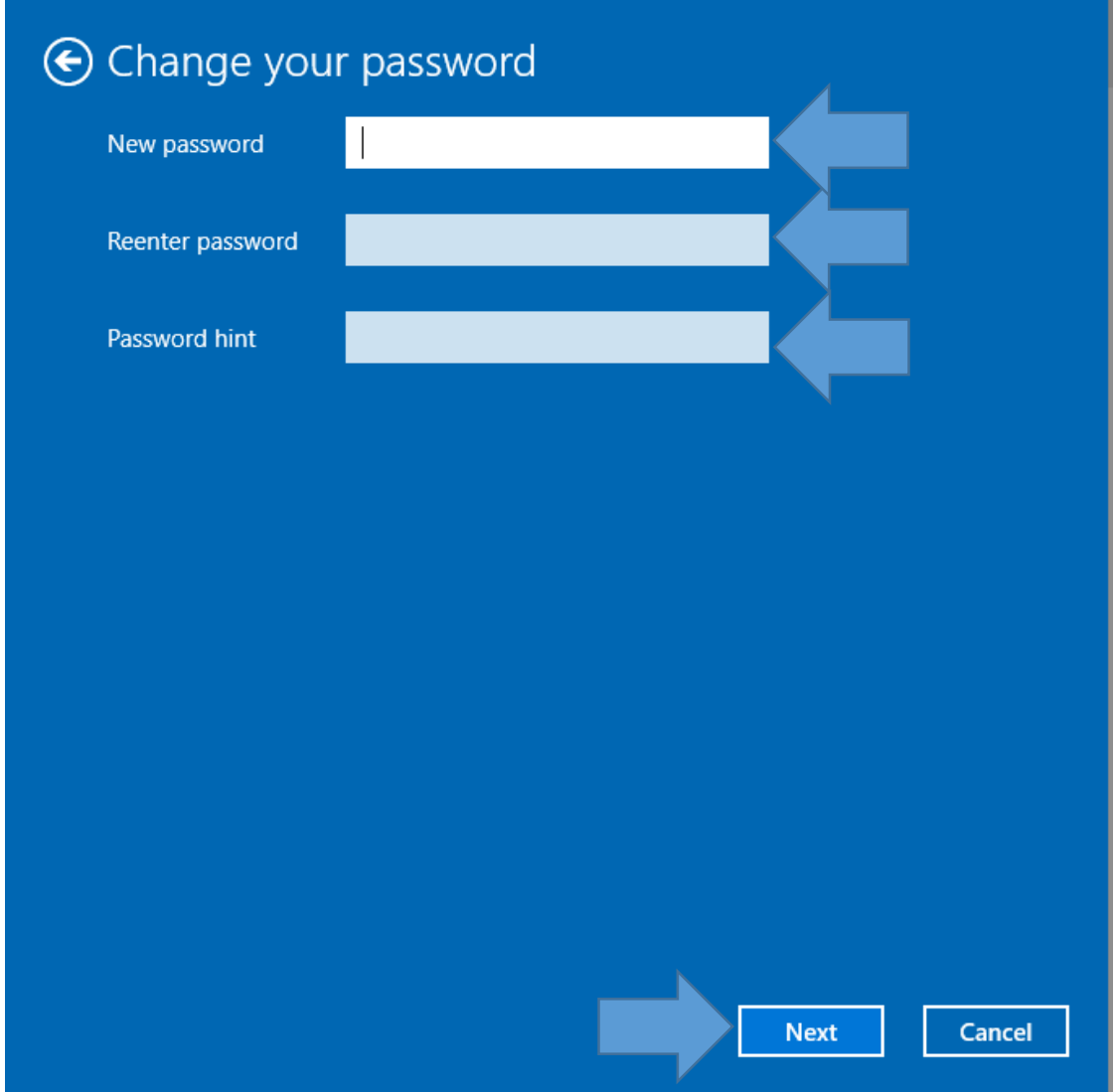
Windows 10

Change your password

-> New Password

-> Reenter password
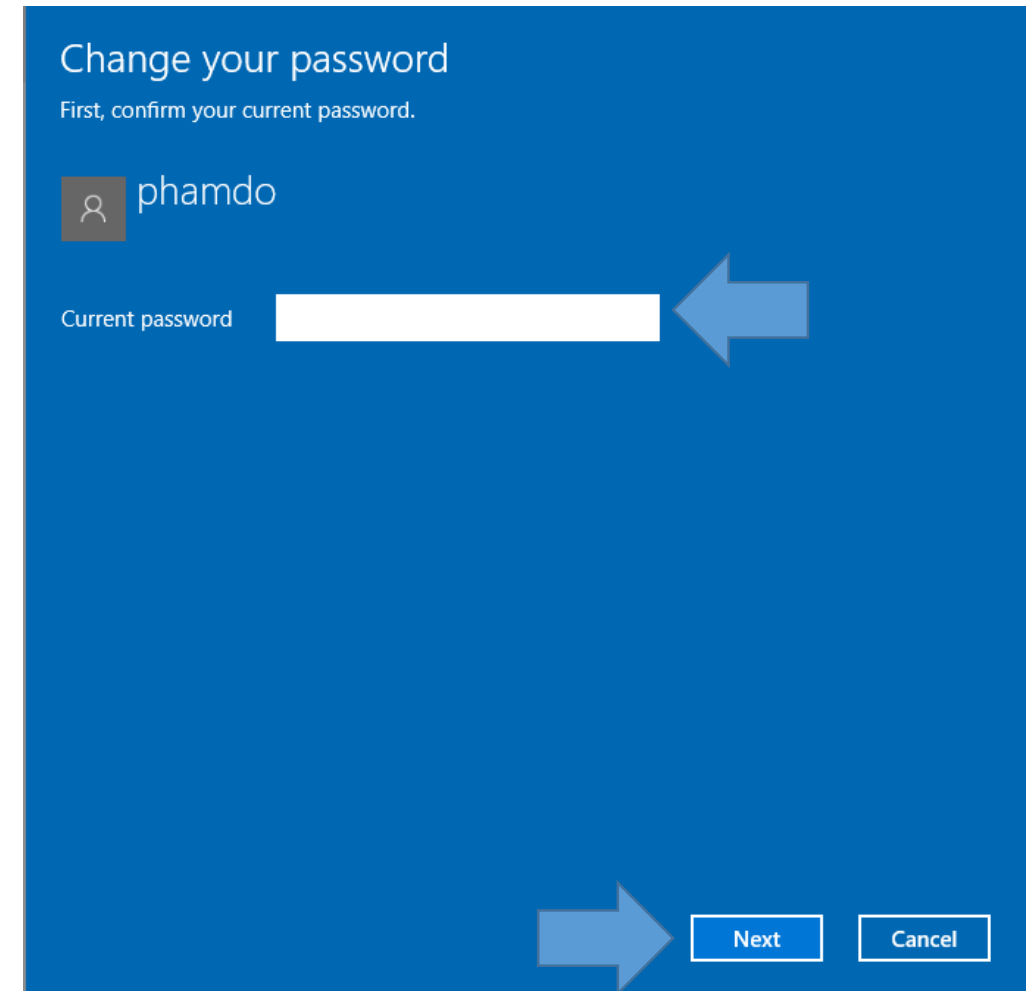
-> Next

Windows 10

Change your password

-> Type the current password

-> Next

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, aaaaaaaa, ….

- 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