



Below are general instructions for **customizing your lock screen on computers** using Windows (please note that they may not all apply based on your organization's security settings)

1. Click on the Windows menu icon in the lower left hand corner of your computer, and select **Settings**
2. Select **Lock screen**
3. Under **Background**, select **Picture**
4. Under **Choose Your Picture**, select **Browse**
5. Select the desired image from your files and select **Choose Picture**
6. The picture should appear as a preview at the top of your screen
7. Check to make sure **Show lock screen background picture on the sign-in screen** is turned "on"