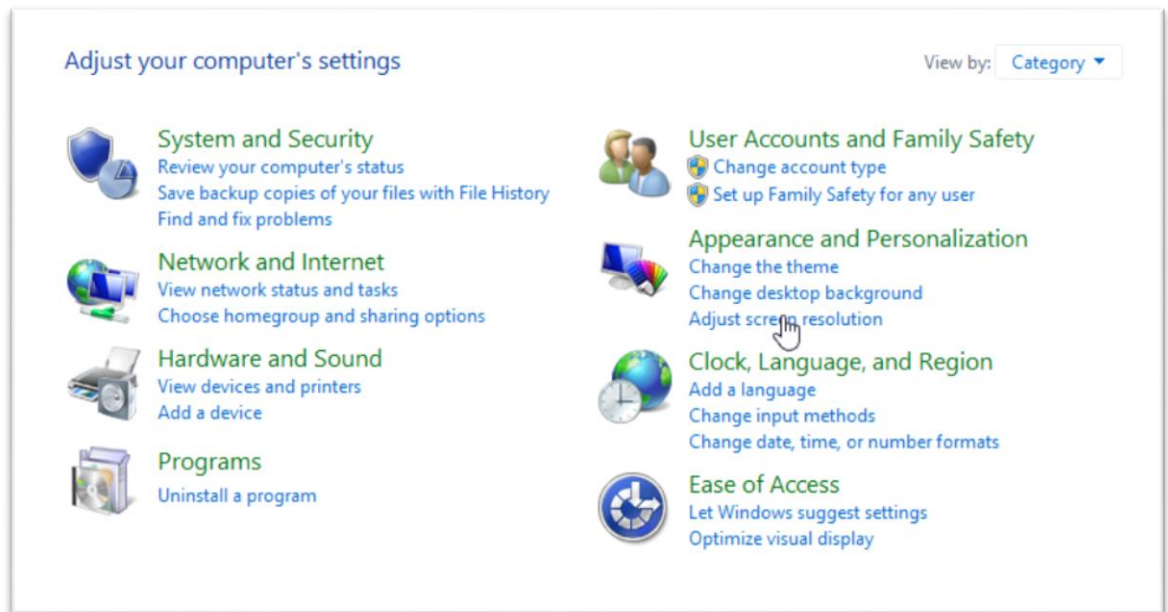


## Windows 8.1 – Agregar una cuenta de usuario

Para proceder a agregar una cuenta de usuario en Windows deberá de seguir los siguientes pasos:

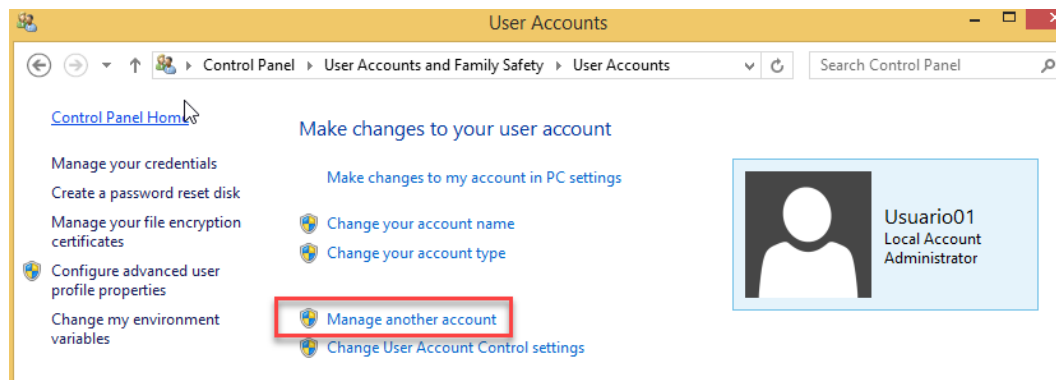
1. Ingresar al panel de control y dar click en **User Accounts and Family Safety**.



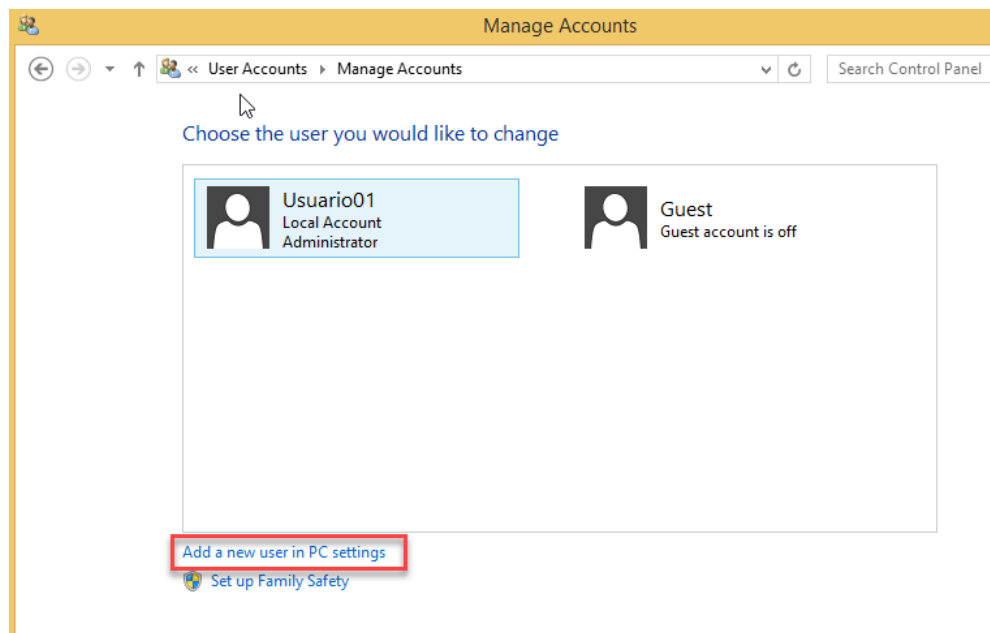
2. Seleccionar **User Accounts**.



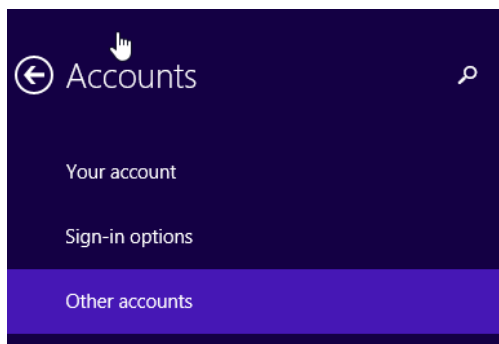
### 3. Seleccionar **Manage another account**



### 4. Seleccionar **Add a new user in PC settings**



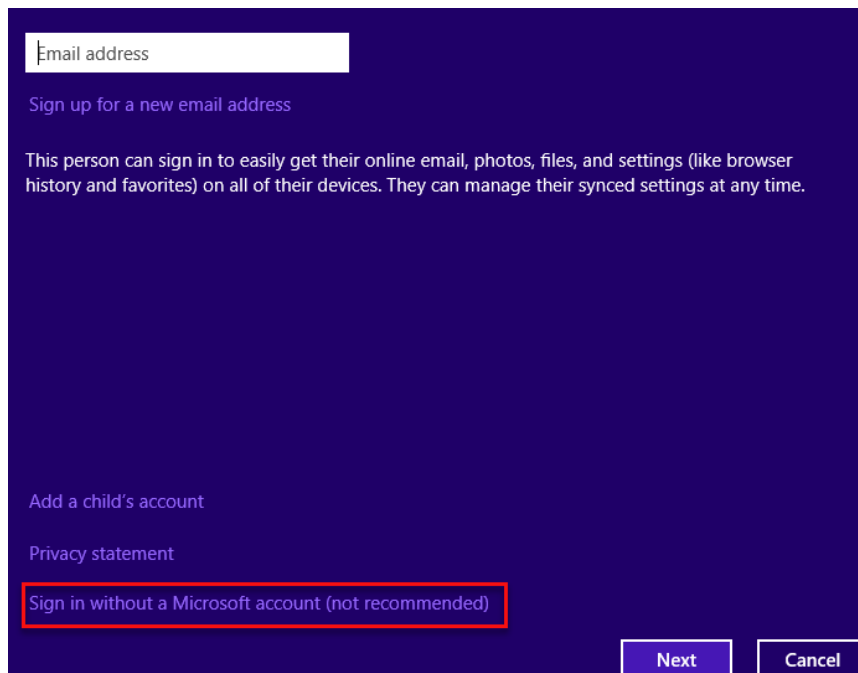
### 5. Luego dar click en **Add an account**.



#### Manage other accounts

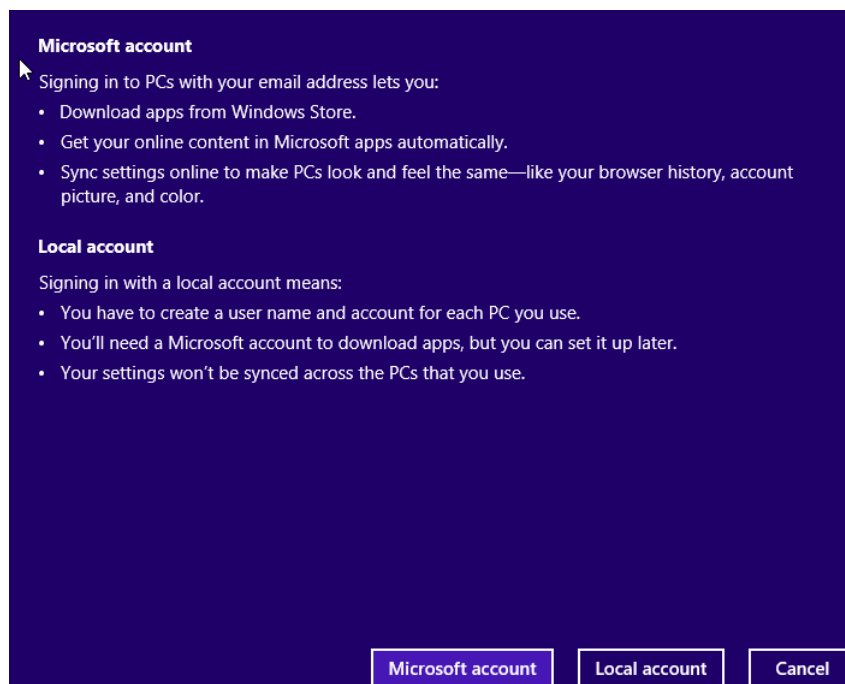


6. Seleccionar la opción ubicada en la parte inferior **Sing in without a Microsoft account (not recommended)** y click en el botón **Next**.



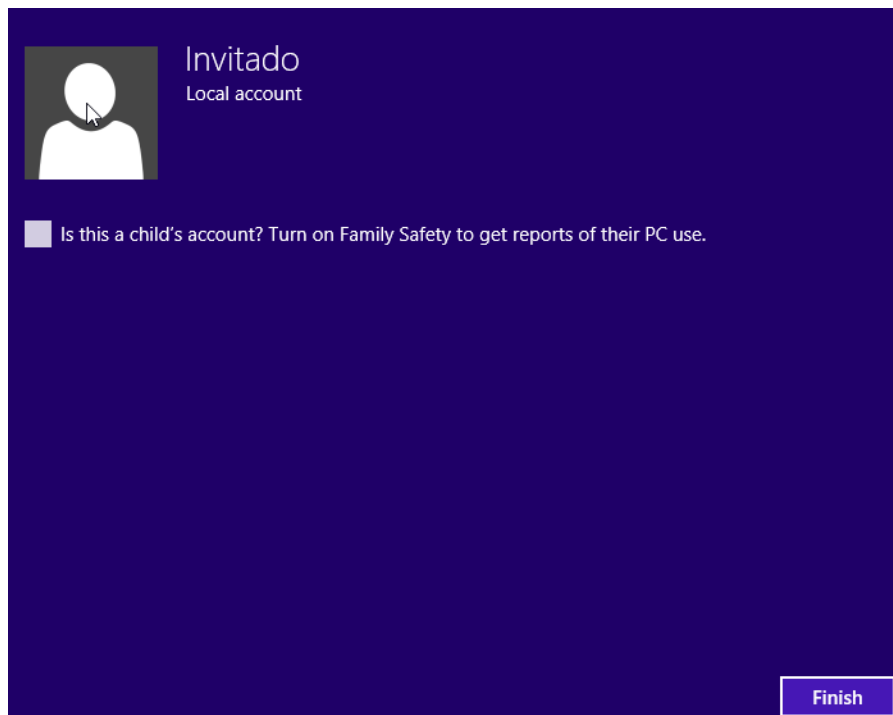
The screenshot shows the Windows 10 login screen. At the top, there is a text input field labeled "Email address". Below it, the text "Sign up for a new email address" is displayed. A paragraph explains that a person can sign in to get their online email, photos, files, and settings (like browser history and favorites) on all of their devices. Below this, there are links for "Add a child's account" and "Privacy statement". At the bottom, the option "Sign in without a Microsoft account (not recommended)" is highlighted with a red rectangular box. To the right of this box are two buttons: "Next" and "Cancel".

7. Seleccionar dar click en el botón **Local account** que se encuentra ubicada en la parte inferior, ingresar los datos del usuario (nombre del usuario, password).



The screenshot shows the Windows 10 account selection screen. It has a dark blue background. At the top, the heading "Microsoft account" is followed by a mouse cursor icon and the text "Signing in to PCs with your email address lets you:". Below this are three bullet points: "Download apps from Windows Store.", "Get your online content in Microsoft apps automatically.", and "Sync settings online to make PCs look and feel the same—like your browser history, account picture, and color." Below these is the heading "Local account" followed by the text "Signing in with a local account means:". Below this are three bullet points: "You have to create a user name and account for each PC you use.", "You'll need a Microsoft account to download apps, but you can set it up later.", and "Your settings won't be synced across the PCs that you use." At the bottom, there are three buttons: "Microsoft account", "Local account", and "Cancel".

8. Luego dar click en botón **Finish**.



9. Si desea cambiar el tipo de cuenta del usuario creado deberá de dar click en el botón **Edit** y podrá cambiar de tipo **Stándar User** a **Administrator**.

