

# Lab - Create User Accounts in Windows 8

## Introduction

In this lab, you will create user accounts in Windows 8.

## Recommended Equipment

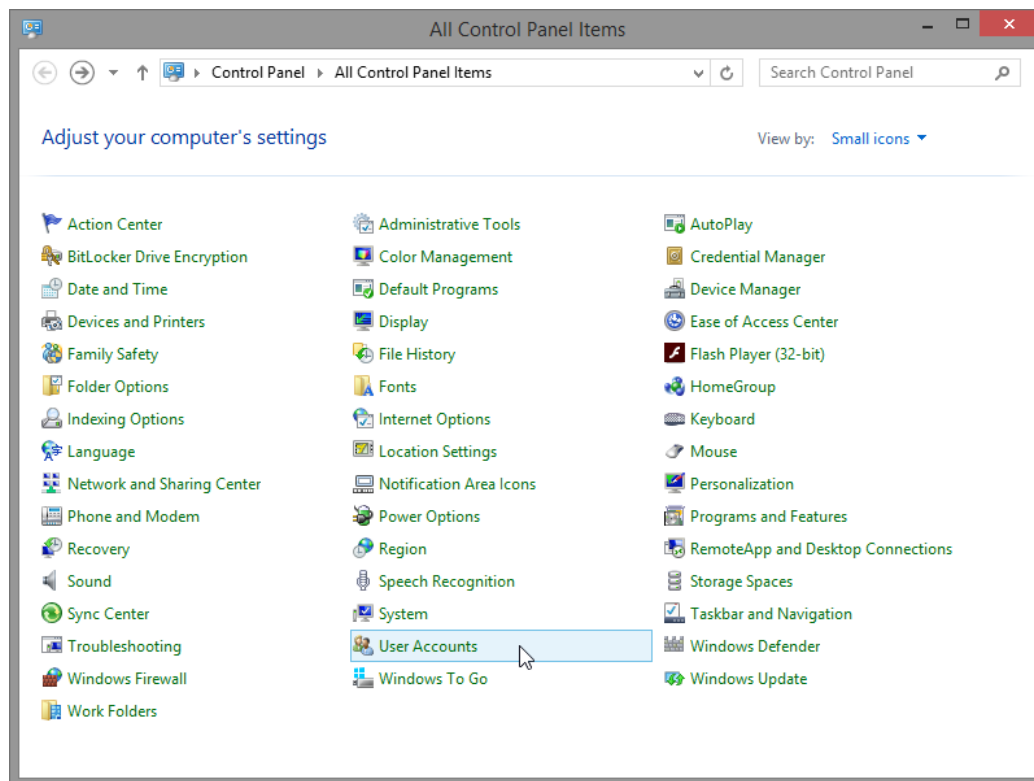
The following equipment is required for this exercise:

- A computer with a new installation of Windows 8

## Part 1: Windows 8.1

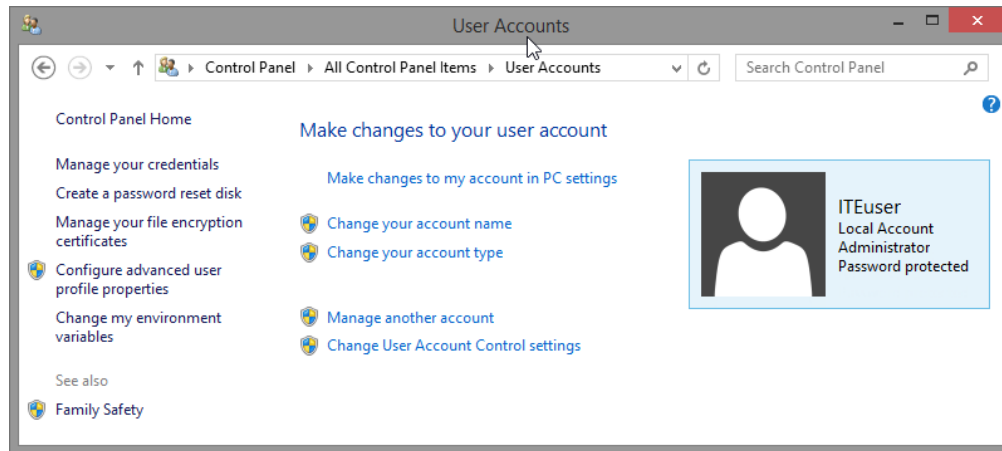
### Step 1: Open the User Account Tool

- Log on to the computer with an Administrator account.
- Click **Control Panel > User Accounts**.

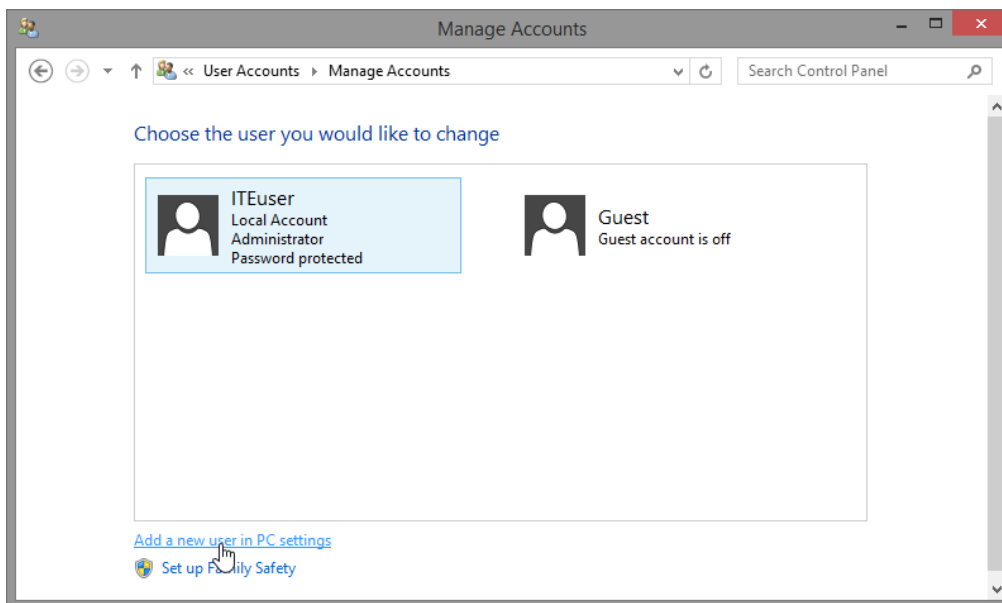


### Step 2: Create an Account

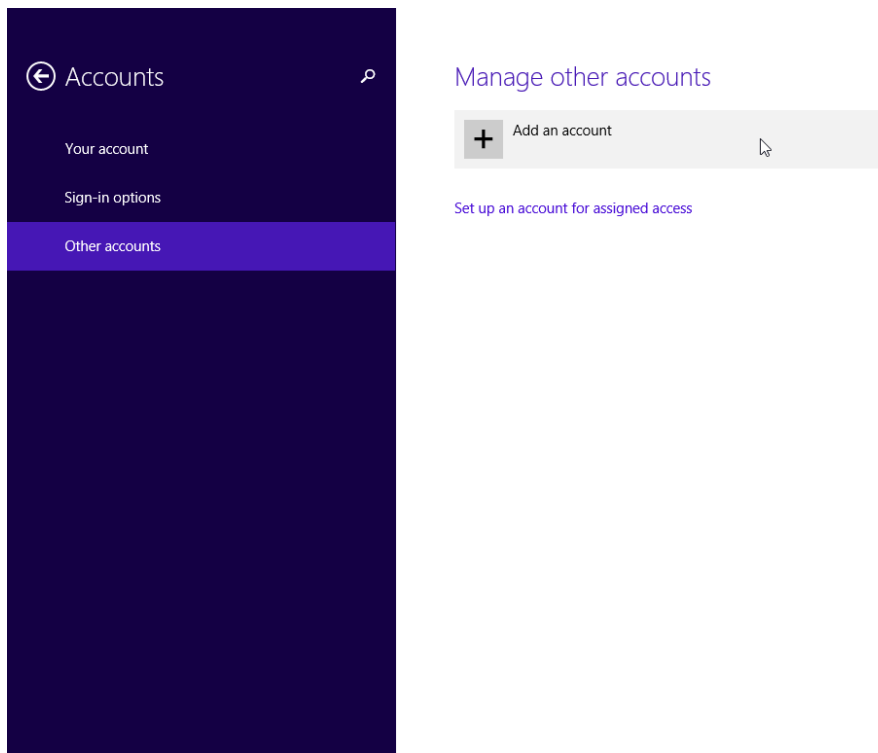
- a. The **User Accounts** window opens. Click **Manage another account**.



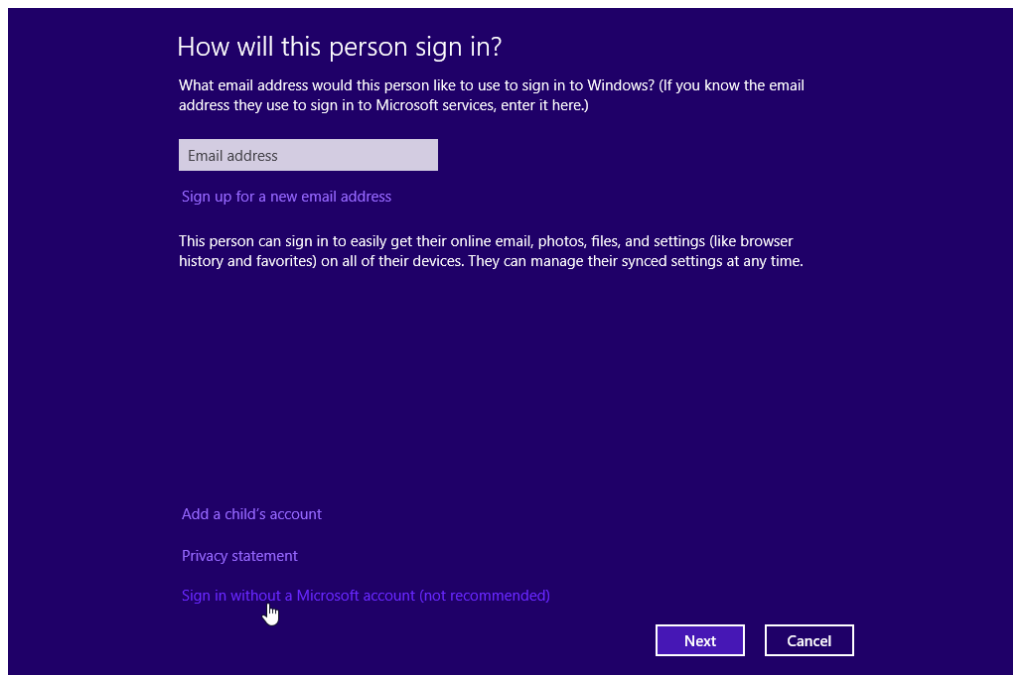
- b. The **Manage Accounts** window opens. Click **Add a new user in PC settings**.



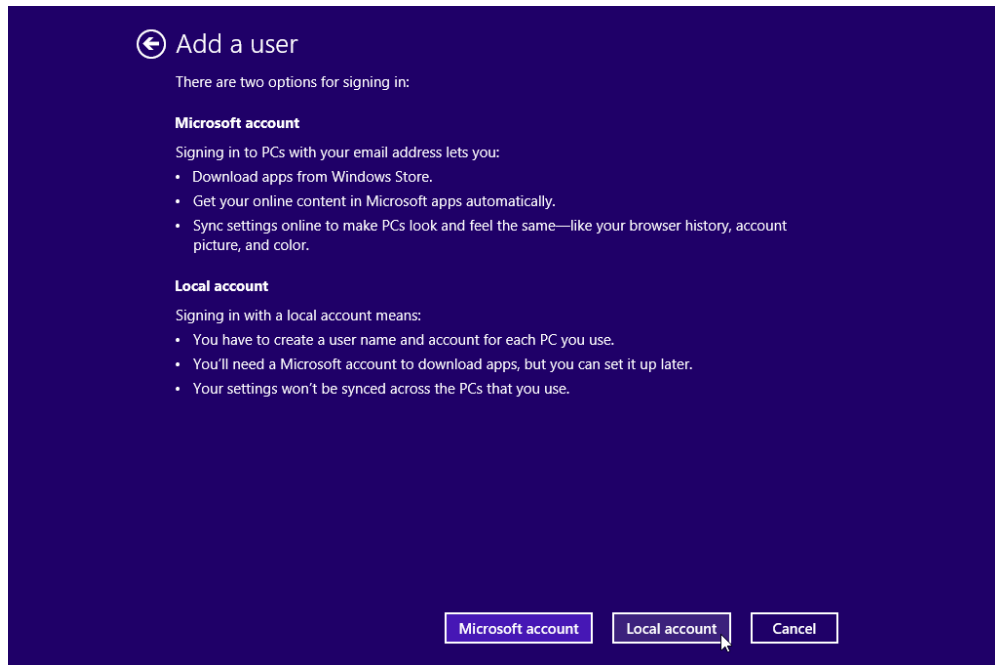
- c. The **Manage other accounts** window opens. Click **Add an account**.



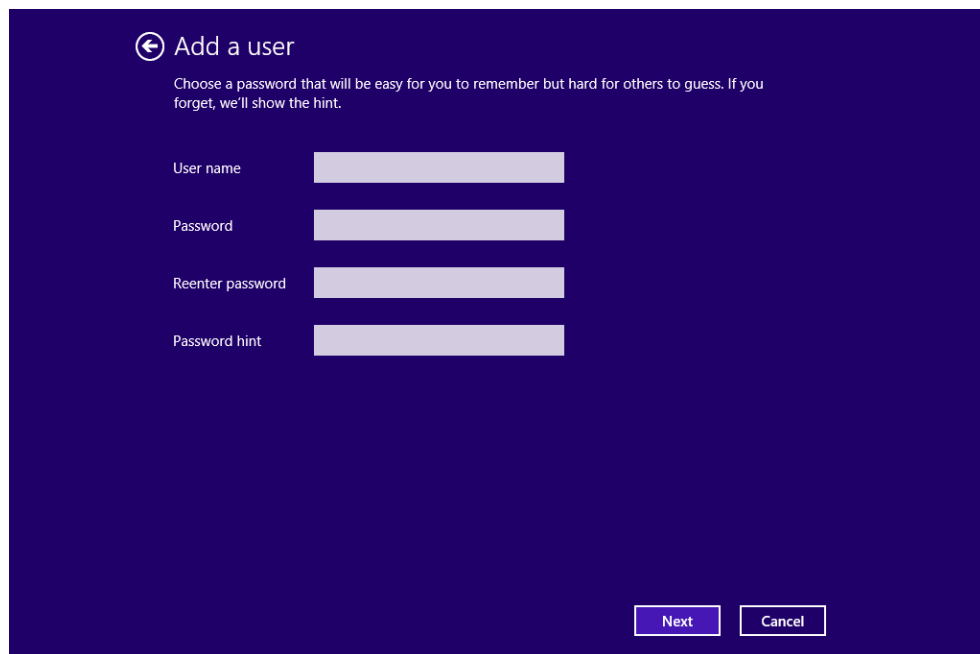
- d. The **How will this person sign in?** window opens. Click **Sign in without a Microsoft account (not recommended)**.



- e. The **Add a user** window opens. Click **Local account**.

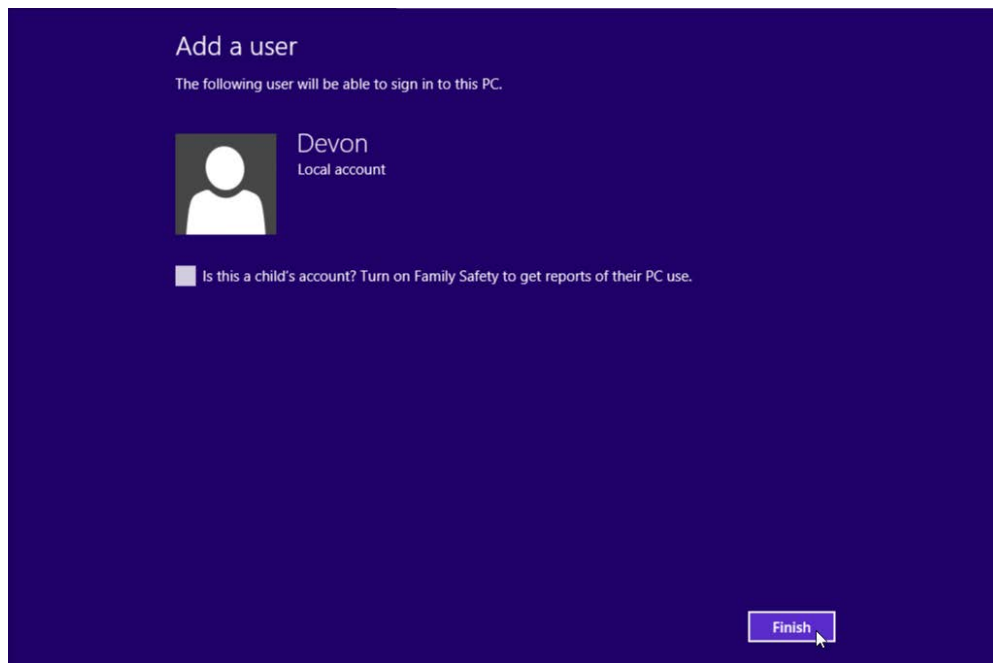


- f. The second **Add a user** window opens. Type the name provided by your instructor in the **User name** field.



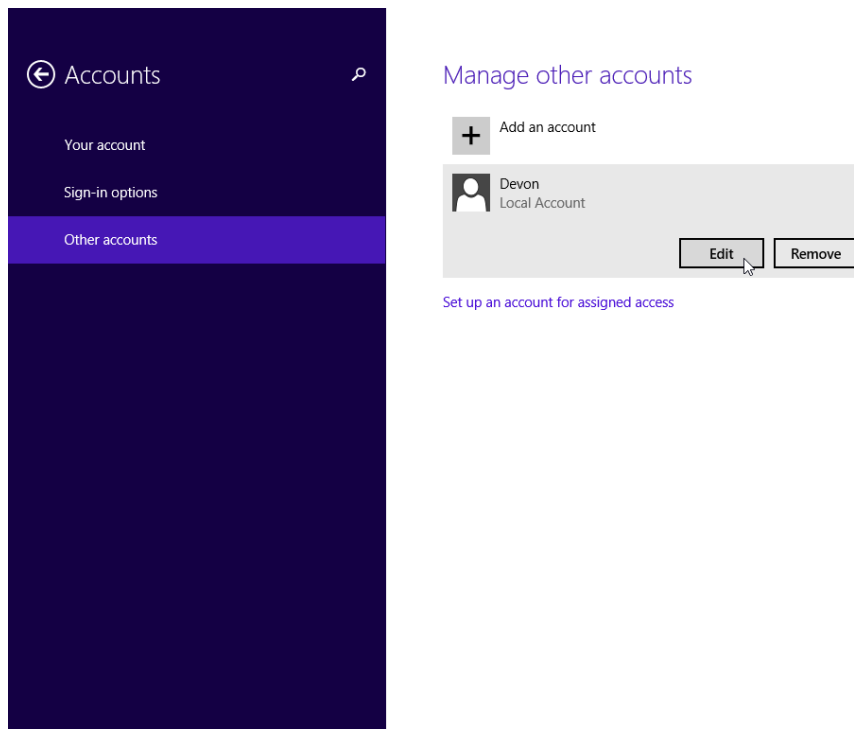
- g. Type in the password provided by the instructor in the **Password** field.
- h. Reenter the password in the **Reenter password** field.
- i. Type a hint to help you remember the password in the **Password hint** field.
- j. Click **Next**.

- k. The final **Add a user** window opens. Click **Finish**.



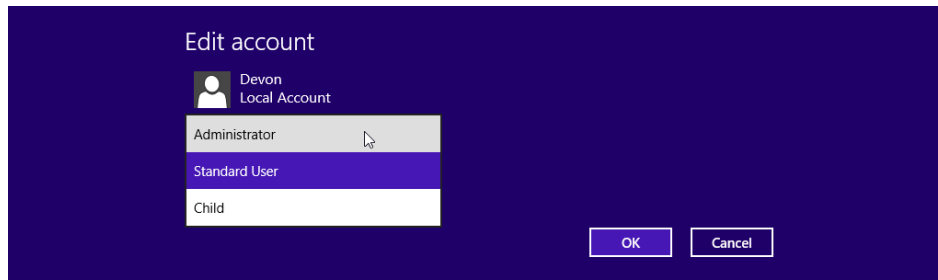
### Step 3: Change the Account Type

- a. The **Manage other accounts** window opens. Click on the user you just created, and then click **Edit**.



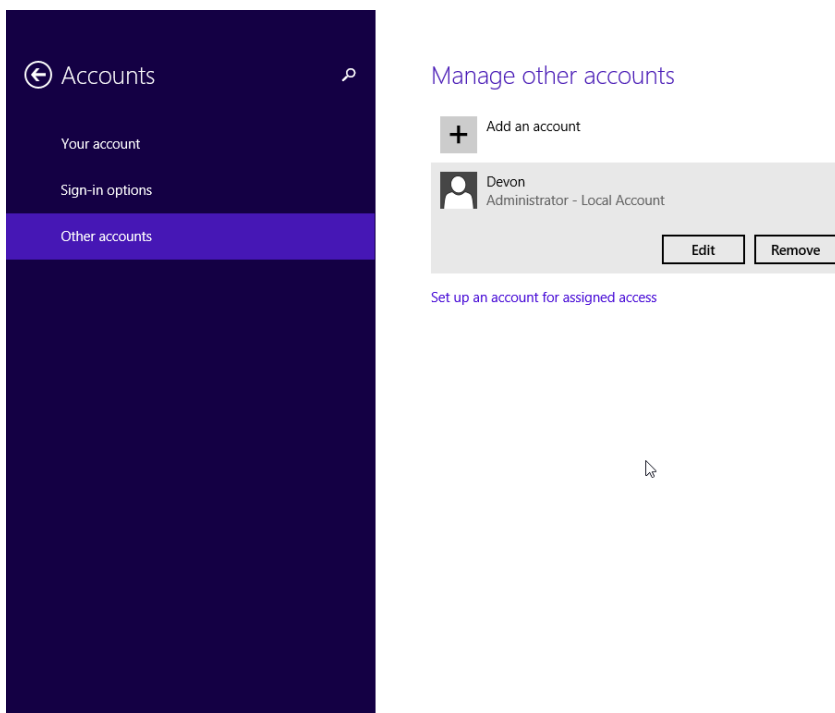
What information is listed for the new account?

- b. The **Edit Account** window opens. Select **Administrator** as the account type. Click **OK**.

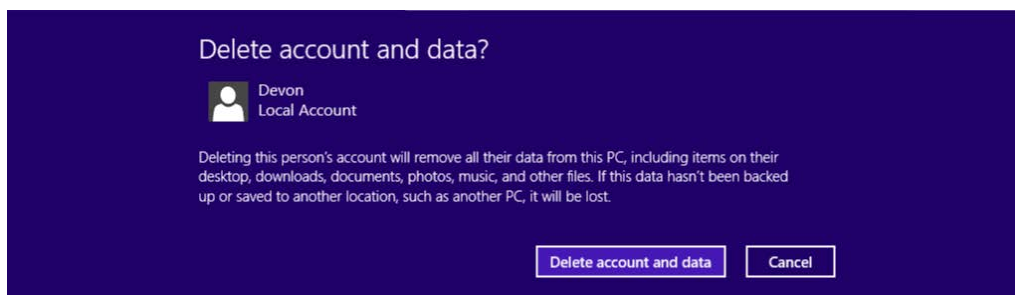


### Step 4: Delete the Account

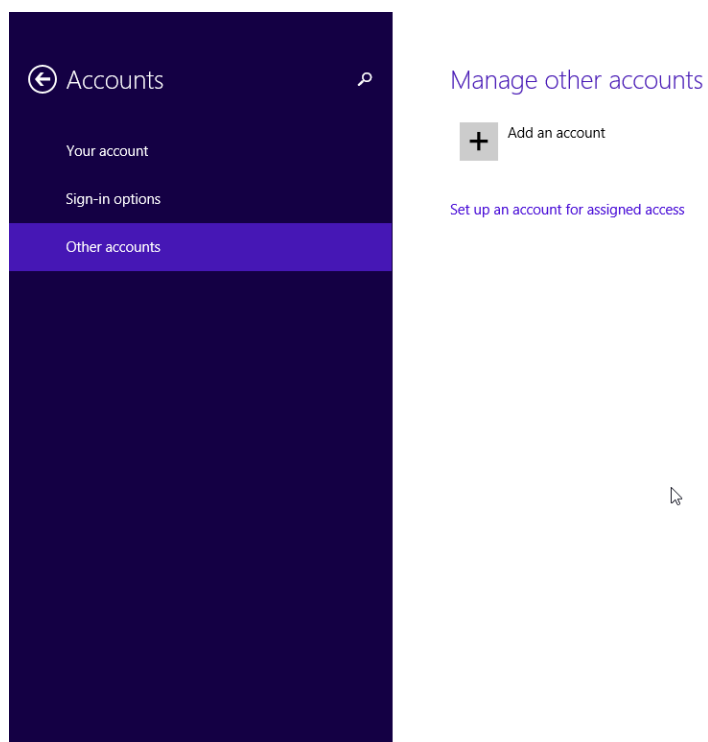
- a. The **Manage other accounts** window opens. Click **Remove**.



- b. The **Delete account and data?** window opens. Click **Delete account and data**.



- c. Notice the account is no longer listed. Close all open windows.



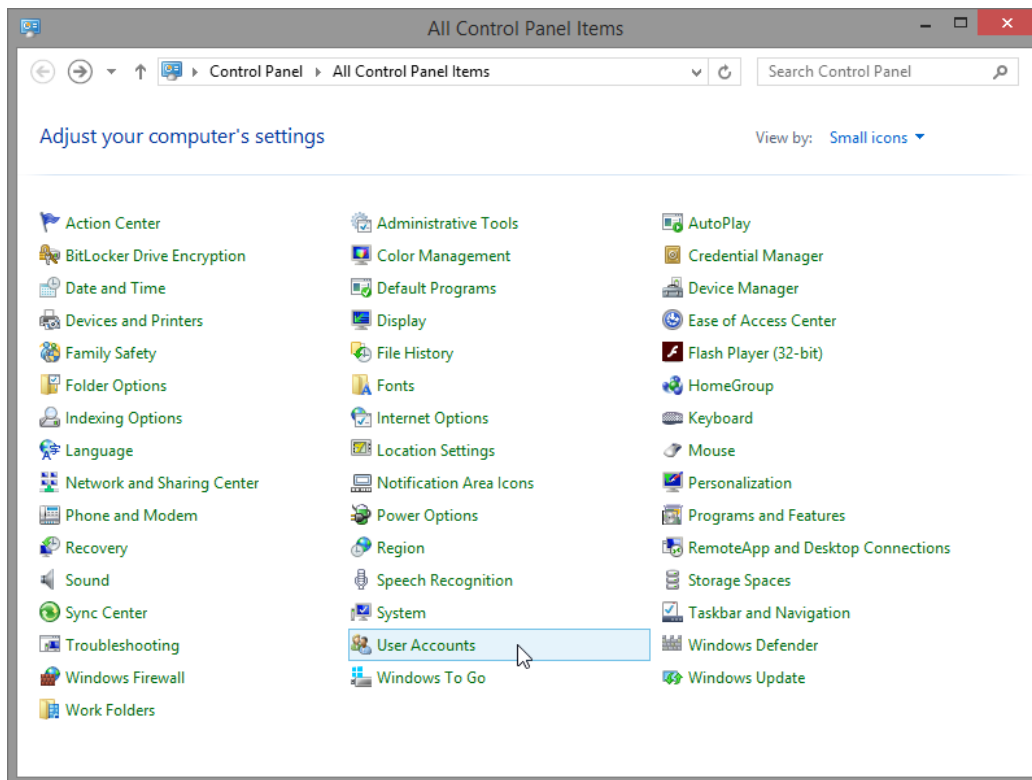
## Part 2: Windows 8.0

### Step 1: Open the User Account Tool

- a. Log on to the computer with an Administrator account.

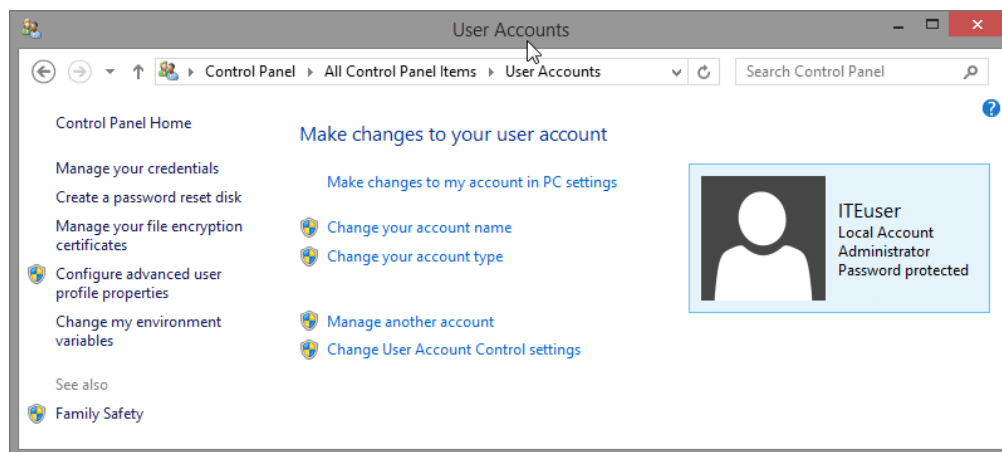
## Lab - Create User Accounts in Windows 8

- b. Click **Control Panel > User Accounts**.



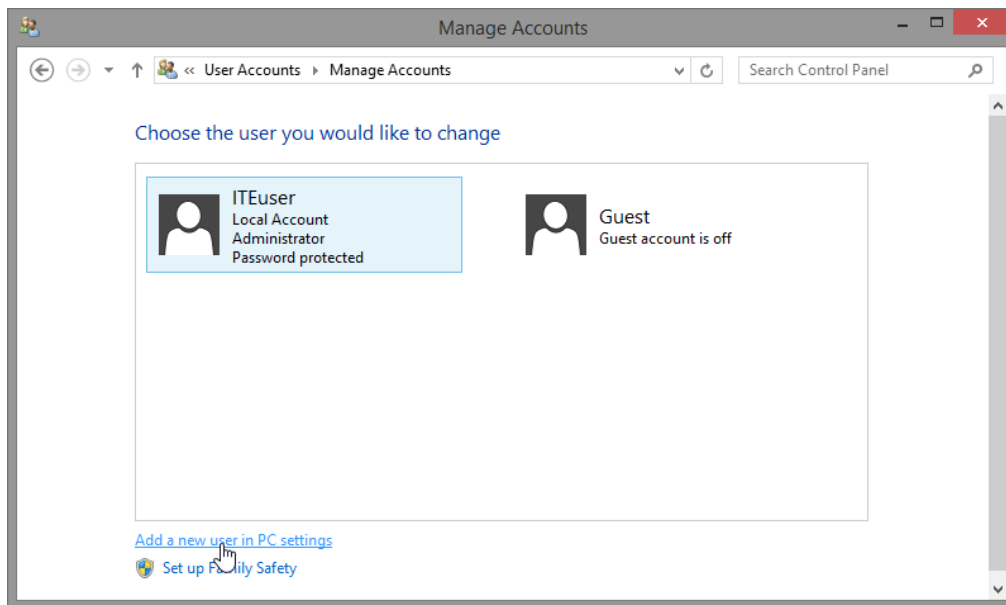
### Step 2: Create an Account

- a. The **User Accounts** window opens. Click **Manage another account**.

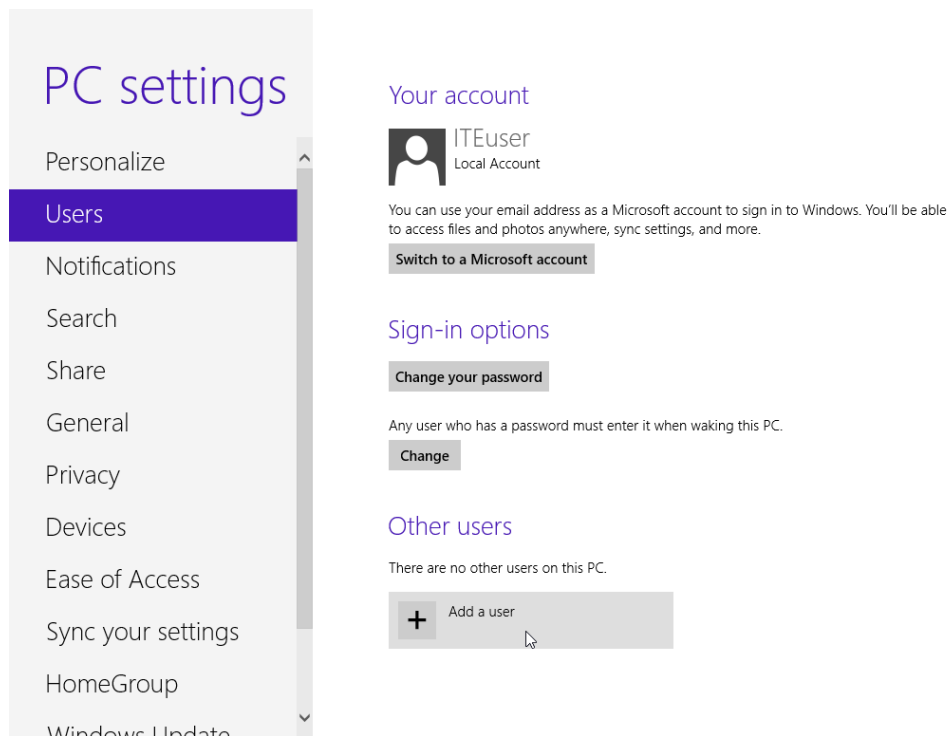




- b. The **Manage Accounts** window opens. Click **Add a new user in PC settings**.



- c. The **Manage other accounts** window opens. Click **Add a user**.



- d. The **Add a user** window opens. Click **Sign in without a Microsoft account**.

Add a user

What email address would this person like to use to sign in to Windows? (If you know the email address they use to sign in to Microsoft services, enter it here.)

Email address

When you sign in to Windows with a Microsoft account, you can:

- Download apps from Windows Store.
- Get your online content in Microsoft apps automatically.
- Sync settings online to make PCs look and feel the same—this includes settings like browser favorites and history.

[Privacy statement](#)

[Sign up for a new email address](#)

[Sign in without a Microsoft account](#)

Next Cancel

- e. The next **Add a user** window opens. Click **Local account**.

← Add a user

There are two options for signing in:

**Microsoft account**

Signing in to PCs with your email address lets you:

- Download apps from Windows Store.
- Get your online content in Microsoft apps automatically.
- Sync settings online to make PCs look and feel the same—like your browser history, account picture, and color.

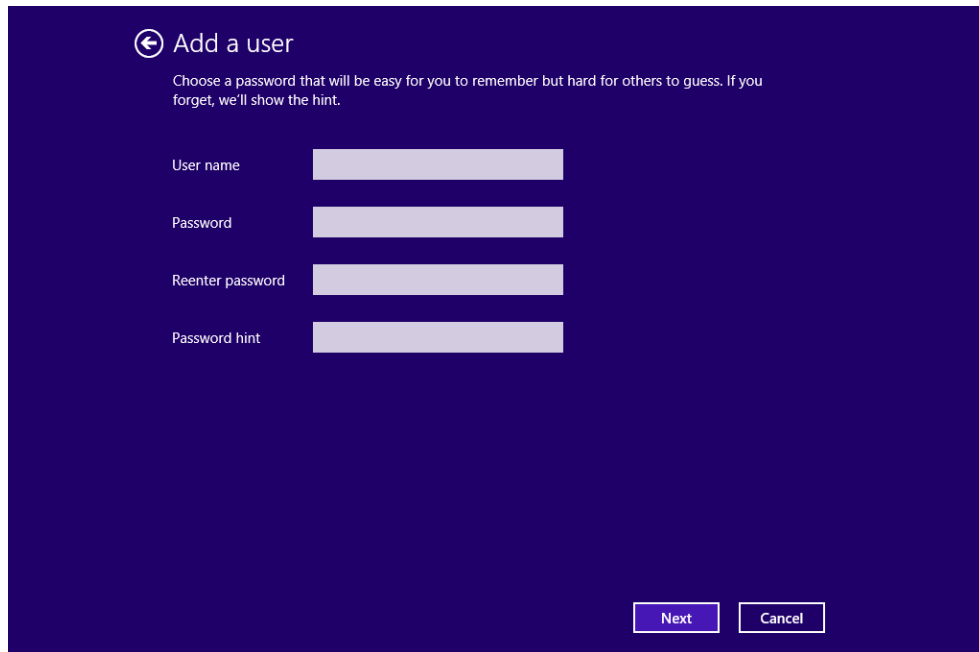
**Local account**

Signing in with a local account means:

- 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.
- Your settings won't be synced across the PCs that you use.

Microsoft account Local account Cancel

- f. The third **Add a user** window opens. Type the name provided by your instructor in the **User name** field.



← Add a user

Choose a password that will be easy for you to remember but hard for others to guess. If you forget, we'll show the hint.

User name

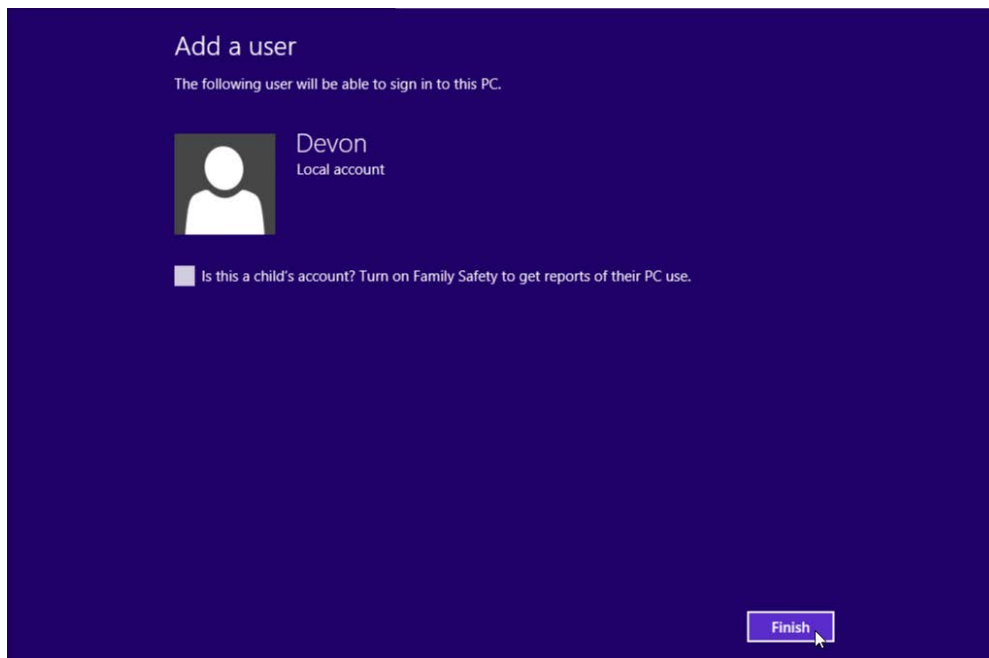
Password

Reenter password

Password hint


Next Cancel

- g. Type in the password provided by the instructor in the **Password** field.
- h. Reenter the password in the **Reenter password** field.
- i. Type a hint to help you remember the password in the **Password hint** field.
- j. Click **Next**.
- k. The final **Add a user** window opens. Click **Finish**.



Add a user

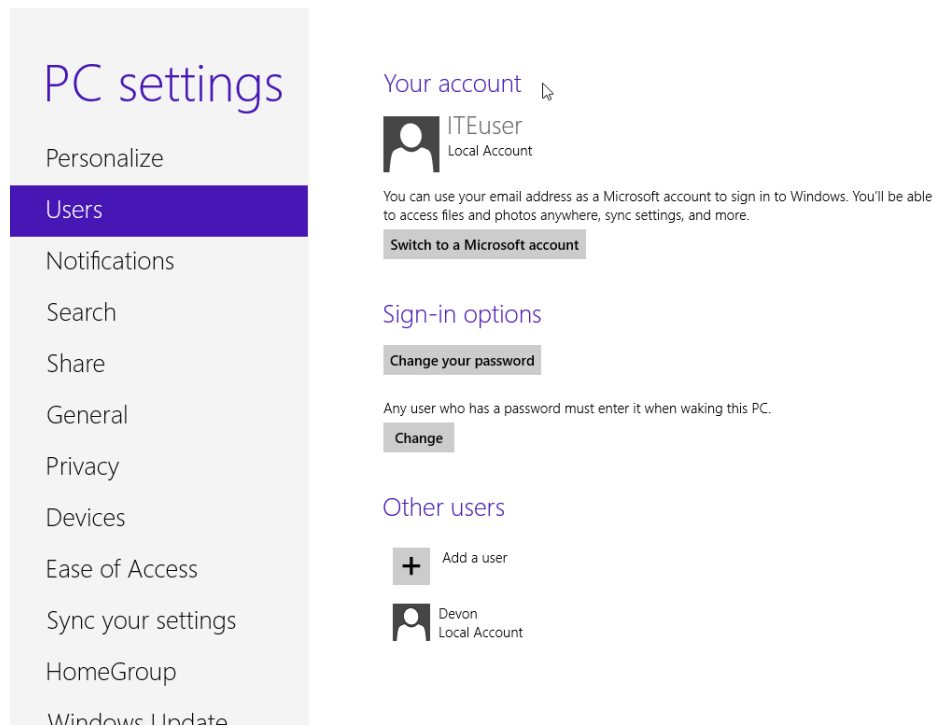
The following user will be able to sign in to this PC.

 Devon  
Local account

☐ Is this a child's account? Turn on Family Safety to get reports of their PC use.

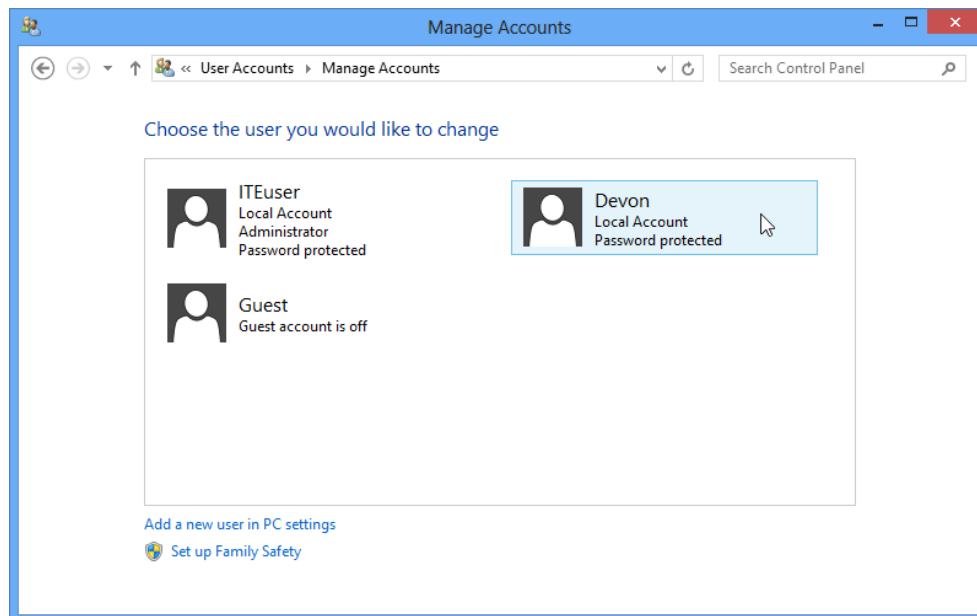
Finish

- I. The **Your account** window opens. Close all open windows.

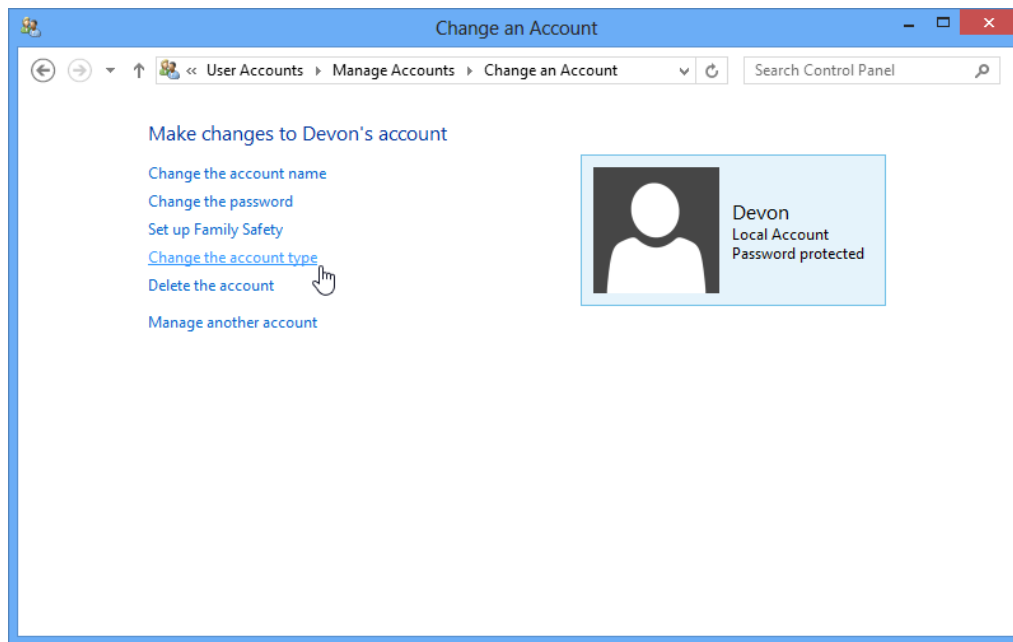


### Step 3: Change the Account Type

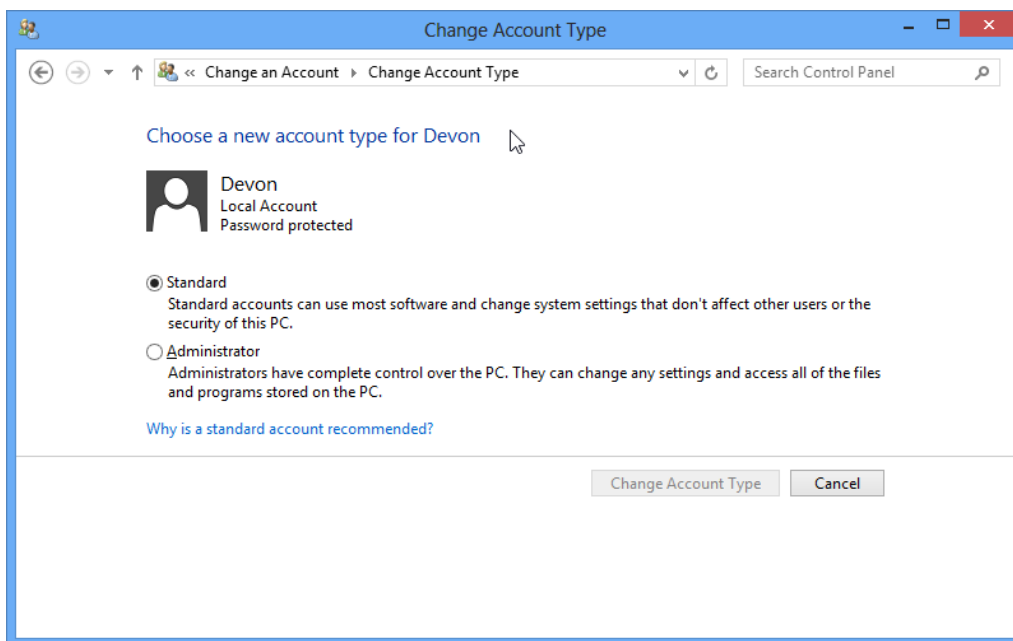
- a. Click **Control Panel > User accounts > Manage another account**.
- b. The **Manage Accounts** window opens. Click the new account.



- c. The **Change an Account** window opens. Click **Change the account type**.



- d. Select **Administrator** as the account type. Click **Change Account Type**.

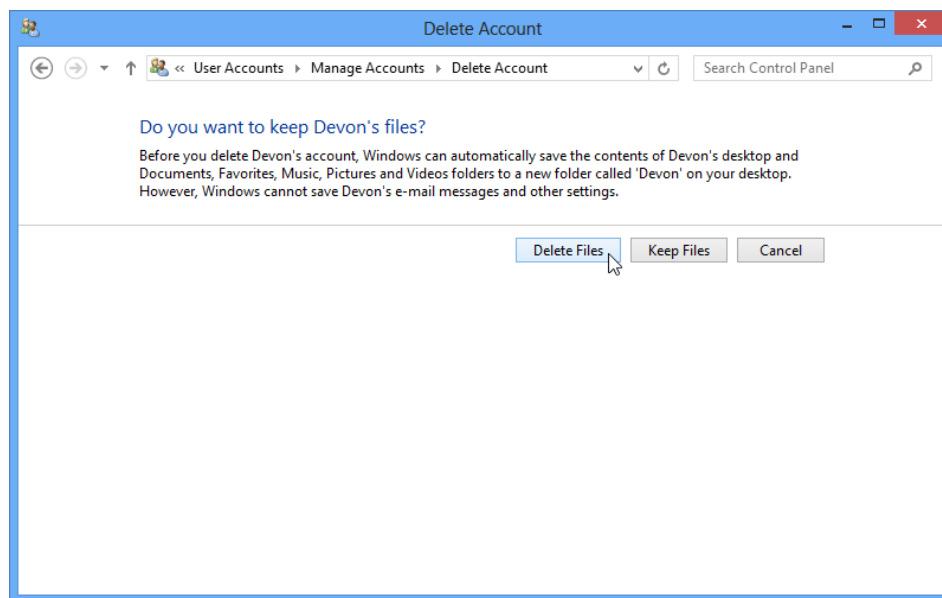


What can a user do with an administrator account?

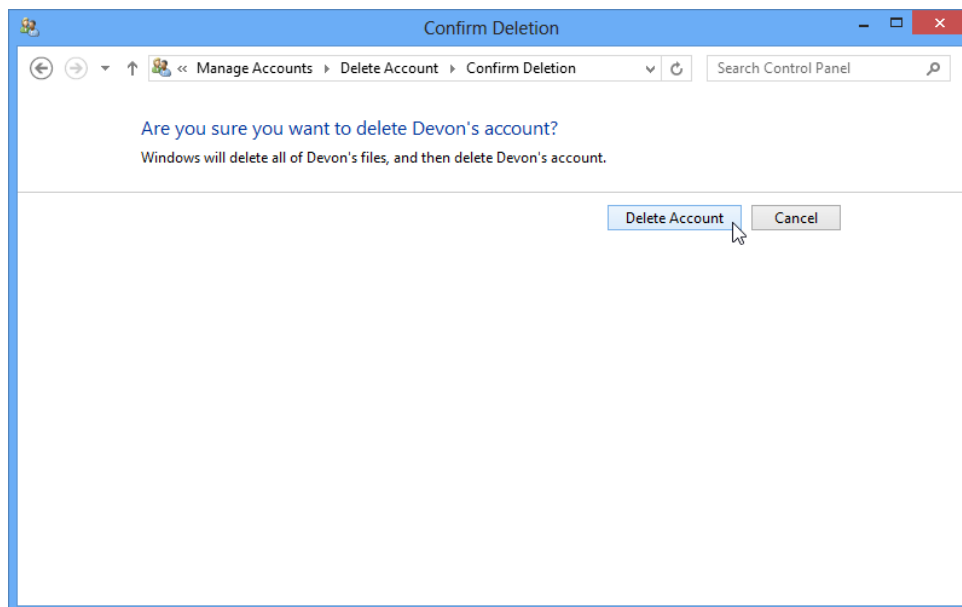
### Step 4: Delete the Account

- a. The **Change an Account** window opens. Click **Delete the Account**.

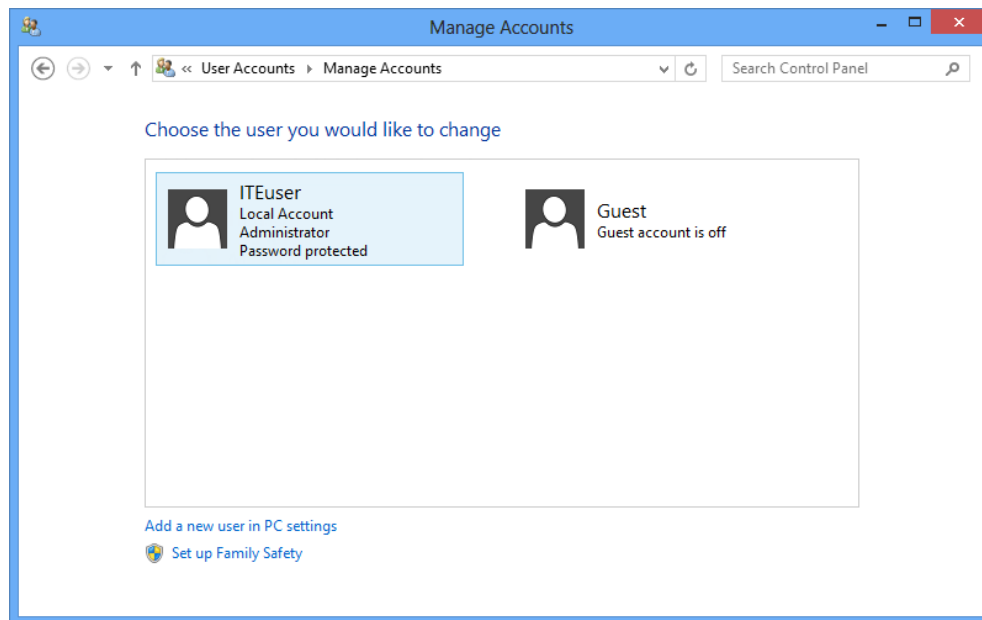
- b. The **Delete Account** window opens. Click **Delete Files**.



- c. The **Confirm Deletion** window opens. Click **Delete Account**.



- d. Notice the account is no longer listed. Close all opened windows.



### Reflection

1. Why is it important to protect all accounts with strong passwords?
2. Why would you create a user with Standard privileges?