



Windows 10

Step

by

Step

Joan Lambert
Steve Lambert



PRACTICE FILES



Windows 10 Step by Step

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Steve Lambert

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Introduction



Welcome to the wonderful world of Windows 10! This *Step by Step* book has been designed so you can read it from the beginning to learn about Windows 10 and then build your skills as you learn to perform increasingly specialized procedures. Or, if you prefer, you can jump in wherever you need ready guidance for performing tasks. The how-to steps are delivered crisply and concisely—just the facts. You'll also find informative, full-color graphics that support the instructional content.

Who this book is for

Windows 10 Step by Step is designed for use as a learning and reference resource by home and business users of desktop and portable computers and devices running Windows 10 Home or Windows 10 Pro. The content of the book is designed to be useful for people who have previously used earlier versions of Windows and for people who are discovering Windows for the first time.

What this book is (and isn't) about

This book is about the Windows 10 operating system. Your computer's operating system is the interface between you and all the apps you might want to run, or that run automatically in the background to allow you to communicate with other computers around the world, and to protect you from those same computers.

In this book, we explain how you can use the operating system and the included tools, such as File Explorer, to access and manage the apps and data files you use in your work and play. Many useful apps come with Windows or are part of the Windows "family," such as Maps, Photos, Mail, Calendar, Groove Music, and Windows DVD Player. This book isn't about those apps, although we do mention and interact with a few of them while demonstrating how to use features of the Windows 10 operating system.



SEE ALSO For information about working with apps, see Chapter 4, "Work with apps and notifications."

The *Step by Step* approach

The book's coverage is divided into parts that represent general computer usage and management skill sets. Each part is divided into chapters that represent skill set areas, and each chapter is divided into topics that group related skills. Each topic includes expository information followed by generic procedures. At the end of the chapter, you'll find a series of practice tasks you can complete on your own by using the skills taught in the chapter. You can use the practice files that are available from this book's website to work through the practice tasks, or you can use your own files.

Download the practice files

Although you can complete the practice tasks in this book by using your own files, for your convenience we have provided practice files for many of the tasks. You can download these practice files to your computer by going to
and following the instructions on the webpage.



IMPORTANT Windows 10 is not available from the book's website. You should install that operating system before working through the procedures and practice tasks in this book. For information about installing Windows 10, see Appendix A, "Install or upgrade to Windows 10."

You can use the files that are supplied for the practice tasks to perform the tasks, and if there are changes, you can save the finished versions of each file. If you later want to repeat practice tasks, you can download the original practice files again.



SEE ALSO For information about working with files, see Chapter 3, "Manage folders and files."

The following table lists the practice files for this book.

Chapter	Folder	File
1: Get started using Windows 10	None	None
2: Personalize your working environment	Win10SBS\Ch02	Background01.jpg through Background08.jpg
3: Manage folders and files	Win10SBS\Ch03	Files\Brochure.pptx Photos\Backgrounds\Background.jpg Photos\Backgrounds\Background03.jpg Photos\Backgrounds\Background08.jpg Photos\Lucy.jpg Photos\Lucy2.jpg Events.docx Expenses.xlsx PackingList.docx Password01.jpg through Password03.jpg Survey.docx TravelChecklist.xlsx
4: Work with apps and notifications	None	None
5: Safely and efficiently browse the Internet	None	None
6: Manage peripheral devices	None	None
7: Manage network and storage resources	Win10SBS\Ch07	Folder only
8: Manage user accounts and settings	Win10SBS\Ch08	Account01.jpg through Account05.jpg Password01.jpg through Password03.jpg
9: Manage computer settings	None	None
10: Manage power and access options	Win10SBS\Ch10	LockScreen01.jpg through Lockscreen13.jpg
11: Work more efficiently	Win10SBS\Ch11	None
12: Protect your computer and data	None	None

Adapt procedures for your environment

The instructions in this book assume that you’re interacting with on-screen elements on your computer by clicking (with a mouse, touchpad, or other hardware device). If you’re using a different method—for example, if your computer has a touchscreen interface and you’re tapping the screen (with your finger or a stylus)—substitute the applicable tapping action when you interact with a user interface element.



SEE ALSO For information about touchscreen interaction, see Appendix B, “Keyboard shortcuts and touchscreen tips.”

Instructions in this book refer to user interface elements that you click or tap on the screen as *buttons*, and to physical buttons that you press on a keyboard as *keys*, to conform to the standard terminology that is used in documentation for these products.

Multistep procedural instructions use this format:

1. To select the paragraph that you want to format in columns, triple-click the paragraph.
2. On the **Layout** tab, in the **Page Setup** group, click the **Columns** button to display a menu of column layout options.
3. On the **Columns** menu, click **Three**.

On subsequent instances of instructions that require you to follow the same process, the instructions might be simplified in this format because the working location has already been established:

1. Select the paragraph that you want to format in columns.
2. On the **Columns** menu, click **Three**.

When the instructions tell you to enter information, you can do so by typing on a connected external keyboard, tapping an on-screen keyboard, or even speaking aloud, depending on your computer setup and your personal preferences.

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Personalize your working environment

In Chapter 1, “Get started using Windows 10,” we looked at the Windows user interface elements that you encounter in every Windows session—the Lock screen, the Welcome screen, the desktop, the taskbar, the Start screen, and the Start menu. (The other place you’ll probably spend a lot of time is in File Explorer, which we discuss at length in Chapter 3, “Manage folders and files.”)

Some of the Windows user interface elements might look different on your computer from the ones we show in this book, because the colors and images might have been set by the computer manufacturer to something other than the defaults. One of the things people like to do with their Windows computers is personalize the user interface to reflect things they like and want to see rather than things that other people have decided they should see. And that is what this chapter is about!

This chapter guides you through procedures related to modifying the Start screen and Start menu, managing Start screen tiles, setting the desktop background and system colors, configuring the taskbar, and applying and managing themes.

2

In this chapter

- Configure the Start screen and Start menu
- Manage Start screen tiles
- Set the desktop background and system colors
- Configure the taskbar
- Apply and manage themes

Practice files

For this chapter, use the practice files from the Win10SBS\Ch02 folder. For practice file download instructions, see the introduction.

Configure the Start screen and Start menu

As mentioned in Chapter 1, "Get started using Windows 10," the Start screen that debuted in Windows 8 and the Start menu that was in Windows 7 and previous versions of Windows have been combined and are both available, all the time, in Windows 10. You have the choice of two Start screen configurations:

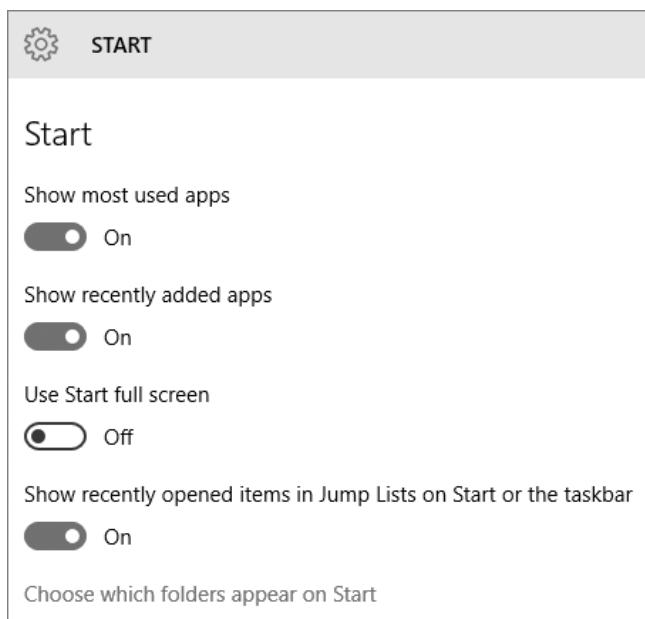
- A full-screen Start screen with the Start menu collapsed on the left side
- A partial-screen Start screen with the Start menu always visible on the left side

The partial-screen configuration is the default.



The default Start screen configuration always displays the Start menu

In either configuration, the Start menu displays predefined content, and the Start screen displays tiles. In contrast to earlier versions of Windows in which you could add shortcuts to specific apps to the Start menu, you now choose only the types of content you want Windows to display on the Start menu, and add custom content only to the Start screen.



The default Start screen settings



TIP In the Windows user interface, the combined Start screen and Start menu are often referred to simply as *Start*. Some documentation refers to clicking the Start button simply as *clicking Start*. Because Windows 10 has three distinct Start elements—the Start button, the Start menu, and the Start screen—we refer to each of these elements separately in this book.

Set the Start screen size

The Start menu configuration that is best for you depends on the way you work—considerations include whether you primarily interact with Windows by clicking or tapping the screen, which method you prefer to use to start apps, whether you depend on live tiles for information, whether you make use of jump lists, and how large your screen is. Your initial preference might be based solely on what you're used to and comfortable with. You can easily try out both configurations to determine which is more efficient for the way that you work.

Changing the Start menu configuration is a simple one-click process. When you turn the full-screen setting on or off, the change takes place immediately. It isn't necessary to sign out of Windows or restart your computer to implement it.

You can adjust the height and width of the partial-screen Start screen. When you make the Start screen wider or narrower, the width of the tile groups might change from three medium tiles at narrower widths to four medium tiles at wider widths.



SEE ALSO For information about arranging tiles and tile groups on the Start screen, see the topic "Manage Start screen tiles" later in this chapter.

To switch between the default and full-screen Start screen

1. Open the **Settings** window.
2. Click **Personalization**, and then on the **Personalization** page, click **Start**.
3. In the **Start** pane, click **Use Start full screen**. Then click the **Start** button to test the setting.

To resize the partial-screen Start screen

1. Do any of the following:
 - Drag the top border of the **Start** screen up or down to increase or decrease its height.
 - Drag the right border of the **Start** screen right or left to increase or decrease its width.

To display Start screen tiles that don't fit on the partial Start screen

1. Point to the **Start** screen to display the vertical scroll bar on the right edge.



TIP The scroll bar appears only when there are more tiles than fit on the Start screen at the current size.

2. Drag the scroll box or click the scroll bar to scroll the **Start** screen content.

Configure Start menu content

On the left side of the Start screen, the Start menu displays information that is related to users and apps. At a minimum, it displays your user account button at the top and the Power and All Apps buttons at the bottom. (The Power and All Apps buttons are also available directly from the Start screen in the full-screen configuration.)

The Start menu can also display the following lists:

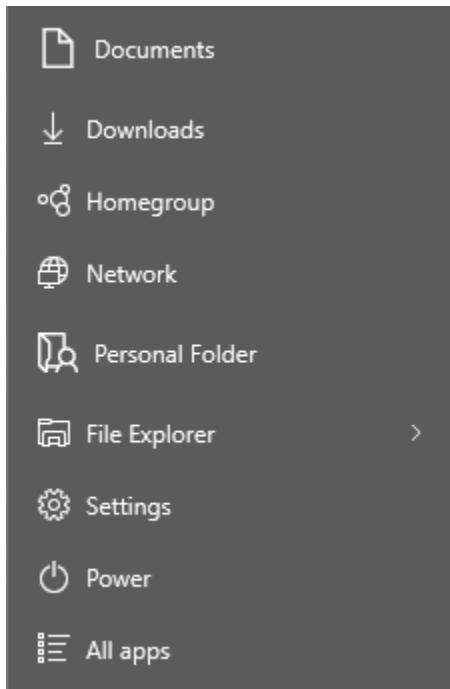
- **Most Used app list** On a new Windows 10 installation, this list contains links to some standard Windows utilities, or to apps that were selected by the computer manufacturer. As you use Windows, the apps you use most often that aren't pinned to the Start screen appear in this list.
- **Recently Added app list** This list displays apps for a short time after you install them. If no apps have been installed recently, the Start menu doesn't display the Recently Added list heading.
- **Recently opened items** When this setting is turned on, you can quickly access files that you've opened with apps that support this feature (such as Microsoft Office apps) from the Start menu or taskbar.

The Windows 10 Start menu does *not* have an area in which you can pin app shortcuts—you pin these to the Start screen instead.

At the bottom of the Start menu, just above the Power button, you can display links to the following items:

- File Explorer
- The Settings window
- Your Documents, Downloads, Music, Pictures, and Videos folders
- The Homegroup and Network windows
- Your personal folder, from which you can access all your user account-specific folders and settings

The Start menu displays only File Explorer and Settings by default; you must turn on any specific folders or windows you want to display.



The folders you select always display in the same order

To display or hide app lists on the Start menu

1. Open the **Settings** window.
2. Click **Personalization**, and then on the **Personalization** page, click **Start**.
3. In the **Start** pane, do any of the following:
 - Click **Show most used apps** to turn off or on the Most Used list.
 - Click **Show recently added apps** to turn off or on the Recently Added list.



TIP Both of these lists are turned on by default.

4. Click the **Start** button to test the setting.



TIP Windows 10 does not have an option to specify the number of items in the Start menu lists.

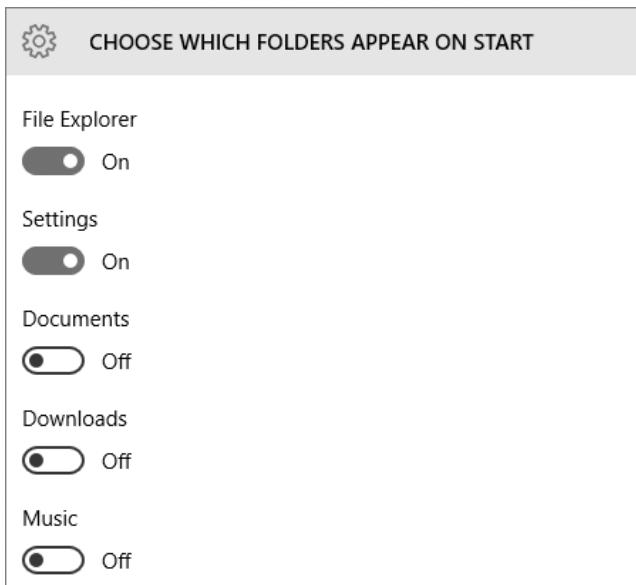
2

To display or hide jump lists on the Start menu and taskbar

1. On the **Personalization** page of the **Settings** window, click **Start**.
2. In the **Start** pane, click **Show recently opened items in Jump Lists on Start** or **the taskbar** to turn jump lists on or off.

To add or remove folders on the Start menu

1. On the **Personalization** page of the **Settings** window, click **Start**.
2. At the bottom of the **Start** pane, click **Choose which folders appear on Start** to display a list of options, each with a toggle button.



Click a toggle button to turn on or off the display of a folder

3. On the **Choose which folders appear on Start** page, set the toggle buttons for the folders that you want to appear on the Start menu to **On**, and the others to **Off**.

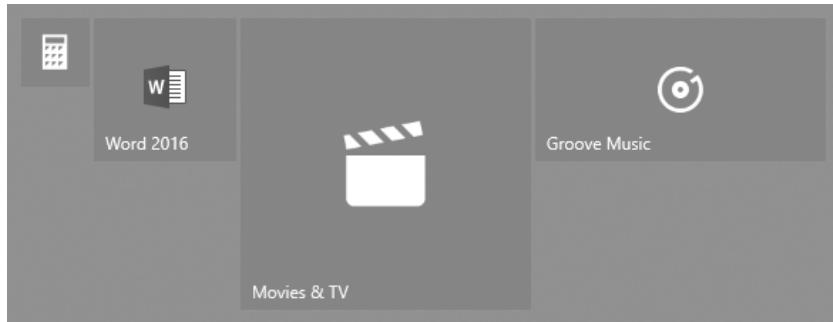
Manage Start screen tiles

The Start screen content (other than the Start menu) is displayed in the form of *tiles*. Each tile is actually a shortcut to something else—usually an app, but tiles can also link to other things, such as folders in File Explorer or individual songs in your Groove Music library. You can add tiles to the Windows 10 Start screen by pinning shortcuts to it, including shortcuts to apps, files, folders, web links, contact cards, songs, movies, and pictures—almost anything you want to get to quickly.



A typical Start screen configuration

Tiles are square or rectangular, and can be set to four different sizes: Small, Medium, Large, and Wide. All tiles support the Small and Medium sizes. App tiles also support the Wide and Large sizes, which are most appropriate for apps that display information (other than the app name and/or icon) on the tile that you want to see. (Of course, you can also use them if you just want a really big target to click.) When you pin an item to the Start screen, the new app tile defaults to the Medium size and appears at the bottom or far right of the Start screen.



The four Start screen tile sizes

Tiles for some Windows Store apps that provide access to frequently updated information (such as news, weather, traffic, stock market data, messages, social media network updates, and calendar events) can display and update content directly on the Start screen. These are called *live tiles*. Some apps even permit you to pin multiple live tiles that display different data to the Start screen.



Different sizes of live tiles display different amounts of information

The content displayed on a live tile can come from an online source, such as a news service, or from a local source, such as your Pictures folder. Only Medium, Large, and Wide tiles display live content; it is turned off for smaller tiles, and if the on-screen movement bothers you, you can turn off the live content for any tile. When live content is off, the tile displays the app icon and its name.

Tiles always align on the Start screen in a grid format. When you place tiles next to each other, they form a group, and a title bar for that group appears. You can also assign a name to the tile group. You can create additional groups of tiles by dropping them a bit further away from an existing group. After you create a group, you can easily move tiles into or out of the group, or move the entire group of tiles to a different location on the Start screen. You can organize tiles on the Start screen in whatever grouping is most logical and convenient to you—by type, by purpose, by project, alphabetically—there is no magic formula that will satisfy everyone. Fortunately, the Start screen content is easy to customize.



TIP Your Start screen structure is one of the Windows settings that you can synchronize among computers that you sign in to by using your Microsoft account. For information about synchronizing settings, see “Customize your sign-in options” in Chapter 8, “Manage user accounts and settings.”

Computer manufacturers place tiles on the Start screen to help you find apps and tools that you might want to use (for example, a link to the support department for the computer manufacturer, or to a free app that comes with the computer). You can remove the tiles you don’t use, or just move them to one side and make them small. Removing tiles does not uninstall apps, delete folders, or otherwise affect the item that the tile links to. You can start apps from the All Apps list or locate folders in File Explorer.



SEE ALSO For information about files and folders, see Chapter 3, “Manage folders and files.” For information about pinning apps to the Start screen and starting apps, see Chapter 4, “Work with apps and notifications.”

The procedures in this topic pertain to the mechanics of the Start screen rather than its content. For information about managing the content of the Start screen, see the “Configure the Start screen and Start menu” topic earlier in this chapter.

To move a Start screen tile

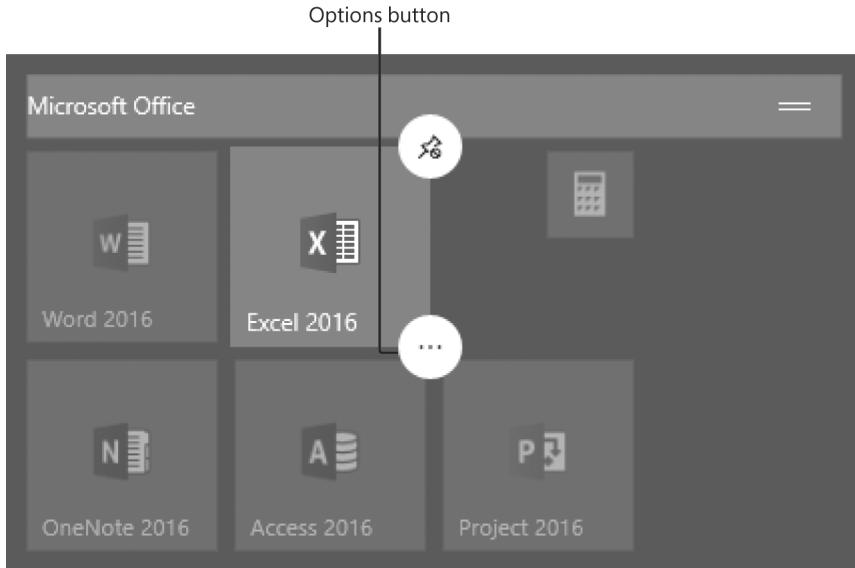
1. Click and hold the tile you want to move, and then drag it to its new location.



TIP The screen becomes shaded to indicate change when you move the tile, but until then there is no specific indicator that you’re editing the screen.

Or

1. On a touchscreen device, tap and hold the tile to activate the Start screen elements for editing. The screen changes to a shaded color and the tile group title boxes are visible.



The Start screen activated for editing on a touchscreen device

2. Drag the tile to its new location.
3. Make any additional changes to the **Start** screen, and then tap an empty area of the **Start** screen to return it to its normal state.

To resize a Start screen tile

1. Do one of the following:
 - Right-click the tile, and then click **Resize**.
 - Tap and hold the tile, and then tap the **Options** button that appears in its lower-right corner.
2. Click the tile size you want (**Small**, **Medium**, **Large**, or **Wide**).



TIP Moving or resizing a tile might change the layout of the surrounding tiles.

To add a tile to an existing tile group

1. Drag the tile to slightly overlap with an existing tile in the group you want to add it to, and then release it.

To create a new tile group

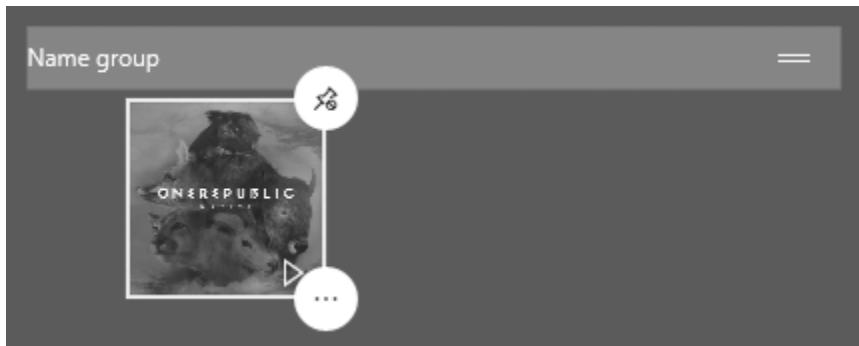
1. Drag a tile to an open space above, below, or to the side of an existing group.
2. When a shaded bar (a blank tile group title bar) appears, release the tile to create the tile group.



Creating a new tile group by dragging a song tile

To name a tile group

1. If you create a tile group by tapping and dragging a tile on a touchscreen device, the tile group title bar is active for editing when you release the tile. Tap **Name group**, and then enter the title you want to assign to the tile group.



Creating a tile group on a touchscreen device

Or

1. Point to the area above the tile in a new group, or above the top row of tiles in an existing group.
2. When **Name group** appears, click it to activate it for editing.
3. Enter the title you want to assign to the tile group.

To rename a tile group

1. Point to the tile group title, and then click the title bar or the handle that appears at its right end to activate the title bar for editing.



A tile group title bar that is active for editing

2. Edit the existing title, or click the X at the right end of the title box to delete the existing content, and then enter the new title.
3. Press **Enter**, or click or tap away from the title box to return the Start screen to its normal state.

To move a tile group

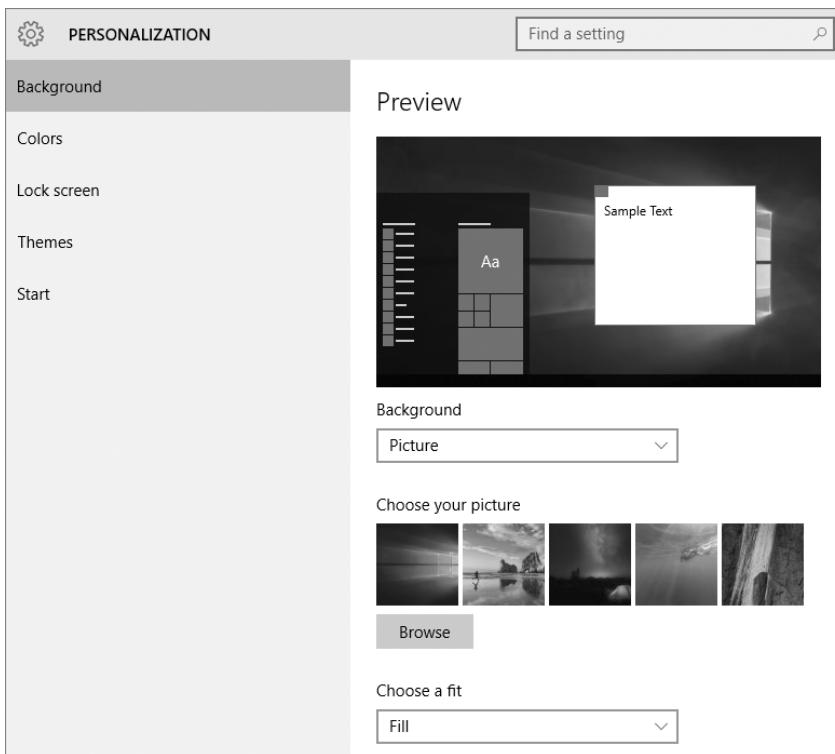
1. Click and hold (or tap and hold) the tile group title bar, and then drag the group to its new location.

As you drag, the group tiles collapse into the group title bar, and other groups move to make space for the group you're dragging.

2. When the group is in the location you want it, release the title bar.

Set the desktop background and system colors

You can use the options in the Personalization category of the Settings window to set the desktop background and the accent color that is used for various operating system elements, including the Start menu, taskbar, Action Center, and window title bars.



The default Windows 10 desktop background pictures



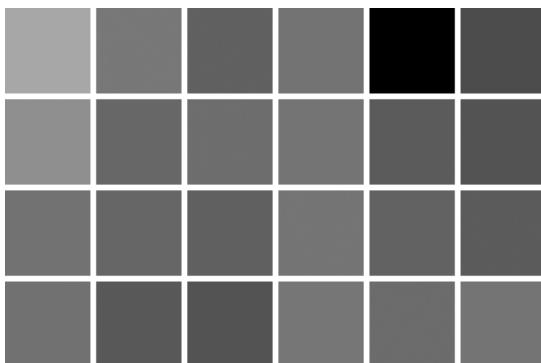
TIP In addition to the changes described in this topic, you can apply a custom theme, which sets the background, color scheme, and other properties at one time. For more information, see “Apply and manage themes” later in this chapter.

Set the desktop background

Your choice of desktop background usually reflects your personal taste—what you like to see when your app windows are minimized or closed. Some people prefer simple backgrounds that don't obscure their desktop icons, some prefer photos that reflect a specific theme, and some prefer personal photos of family members, pets, or favorite places.

You can set your desktop background to any of the following:

- **A picture** You can choose one of the photos that come with Windows, or a digital image of your own. The image can be any of several file types, including BMP, GIF, JPG, PNG, TIF, and the less common DIB, JFIF, JPE, JPEG, and WDP file types.
- **A solid color** If you want to keep things simple, you can opt for a plain, colored background. You can choose from a palette of 24 colors.



Desktop background color options

- **A slideshow** You can display the contents of a folder of your choice, with the background image changing as frequently as every minute or every 10 minutes, 30 minutes, hour, six hours, or day. You can display the images in the order they appear in the folder, or in a random order.

When you select a background option, a preview of the option appears at the top of the Background pane.

When displaying an image or slideshow as your desktop background, you can specify the position of the image as follows:

- **Fill** The image is centered on the screen. The image fills the screen horizontally and vertically, and maintains its original aspect ratio. Parts of the image might overrun the left and right sides or the top and bottom edges (but not both).
- **Fit** The image is centered on the screen. The image fills the screen horizontally or vertically, and maintains its original aspect ratio. Parts of the image might not fill the left and right sides or the top and bottom edges.
- **Stretch** The image is centered on the screen. The image fills the screen horizontally and vertically, but does not maintain its original aspect ratio. No part of the image overruns the screen.
- **Tile** The image is anchored in the upper-left corner of the screen at its original size, followed by as many copies as are necessary to fill the screen. Parts of the right-most and bottom tiles might overrun the edges of the screen.
- **Center** The image is centered on the screen at its original size.
- **Span** When you have multiple monitors connected to the computer, this option stretches the image across the monitors.

When you select a picture position that doesn't fill the screen (such as Fit or Centered) the rest of the desktop is filled with the currently selected desktop background color.



IMPORTANT At the time of this writing, the desktop background preview doesn't appear immediately when you select a new picture; there is a lag time of a few seconds. That might improve in future builds of Windows 10.

To set one desktop background image

1. Open the **Settings** window.
2. Click **Personalization**, and then on the **Personalization** page, click **Background**.
3. In the **Background** pane, click **Picture** in the **Background** list.

4. In the **Choose your picture** area, do one of the following:
 - Click a thumbnail to select a Windows 10 image or a previously selected picture.
 - Click the **Browse** button. In the **Open** dialog box, browse to and click the image you want to use. Then click the **Choose picture** button.
5. In the **Choose a fit** list, click **Fill**, **Fit**, **Stretch**, **Tile**, **Center**, or **Span** to indicate the way you want to position the image.
6. When the preview image updates to reflect your settings, make any necessary changes to configure the desktop background the way you want it.



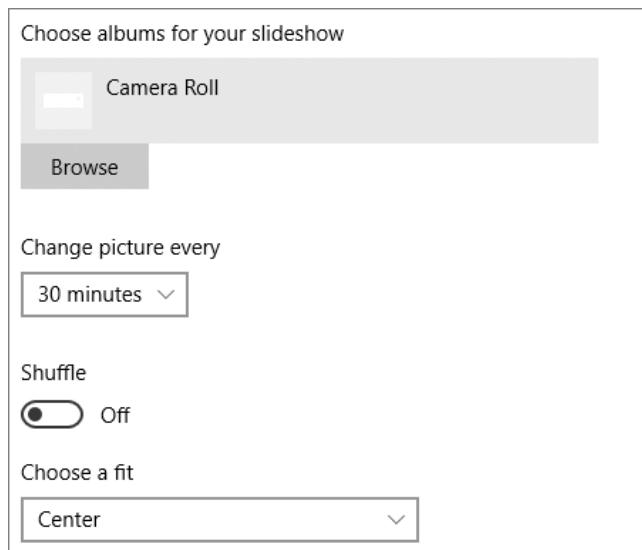
IMPORTANT If you choose the Fit or Centered option, the image will have the currently selected desktop background color behind it. If you don't like the desktop background color, change it and then reselect the desktop background image.

To display a series of desktop background images

1. Place the images you want to display into one folder.
2. Open the **Settings** window.
3. Click **Personalization**, and then on the **Personalization** page, click **Background**.
4. In the **Background** pane, expand the **Background** list, and then in the list, click **Slideshow**.
5. If you want to use a folder other than the one shown in the **Choose albums for your slideshow** area (by default, this is your Pictures folder), click the **Browse** button. In the **Select folder** dialog box, browse to and click the folder of images you want to use. Then click the **Choose this folder** button.



TIP Although the area is named *Choose albums...* you can choose only one folder in the Select Folder dialog box.



Desktop slideshow options

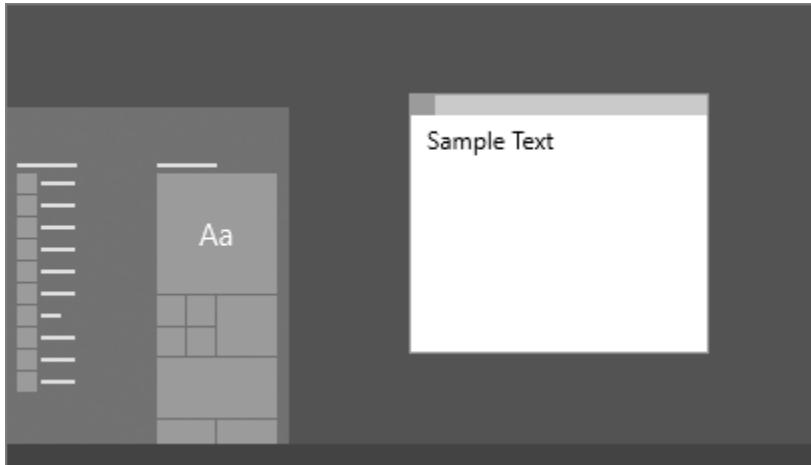
6. If you want to display the folder contents in a random order, set the **Shuffle** toggle button to **On**.
7. In the **Choose a fit** list, click **Fill**, **Fit**, **Stretch**, **Tile**, **Center**, or **Span** to indicate the way you want to position the images. Consider that in the slide show, image sizes might vary.
8. When the preview image updates to reflect your settings, make any necessary changes to configure the desktop background the way you want it.

To set a desktop background color

1. In the **Settings** window, click **Personalization**, and then on the **Personalization** page, click **Background**.
2. In the **Background** pane, click **Solid Color** in the **Background** list to display the color grid. An outline indicates the current color.
3. In the color grid, click the color swatch you want to use.
4. When the preview image updates to reflect your settings, make any necessary changes to configure the desktop background the way you want it.

Set an accent color

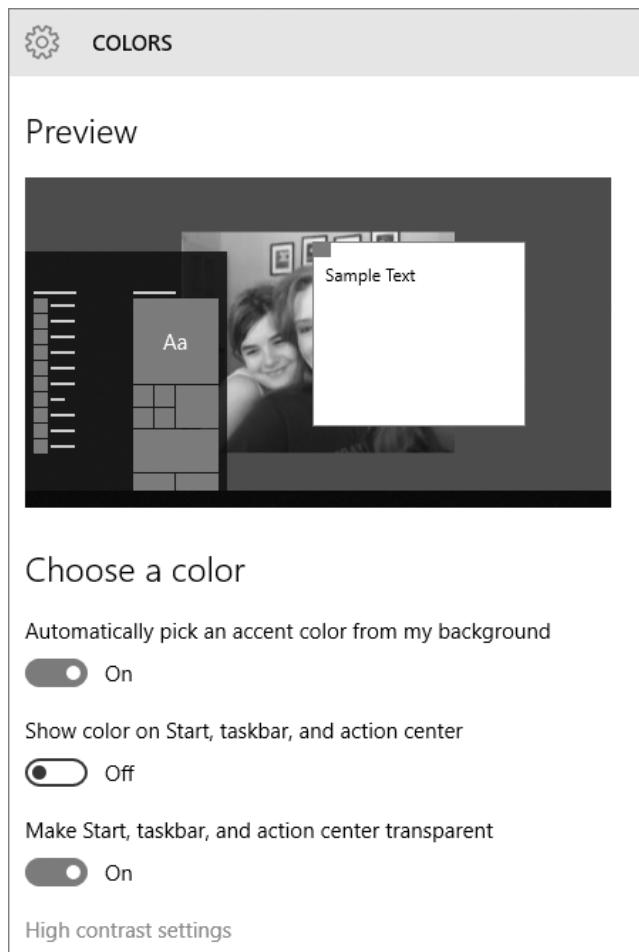
The preview at the top of the Background pane and the preview at the top of the Colors pane display the same image: a partial-screen Start screen, taskbar, and window against the currently selected background.



Previewing the desktop background and accent color

The colors displayed on the Start screen, taskbar, and window are controlled by the accent color settings. When selecting an accent color, you can choose from four configurations based on combinations of two settings:

- The Start screen, taskbar, tiles, and window accents can be black, or they can be shades of the accent color. If they are controlled by the accent color, tiles (on the Start screen and in the Action Center) and window accents (such as toggle buttons) are the accent color, the Start screen is a medium shade of the accent color, and the taskbar is a dark shade of the accent color.
- Windows can select an accent color based on the desktop background, or you can select an accent color. When the desktop background is any solid color, Windows selects gray as the accent color. When the desktop background is a picture, Windows selects a color from the picture.

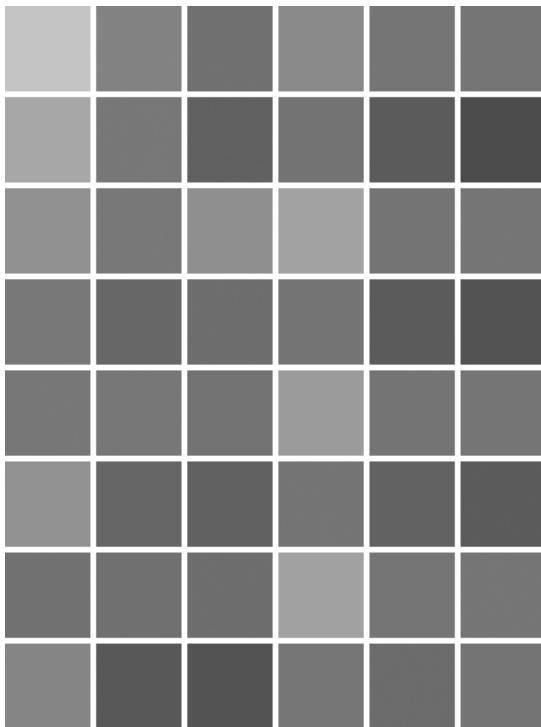


The default Colors options set an automatic accent color and transparent screens

If you select the accent color, you can choose from a palette of 48 standard colors.



TIP When Windows selects an accent color from a background picture, the accent color grid expands to include that color in addition to the 48 standard colors, so your accent color palette might have more colors than are shown in this book.



Accent color options

The final option in the Colors pane isn't related to the accent color, but it affects the same elements as the accent color. The option, which is turned on by default, makes the Start screen, taskbar, and Action Center transparent so that you can see the desktop and open windows behind them. This Windows Aero feature was introduced for windows frames and the taskbar in Windows 7, relegated to only the taskbar in Windows 8, and has returned in Windows 10. You can't control the percentage of transparency (or rather, opacity) of the user interface elements—they're either transparent or opaque—but the transparency level does seem to be slightly less in Windows 10 than in previous versions of Windows, and therefore slightly less distracting. We turned off the transparency to capture the images in this book. Try it out to find out whether you like it.

To set an accent color based on the desktop background

1. Open the **Settings** window.
2. Click **Personalization**, and then on the **Personalization** page, click **Colors**.
3. In the **Colors** pane, set the **Automatically pick an accent color...** toggle button to **On**.



TIP If your desktop background is set to Slideshow and you turn on the Automatically Pick An Accent Color... setting, the accent color will change when the desktop background changes. If you like change, you'll like this combination. And if you don't, you might find it distracting.

To set a specific accent color

1. In the **Settings** window, click **Personalization**, and then on the **Personalization** page, click **Colors**.
2. In the **Colors** pane, set the **Automatically pick an accent color...** toggle button to **Off** to display the color grid. An outline indicates the current color.
3. In the color grid, click the color swatch you want to use. Windows implements the change and updates the preview image.

To display the Start menu and taskbar in color

1. In the **Settings** window, click **Personalization**, and then on the **Personalization** page, click **Colors**.
2. In the **Colors** pane, set the **Show color on Start, taskbar, and action center** toggle button to **On** to implement the change and update the preview image.

To switch between transparent and opaque user interface elements

1. In the **Settings** window, click **Personalization**, and then on the **Personalization** page, click **Colors**.
2. In the **Colors** pane, do one of the following:
 - If you want the Start screen, taskbar, and Action Center to be transparent, set the **Make Start, taskbar, and action center transparent** toggle button to **On**.
 - If you want the Start screen, taskbar, and Action Center to be opaque, set the **Make Start, taskbar, and action center transparent** toggle button to **Off**.

Windows implements the change. This setting doesn't affect the preview image, but if your desktop background has content at the bottom of the screen, the effect might be apparent on your taskbar.

3. To check the effect of the setting, display the **Start** screen or Action Center.

Configure the taskbar

In Chapter 1, “Get started using Windows 10,” we reviewed the functionality available from the taskbar. In this topic we discuss the changes you can make to the taskbar to customize it so that you can work most efficiently.



TIP The most common customization of the taskbar is to add app shortcuts to it. In this topic, we discuss the functionality that is built in to the taskbar. For information about creating shortcuts on the taskbar to apps, folders, websites, and other items, see Chapter 4, “Work with apps and notifications.”

Change taskbar appearance

As previously mentioned, you can move the taskbar from its default location at the bottom of the screen to any other edge of the screen. You might find it easier to move the pointer to the taskbar when it’s on the side or top of the screen than when it’s at the bottom of the screen. If you’re working on a small screen, you might also like to have the additional vertical space that you gain by moving the taskbar to the left or right side of the screen.



Wherever you position the taskbar, the Start screen expands from the Start button

When you move the taskbar to the left or right side of the screen, it changes in the following ways:

- The width changes to accommodate the time and date, which are at the bottom of the vertical taskbar.
- The Start button is at the top of the vertical taskbar, and the Show Desktop button is at the bottom. Clicking the Start button expands the Start screen from that location.
- The search box changes to a search button. Clicking the search button expands the usual search pane.
- Buttons, icons, and taskbar toolbars rotate to a horizontal orientation, so you don't have to turn your head sideways to read them.
- Small notification area icons move side by side.

Regardless of the taskbar location, you can change the height (when horizontal) or width (when vertical) to accommodate more buttons and toolbars. Other ways to fit more onto the taskbar include the following:

- Switch to "small taskbar buttons." This change affects not only the size of the buttons, it also collapses the search interface from a rectangular input box to a button that you click to display the box, which provides significantly more space for buttons and toolbars.
- If you don't use Task view, or use a keyboard shortcut to access it, you can remove the Task View button from the taskbar.
- If you don't intend to use the on-screen keyboard, you can remove the touch keyboard button from the notification area of the taskbar.



Double-height taskbar without Task View, displaying small taskbar buttons



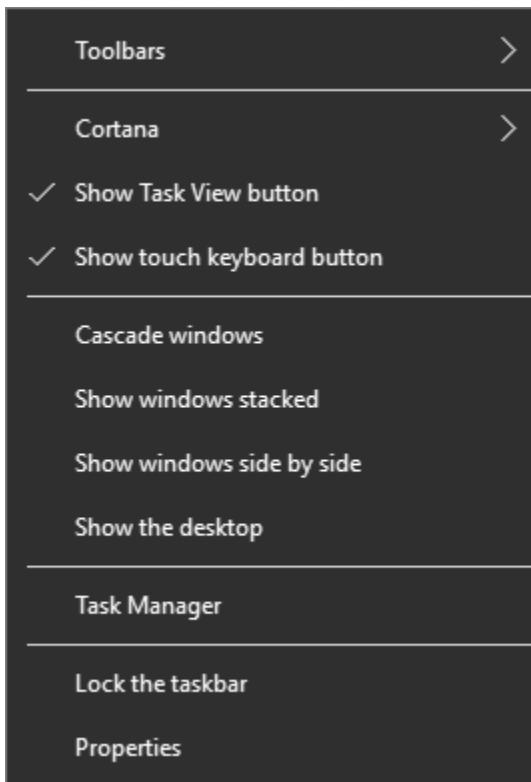
TIP Clicking or tapping the touch keyboard button displays an on-screen keyboard. You can click or tap keys on the keyboard to enter text as you would by using an external keyboard.

By default, you can move and resize the taskbar freely, but if you prefer you can lock the taskbar so that you don't accidentally drag the taskbar or its border. You can make changes to the taskbar only when it's unlocked.

When working with the taskbar, you can manage some of its features from the shortcut menu that appears when you right-click an empty area of the taskbar, some features from the Taskbar And Start Menu Properties dialog box, and some features in both places.

To display the taskbar shortcut menu

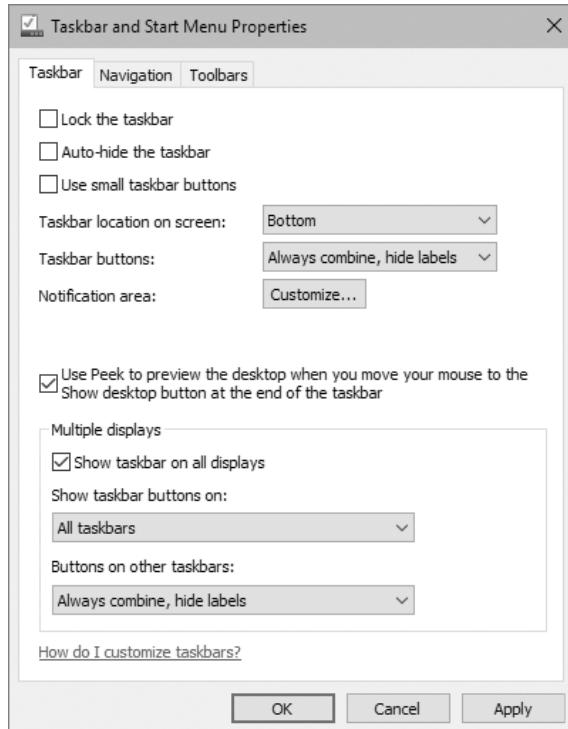
1. Right-click an empty area of the taskbar.



The default settings on the taskbar shortcut menu

To open the Taskbar And Start Menu Properties dialog box

1. Right-click an empty area of the taskbar, and then click **Properties**.



The default settings on the Taskbar tab of the dialog box

The Taskbar tab includes the Multiple Displays settings only when your computer has multiple displays (monitors) connected to it. We discuss the settings for multiple displays in Chapter 6, "Manage peripheral devices."



IMPORTANT The name of the Taskbar And Start Menu Properties dialog box is left over from previous versions of Windows, in which the dialog box also had a Start menu tab from which you could manage Start menu settings. In Windows 10, you manage the Start menu and Start screen settings in the Settings window. It's possible that in a later release of the operating system, the name of this dialog box will change to more closely reflect its current content.

To prevent or allow changes to the taskbar

1. On the taskbar shortcut menu, click **Lock the taskbar**.



TIP A check mark indicates that an option on the shortcut menu is active.

Or

1. Open the **Taskbar and Start Menu Properties** dialog box.
2. On the **Taskbar** tab, select or clear the **Lock the taskbar** check box.
3. Click **Apply** to implement the change or **OK** to implement the change and close the dialog box.

To move the taskbar

1. Do one of the following:
 - Drag the taskbar to any edge of the screen.



TIP The movement of the taskbar across the screen might not be apparent; instead, it might appear to jump from location to location.

2. Right-click the taskbar, and then click **Properties**. On the **Taskbar** tab of the **Properties** dialog box, in the **Taskbar location on screen** list, click **Left**, **Right**, or **Top** (or click **Bottom** to return the taskbar to its default location).

To change the taskbar height

1. Point to the inside edge of the taskbar.
2. When the pointer changes to a double-headed arrow, drag the inside edge of the taskbar to change its height (or width, when vertical) to the size you want it. The height or width can be up to 50 percent of the screen height or width.



Just because you can, doesn't mean that you should...

To display small taskbar buttons

1. On the Taskbar tab of the **Taskbar and Start Menu Properties** dialog box, select the **Use small taskbar buttons** check box.
2. Click **Apply** or **OK**.

To hide or display the Task View button

1. On the taskbar shortcut menu, click **Show Task View button**.

To hide or display the touch keyboard button

1. On the taskbar shortcut menu, click **Show touch keyboard button**.

Change taskbar behavior

There are a few other changes you can make to the way that the taskbar functions, from the **Taskbar And Start Menu Properties** dialog box.

By default, each app (or each instance of an app) that you open displays a button on the taskbar. Active app buttons are differentiated from app shortcuts by a colored bar below the button. By default, multiple buttons for the same app stack on top of each

other so that each app has only one button, and clicking the button displays thumbnails of each instance of the app. If you prefer, you can display individual buttons for each instance of an app, or display individual buttons until your taskbar is full and then combine them.

If you prefer to not have the taskbar taking up space on your screen, you can hide it (on any edge of the screen) so that it appears only when you point to it. This could be convenient if you have a small screen or are simply distracted by the busyness of the taskbar.

If you find that you accidentally invoke the Peek function when your mouse pointer wanders into the corner of the screen above the Show Desktop button, you can turn off that function. Turning off Peek doesn't affect the Show Desktop function.

To hide the taskbar when it isn't active

1. Open the **Taskbar and Start Menu Properties** dialog box.
2. On the **Taskbar** tab, select the **Auto-hide the taskbar** check box.
3. Click **Apply** to implement the change or **OK** to implement the change and close the dialog box.

To change the display of multiple app taskbar buttons

1. On the **Taskbar** tab of the **Taskbar and Start Menu Properties** dialog box, click the **Taskbar buttons** list to expand it, and then click one of these options:
 - **Always combine, hide labels** (the default)
 - **Combine when taskbar is full**
 - **Never combine**
2. Click **Apply** or **OK**.

To turn the Peek function off or on

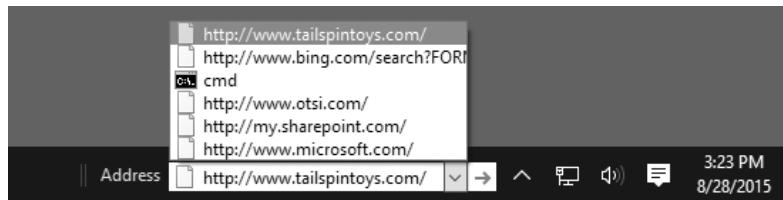
1. On the **Taskbar** tab of the **Taskbar and Start Menu Properties** dialog box, clear the **Use Peek...** check box to turn the feature off, or select the check box to turn the feature on.
2. Click **Apply** or **OK**.

Display and manage toolbars on the taskbar

Windows provides three “toolbars” that you can display on the taskbar to provide easy access to information that you’d otherwise have to open a separate app to get to. The three built-in toolbars are:

- **Address** The Address toolbar displays a browser address bar directly on the taskbar. You can perform three operations from here:
 - To start your default browser and display a website, enter a URL in the address bar and then press Enter or click the Go button.
 - To conduct a web search by using the default browser search engine, enter a search term in the address bar.
 - To start an installed app, enter the app executable name (for example, *calc* to start the Calculator, *excel* to start Microsoft Excel, or *cmd* to display the command prompt window).

The Address toolbar retains a list of recent entries. To reopen a recent website or app or refresh a recent search, click the arrow at the right end of the address bar, and then click the entry you want.



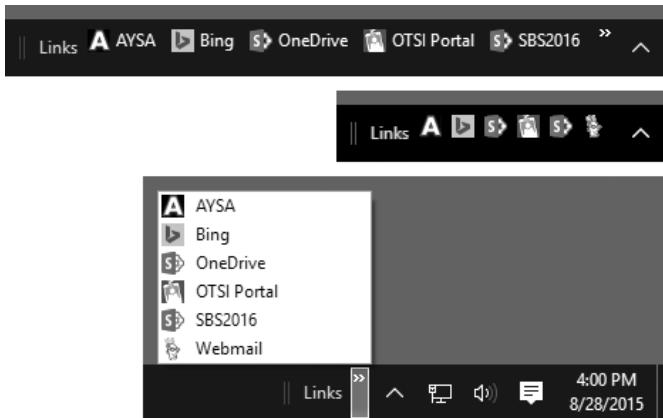
The Address toolbar provides quick access to sites, apps, and searches



TIP Notice the double-line handle to the left of the toolbar. You can drag this handle to change the space allocated to the toolbar on the taskbar.

- **Links** The Links toolbar displays information from the same source as your Internet Explorer Favorites bar. You can add and remove links (to websites, files, folders, and apps) on either bar to share those changes with the Favorites bar and Links toolbar on all computers that you sign in to by using your Microsoft

account. At the time of this writing, the Links toolbar is connected to Internet Explorer and not yet connected to Edge, but that might change in later releases.

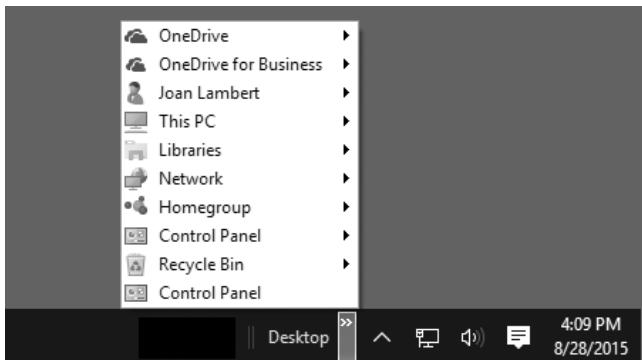


Toolbars can display names and icons on the taskbar or on a menu



IMPORTANT We expect that in a future release of Windows, the Links menu will display favorites from the Microsoft Edge browser, or a shared list of favorites from both Internet Explorer and Edge.

- **Desktop** The Desktop toolbar provides quick access to the storage locations that are available in the File Explorer Navigation pane and on your desktop.



The Desktop toolbar provides easy access to shortcuts for apps, files, and folders



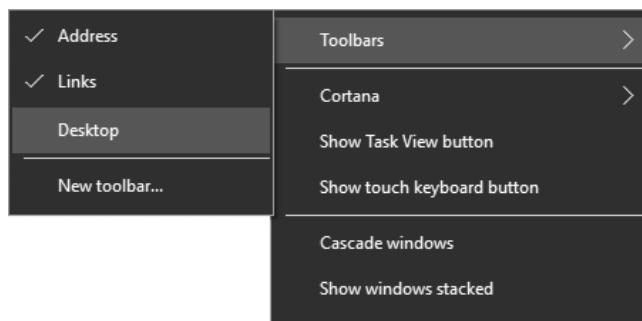
TIP You can change the width of a toolbar on the taskbar by dragging its handle. If all the toolbar links don't fit on the taskbar, a chevron button is available at its right end. Clicking the button displays a menu of hidden links.

When you add a toolbar to the taskbar, the toolbar name appears at the left end of the toolbar, next to the toolbar handle. You can remove the name from the taskbar to save space.

In addition to displaying the built-in toolbars, you can create custom toolbars. A custom toolbar points to a folder, which can contain shortcuts to files, apps, and other folders. You can use this technique to quickly access files for a specific project, client, or process.

To display or hide a built-in toolbar on the taskbar

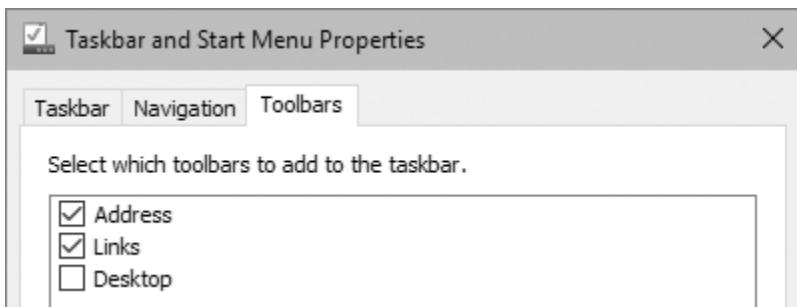
1. On the taskbar shortcut menu, click **Toolbars**, and then click the toolbar you want to display or hide.



A check mark indicates that a toolbar is on the taskbar

Or

1. Open the **Taskbar and Start Menu Properties** dialog box, and then click the **Toolbars** tab.



2. Select the check box of each toolbar you want to display, and clear the check box of each toolbar you want to hide.
3. Click **Apply** to implement the change or **OK** to implement the change and close the dialog box.

To display a custom toolbar on the taskbar

1. Put the files and shortcuts you want to display on the custom toolbar into a folder.



TIP Because the folder name will appear on the taskbar as the toolbar name, it's a good idea to give the folder a short name rather than a long name.

2. On the taskbar shortcut menu, click **Toolbars**, and then click **New toolbar**.
3. In the **New Toolbar – Choose a folder** window, browse to and select the folder you worked with in step 1. Then click the **Select Folder** button.

To change the width of a taskbar toolbar

1. Drag the toolbar handle (the double line to the left of the toolbar) to change the taskbar space allocated to it.

To hide or display the name of a taskbar toolbar

1. Right-click the toolbar, and then on the extended taskbar shortcut menu, click **Show title**.

To hide or display item names on a built-in or custom taskbar toolbar

1. Right-click the toolbar, and then on the extended taskbar shortcut menu, click **Show Text**.

To remove a toolbar from the taskbar

1. Do either of the following:

- On the taskbar shortcut menu, point to **Toolbars**, and then click the toolbar you want to remove.
- Right-click the toolbar, and then on the extended taskbar shortcut menu, click **Close toolbar**.

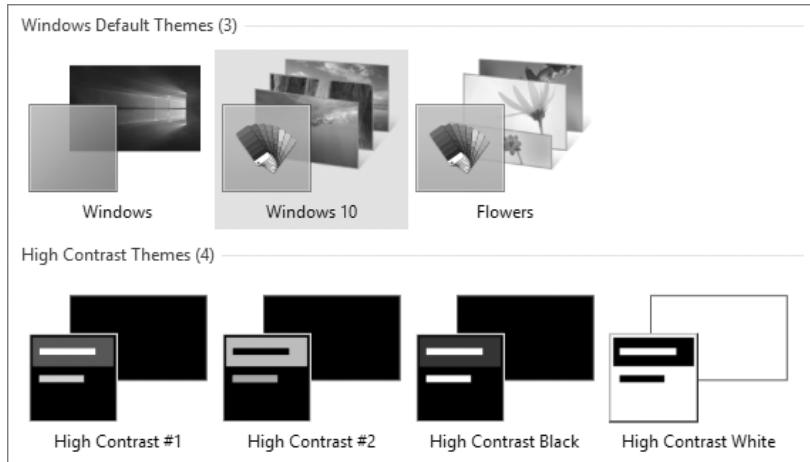


TIP Removing a custom toolbar from the taskbar removes that folder from the taskbar and from the Toolbars list. The folder remains in File Explorer, and you can redisplay it as a toolbar if you want to.

Apply and manage themes

Previously in this chapter, we worked with the desktop background and system colors. You can configure those elements through the Windows 10 Personalization settings, or if you prefer you can apply an entire package of personalization elements at one time by applying a *theme*. The most common elements of a theme are a desktop background image or series of images, and a corresponding system color (or colors that change with the background image). These are the same elements we worked with in “Set the desktop background and system colors” earlier in this chapter. A theme can also include custom notification sounds that play to notify you of Windows events (such as a low battery or User Account Control request for Administrator approval of a change) and app events (such as an incoming instant message, a blocked pop-up window, or a completed transaction).

Three colorful themes (Windows, Windows 10, and Flowers) and four high contrast themes (#1, #2, Black, and White) come with Windows 10. Most of the images in this book depict the “Windows” theme desktop background.



The built-in themes supplied with all Windows 10 installations

The high contrast themes increase the color contrast of text, window borders, and images on your screen to make them more visible and easier to read and identify.



TIP If you use your own images as a desktop background and later want to regain access to the original “Windows” or “Windows 10” theme images, you can do so by applying that theme.

The manufacturer of your computer might also install a theme that is specific to the brand of computer you have. If you work in a managed computer environment, your company might have a corporate theme that is installed by default with the base computer image.

In addition to these theme options, thousands of themes are available online, from the Themes page of the Windows website. You can access the Themes page directly at windows.microsoft.com/en-US/windows/themes or from the Personalization panel that displays the themes that are already installed on your computer. The desktop backgrounds of these themes feature some breathtaking photography and creative

artwork across multiple subject categories that include not only general photography (landscapes, animals, plants, people, and places) but also themes tied to specific movies or games. You could spend hours browsing through the options.

Featured themes			
Animals			
Art (illustrative)			
Art (photographic)			
Automotive			
Games			
Holidays & seasons			
Movies			
Natural wonders			
Places & landscapes			
Plants & flowers			
Branded themes			
From the community			
Panoramic (dual monitor)			
With custom sounds			
Compatible with Windows 7			
Compatible with the new Windows			

Theme categories and themes in the Natural Wonders category



TIP Themes that include custom sounds are easy to locate by clicking With Custom Sounds in the category list.

Themes in the Panoramic category are designed to span across two screens, for people who work with a second monitor that is connected to their computer system. For panoramic themes to work as intended, both screens must have the same resolution.



SEE ALSO For information about screen resolution, see "Display your desktop on multiple screens" in Chapter 6, "Manage peripheral devices."

**Glaciers Panoramic**

6 images in theme

Window color adjusts to image

[Details](#)[Download](#)**Horizons Panoramic**

7 images in theme

Window color adjusts to image

[Details](#)[Download](#)**Majestic Mountains****Panoramic**

12 images in theme

Window color adjusts to image

[Details](#)[Download](#)*Panoramic images span across monitors*

Clicking any theme thumbnail displays information about the theme, including the full selection of background images and the name of the photographer if the images are attributed to an individual person. Many of the themes in the From The Community category are contributed by photographers as showcases of their work.

Theme sound description

Waves panoramic theme

Ride the rolling waves in this free theme for the new Windows, in which stunning seascapes span your dual monitors for a truly panoramic effect. Features seaside sounds such as the cries of seagulls and pounding surf ... even a distant foghorn. The only things missing are sand between your toes and a salty breeze.

Window color adjusts to image

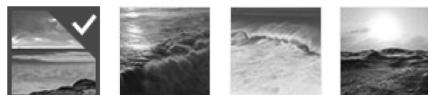
7 images



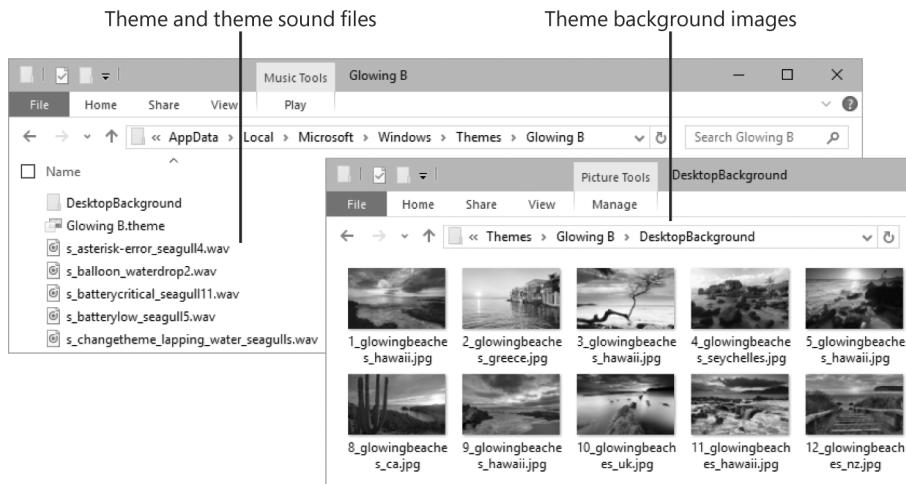
Dual monitor preview



Silhouette of the sea at dusk, Point Danger, Coolangatta, Queensland, Australia

[Download theme](#)*You can preview the background images before you download a theme*

You can download any online theme to your computer, and then open the downloaded file to unpack the theme elements and apply the theme. The theme elements are saved in the hidden AppData\Local\Microsoft\Windows\Themes folder in your user account folder; you can access them there when you customize themes, or copy them to a more convenient location.



The unpacked theme files



SEE ALSO For more information about displaying hidden files and folders, see "Change the File Explorer display options" in Chapter 3, "Manage folders and files."

After you apply a theme, you can customize elements of it to suit your individual taste. For example, many themes come with multiple desktop background images, and you can choose the one that you like best, or choose a selection to display in slide show fashion. If you use your Microsoft account credentials to sign in to multiple computers, you can choose to synchronize a custom theme among all of your accounts.



Custom, downloaded, and synchronized themes

At the time of this writing, themes are ultimately managed in Control Panel, but you can also get to the theme settings through the Personalization category in the Settings window.

Any changes that you make after you apply a theme create a customized version of that theme, which is designated in the Personalization panel as Unsaved Theme. For example, you can change the system color or select a single background image from among several that come with a theme. If you like the changes you make to a theme, you can save it as a custom theme, either for your own use or for distribution to other people.



IMPORTANT You can have only one unsaved theme at a time; until you save it, any additional changes you make will remove that specific background/color/sound combination from your themes.

To display the installed themes

1. In the **Settings** window, click **Personalization**, and then click **Themes**.
2. In the **Themes** pane, click **Theme settings** to open the **Personalization** panel.

Or

1. Open Control Panel, and then do one of the following:
 - In Category view of Control Panel, under **Appearance and Personalization**, click **Change the theme**.
 - In Large Icons view or Small Icons view of Control Panel, click **Personalization**.

To apply an installed theme

1. In the **Personalization** panel, click the theme you want to apply.



TIP You can display the desktop background by pointing to or clicking the Show Desktop button located at the right end of the taskbar, or by pressing Win+D.

To apply a theme from the Windows website

1. In the **My Themes** section of the **Personalization** panel, click the **Get more themes online** link to display the **Themes** webpage in your default browser.
2. On the **Themes** webpage, locate the theme you want to apply.
3. Click the theme thumbnail to display the description.
4. On the theme description page, click the **Download theme** button to download the file that contains the theme elements to your Downloads folder. A notification box displays the download status.



Open the file to install the theme

5. When the download completes, click **Open** in the notification to unpack the theme file, add the theme to the **My Themes** section of the **Personalization** panel, and apply the theme.



TIP If you close the notification without installing the theme and later want to, you can open the file from your Downloads folder. After you install the theme, you can delete the downloaded file.

To save a custom theme

1. In the **My Themes** section of the **Personalization** panel, right-click the **Unsaved Theme** thumbnail, and then do one of the following:
 - If you want to save the selected theme as a named theme in the **My Themes** section of the **Personalization** panel, click **Save theme**.
 - If you want to save the selected theme as a file that you can send to other people, click **Save theme for sharing**. Then in the **Save Theme Pack As** window, browse to the folder you want to save the Desktop Theme Pack (.deskthemepack) file in, enter a descriptive name in the **File name** box, and click the **Save** button.

To remove a theme

1. In the **My Themes** section of the **Personalization** panel, right-click the theme you want to remove, and then click **Delete theme**.



TIP Deleting a theme removes it from the Personalization panel but doesn't delete the theme file from your Downloads folder. You can delete downloaded theme files at any time from File Explorer.



SEE ALSO For information about synchronizing your theme among the computers associated with your Microsoft account, see "Customize your sign-in options" in Chapter 8, "Manage user accounts and settings."

Skills review

In this chapter, you learned how to:

- Configure the Start screen and Start menu
- Manage Start screen tiles
- Set the desktop background and system colors
- Configure the taskbar
- Apply and manage themes



Practice tasks

The practice files for these tasks are located in the Win10SBS\Ch02 folder.

Configure the Start screen and Start menu

Perform the following tasks:

1. Open the **Settings** window, display the Start screen personalization settings, and locate the toggle button for the full-screen **Start** screen. Set the toggle button to **On** (or leave it on if it already is).
2. Display the **Start** screen and note the organization of tiles and tile groups on the screen.
3. Display the **Start** menu on the full-screen Start screen, and observe the configuration of the menu items.
4. From the **Start** menu, return to the Start screen personalization settings. Set the toggle buttons for the Most Used app list, Recently Added app list, and jump lists to **Off**.
5. Configure the **Start** menu to display only these folders:
 - File Explorer
 - Settings
 - Documents
 - Downloads
 - Pictures
 - Network
6. Display the **Start** menu to observe the results of the changes.
7. From the **Start** menu, return to the Start screen personalization settings. Turn off the full-screen Start screen.
8. Display the partial-screen **Start** screen, and drag the corner of the screen until it is at its minimum size.

9. If a vertical scroll bar appears, scroll down to display the hidden tiles.
10. Return to the Start screen personalization settings, and implement the Start screen configuration, lists, and folders that you like best.

Manage Start screen tiles

Perform the following tasks:

1. Display the **Start** screen, and observe the configuration of the existing tiles.
2. Move a Start screen tile from an existing tile group and use it to create a new tile group. Set the tile size to the largest size it supports.
3. Move another tile into the new group, and set its size to **Small**.
4. Name the new tile group **Practice Tiles**.
5. Move the **Practice Tiles** group to the upper-left corner of the **Start** screen.
6. Rename the **Practice Tiles** group as **Favorite Apps**.
7. Arrange and resize the tiles on your Start screen to suit the way you work.



TIP In Chapter 4, “Work with apps and notifications,” you’ll add more tiles to the Start screen.

Set the desktop background and system colors

Perform the following tasks:

1. Open the **Settings** window, and display the color personalization settings.
2. In the **Choose a color** section, set the three toggle buttons to **On**.
3. Return to the **Settings** window, and display the background personalization settings.
4. Set the desktop background to a solid color of your choice. Then set the desktop background to the **Background01** image located in the practice file folder. Configure the background settings to display the image in the center of the screen.

5. Minimize all open windows to show the desktop and observe the change. Notice that the background color you set in step 4 surrounds the image.
6. Return to the background personalization settings. Configure the background settings as follows:
 - Display a slideshow of the images in the practice file folder.
 - Display the images in a random order, with the image changing every minute.
 - Choose the fit option that will display all the images at full-screen size without affecting the image aspect ratios.
7. Minimize all open windows to show the desktop and observe the change.
8. Expand the **Start** screen. Notice that the desktop background is visible through the Start screen and taskbar.
9. Wait for the desktop background to change. Notice that the accent color on the taskbar and other interface elements changes with the background image. Locate the source of the accent color for each new background image.
10. Return to the **Settings** window. Configure the desktop background and accent color as you want them.

Configure the taskbar

Perform the following tasks:

1. Check whether the taskbar is locked. If it is locked, unlock it.
2. Move the taskbar to the left edge of the screen.
3. Configure the taskbar to display small buttons and to hide when it isn't active.
4. When the taskbar is hidden, point to the edge of the screen to display it. Then stretch it to twice its current width.
5. Hide the **Task View** and **Touch keyboard** buttons.
6. Move the taskbar to the top of the window.
7. Display the **Desktop** toolbar on the taskbar. Hide the toolbar name and link labels. Then size the toolbar so that three icons appear on the taskbar and the rest are available on a menu at the right end of the toolbar.

8. Configure the taskbar to display large buttons, and to never combine taskbar buttons.
9. Create a custom toolbar that links to the contents of the **Ch02** practice file folder. From the toolbar, open the **Background05** image. Then open the **Background07** image. Verify that a new taskbar button appears for each image.
10. Close the **Desktop** toolbar, and remove the custom toolbar from the taskbar.
11. Configure the taskbar content the way you want it, and then lock the taskbar.

Apply and manage themes

Perform the following tasks:

1. From either the **Settings** window or Control Panel, display all the themes that are installed on your computer.
2. Apply the built-in **Flowers** theme.
3. Connect to the **Themes** webpage, and locate a theme that you like. Download and apply the theme.
4. In the **Colors** pane of the **Personalization** settings page, change the system color. Then return to the **Personalization** panel, and note that the unsaved theme reflects your changes.
5. Save the customized theme in the **My Themes** section of the **Personalization** panel as **MyCustomTheme**.
6. Remove a theme (either the theme you downloaded or your custom theme) from the **My Themes** section of the **Personalization** panel.

Manage user accounts and settings

8

Computers have become an integral part of our lives. We store personal and business information on them, and use them to access financial and social information online. That information might be protected by a password, but the password could easily be accessible to any other person who is using your computer. To protect your privacy and the integrity of your information, it is important to control who can sign in to your computer or tablet, and what they can do when they're signed in.

Computer access is managed through user accounts. Each individual user of a computer, regardless of age, should sign in with his or her own account. Each user account has access to a private file storage area and user interface customizations, and to a shared public file storage area. Accounts designated as Child accounts have additional safeguards that are designed to protect them from content that isn't age appropriate.

When you sign in to your computer, you have a myriad of options available for doing so. User accounts can be protected by passwords, but users can choose alternative sign-in credentials such as PINs, picture passwords, and biometric identification.

This chapter guides you through procedures related to creating and managing user accounts, managing account pictures and passwords, and customizing your sign-in options.

In this chapter

- Understand user accounts and permissions
- Create and manage user accounts
- Manage account pictures and passwords
- Customize your sign-in options

Practice files

For this chapter, use the practice files from the Win10SBS\Ch08 folder. For practice file download instructions, see the introduction.

Understand user accounts and permissions

Windows 10 requires at least one user account. You specify that account when you're completing the installation processes, or the first time the computer starts after Windows 10 has been installed. Windows 10 designates this first account as an administrator account so that the account can be used to manage the computer. It isn't possible to sign on to the computer without a user account.

There are a lot of uses of the word "user" and "account" in this book, and particularly in this chapter. Here's a summary of the uses of those terms:

- A *user* is the person who is using the computer.
- A *user account* is an account that a person uses to sign in to a computer.

Each user account is either:

- A *Microsoft account*, which is any email address that has been registered with the Microsoft account service
- A *local account* that exists only on a single computer and is not associated with a specific email address

You can use your Microsoft account to sign in to multiple computers, websites, and services by using the same email address and password. Signing in with your Microsoft account credentials allows you to share settings and files among all your devices. Any device you sign in to with this account can have access to the same settings and information. Signing in with a local account places limits on the applications you can purchase or download from the Store, and might limit your access to OneDrive. Because almost any email account can also be set up to be a Microsoft account, it's a good idea to take advantage of the extra benefits that allows.

Every user account is also classified as either:

- An *Administrator account*
- A *Standard User account*

This classification provides a specific level of permission to manage system actions on the computer. We explain what each of these types of accounts can do in the next section of this topic.

A user account can also be one of the following:

- A *Child account* that is monitored by using Family Safety
- An *Adult account* that can manage Family Safety settings for Child accounts

These are optional designations that make the user account holder part of your family group. We explain family safety in the sidebar “Manage and monitor family safety settings” later in this chapter.



IMPORTANT The information in this chapter applies to computer user accounts (sometimes referred to as local user accounts) and not to network domain user accounts.

User profiles

Windows provides the ability to share one computer among multiple users, or for one user to have multiple accounts for different purposes. To do this, each user account (whether a Microsoft account or a local account) is associated with a user profile that describes the way the computer environment (the user interface) looks and operates for that user. This information includes simple things such as the desktop background, desktop content, and Windows color scheme. It also includes personal and confidential information, such as saved passwords and your Internet browsing history.

Each user profile includes a personal folder that is not generally accessible by other people who are using the computer, in which you can store documents, pictures, media, and other files that you want to keep private.

The Windows 10 system of user profiles allows more than one person to use the same computer while providing the following safeguards:

- **Each user's information is stored separately** You prevent Standard Users from reading or altering your documents, pictures, music, and other files by storing them in subfolders that are automatically set up within your user account folder. For example, if you manage your family's financial records on a home computer that your children use to do their homework, the children log in with separate accounts and don't have access to confidential information or the ability to change your files. Administrators can access all user accounts.

- **Each user's working environment is protected** You can personalize your environment in various ways, without worrying about other people making changes to your personal settings.
- **Each user's app usage is unique** Each user runs separate instances of each app on the computer. For example, you can set up Outlook to connect to your accounts, and other computer users can set up Outlook to connect to their accounts, but they cannot also connect to your accounts. Each user's data is stored and managed separately.

User account permissions

The system actions that a user can perform are governed by the type of account he or she signs in with. An administrator account has higher-level permissions than a standard user account, which means that an administrator account owner can perform tasks on your computer that a standard user account owner cannot.

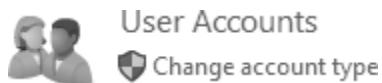
Standard user account credentials allow a user to do things that affect only his or her account, including:

- Change or remove the password.
- Change the user account picture.
- Change the theme and desktop settings.
- View files stored in his or her personal folders and files in the Public folders.

Administrator account credentials are necessary to do things such as:

- Create, change, and delete accounts.
- Change settings that affect all of the computer's users.
- Change security-related settings.
- Install and remove apps.
- Access system files and files in other user account profiles.

Tasks that require administrator permission are indicated in windows and dialog boxes by a Windows security icon.



The Windows security icon is shaped like a shield

If you have an administrator account—even if you’re the only person who will be using your computer—it’s a good idea to create and use a standard user account for your day-to-day computing. There is a much higher risk of serious damage to a computer system if malware infiltrates your computer (or a malicious person gains control of it) when you’re signed in as an administrator than there is when you’re signed in as a standard user. Through an administrator account, the person or app has access to all system files and settings, whereas a standard user account doesn’t have access to certain functions that can permanently damage the system.

Family accounts

8

Many children use computers for educational or entertainment purposes. Each child should have a unique Microsoft account that you designate as a Child account. For each Child account, you (and other adults you designate as family members) can do the following:

- Monitor web browsing history, app use, and game use.
- Block websites that contain adult content, or allow young children to visit only specific websites.
- Restrict the usage of apps and games to only those that meet specific age ratings.
- Monitor screen time, and restrict computer usage to only specific times or to a specific number of hours per day.
- Manage payment options and monitor purchases in the Windows Store and Xbox Store.

You can monitor children’s activity on every computer or device they sign in to with their Microsoft accounts.

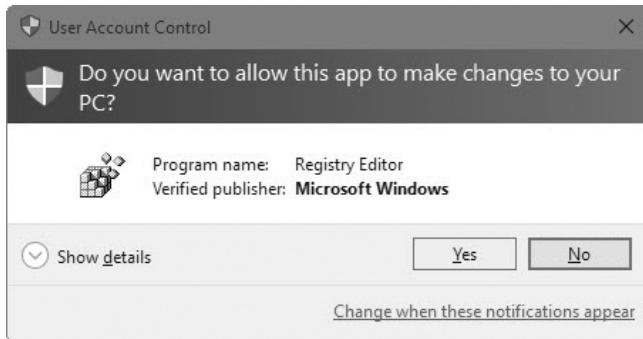
You can check on your child's recent computer usage on the Family page of your Microsoft account website (at account.microsoft.com) at any time, and you can opt to receive weekly reports summarizing your child's computer use.



SEE ALSO For more information about monitoring and managing children's computer activity, see the sidebar "Manage and monitor family safety settings" later in this chapter.

User Account Control

User Account Control (UAC) protects your computer from changes to Windows system settings by requiring that an administrator expressly permit certain types of changes. Each area of the Windows interface that requires administrator permission is labeled with a security icon. When you attempt to access or change protected Windows settings, a User Account Control dialog box appears, asking for confirmation that Windows should continue the operation.



The User Account Control message box varies depending on your account and the action

If you're signed in with an administrator account, you can simply click the Yes button to continue the operation. If you're signed in with a standard user account, the message box displays a list of the administrator accounts on the computer. To continue the operation, you click one of the administrator accounts, enter its password in the box that appears, and then click Yes.



TIP If an administrator account doesn't have an associated password, you can continue the operation by simply clicking that account and then clicking Yes. This is one of the reasons that it's important that each administrator account on the computer has a password.

Windows doesn't save the credentials you enter in the User Account Control message box; they are valid for this operation only. Anyone who doesn't have access to administrator credentials can't perform the operation, which effectively prevents non-administrators from making changes you haven't authorized.

UAC has four levels of control. Only the first two are available when you're signed in with a standard user account, even if you have access to administrator credentials:

- **Always notify me** This is the default setting for a Standard User account. When a user or app initiates a change that requires administrator credentials, the desktop dims and the User Account Control message box opens. You must respond to the message box before you can take any other action.
- **Notify me only when apps try to make changes to my computer** This is the default setting for an Administrator account. When an app initiates a change that requires administrator credentials, the desktop dims and the User Account Control message box opens. You must respond to the dialog box before you can continue.
- **Notify me only when apps try to make changes to my computer (do not dim my desktop)** When an app initiates a restricted action, the User Account Control message box opens. The restricted action will not be performed until you respond to the dialog box, but you can perform other tasks while the message box is open.
- **Never notify me** This is the equivalent of turning off UAC. Any user or app can make any changes to the computer without restriction.

With the default setting, Windows 10 prompts for administrator credentials when a user or app initiates an action that will modify system files. There's not a lot of reason to change the User Account Control setting, but you can.

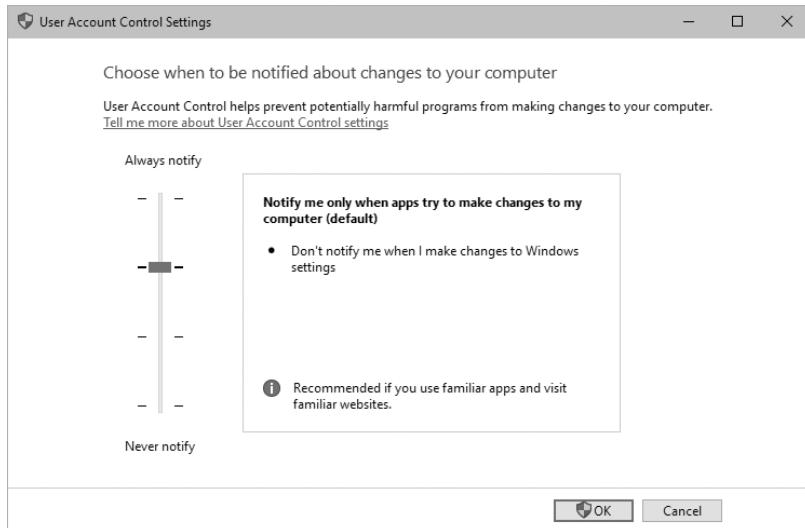
To change the User Account Control setting

1. On the taskbar or in the **Settings** window, enter UAC in the search box and then, in the search results list, click **User Account Control Settings**.



TIP The security icon to the left of the command indicates that administrator credentials are required to complete this operation.

The User Account Control Settings window opens.



You can select from four levels of change control

2. Click above or below the slider, or drag it, to set UAC to the level you want, and then click **OK**.
3. In the **User Account Control** message box that appears, enter administrator credentials if necessary, and then click **OK**.



TIP You must be signed in with an administrator account to select either of the two lowest settings. If you select the Never Notify setting, you must restart your computer to complete the process of turning off UAC.

Create and manage user accounts

An administrator can give other people access to the computer in one of three ways:

- Create a user account that is linked to an existing Microsoft account.
- Create a user account that is linked to an email address, and register that account as a Microsoft account.
- Create a local account that isn't linked to a Microsoft account.

Every user account has an associated user account name and can have a user account picture and a password. Any user can change the following details for his or her account:

- **Account name** You can change the display name that appears on the Welcome screen and Start menu.
- **Account picture** You can change the picture that identifies you on the Welcome screen and Start menu.
- **Password** You can create or change the password.

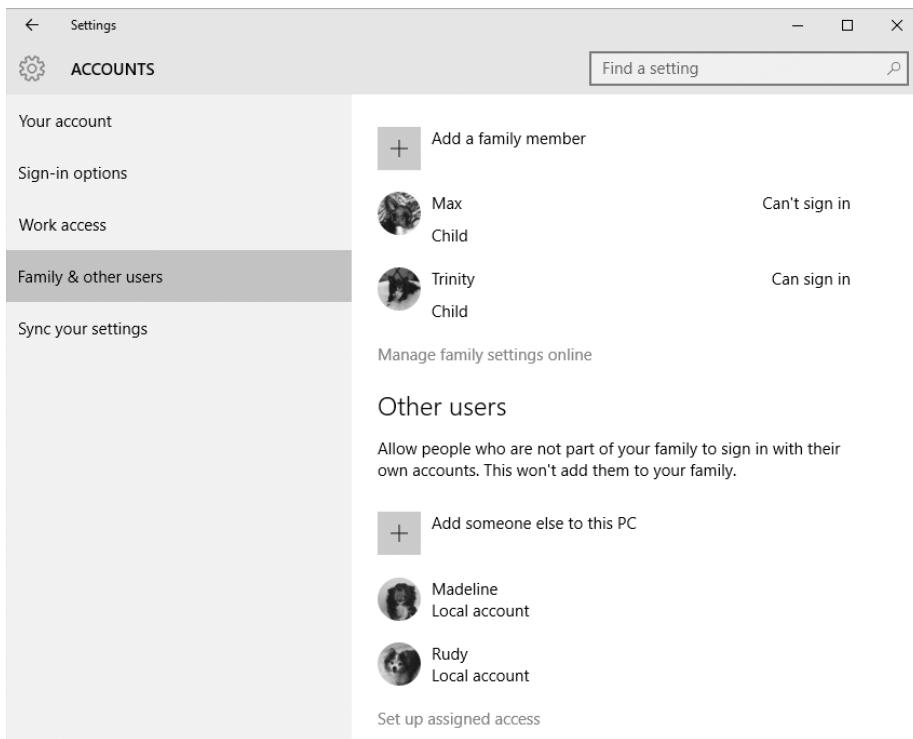
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If you have administrator credentials, you can change these properties for any user account. You can also change the account type from Administrator to Standard User (provided that at least one Administrator account remains on the computer) or vice versa.

You create computer accounts and designate permission levels from the Family & Other Users pane of the Accounts category page of the Settings window.



IMPORTANT All types of user accounts are visible in the Family & Other Users pane. However, the processes for managing family accounts and non-family accounts differ, so we cover them separately in the following sections to avoid confusion.



You manage other user accounts from this pane, so the lists don't include your account

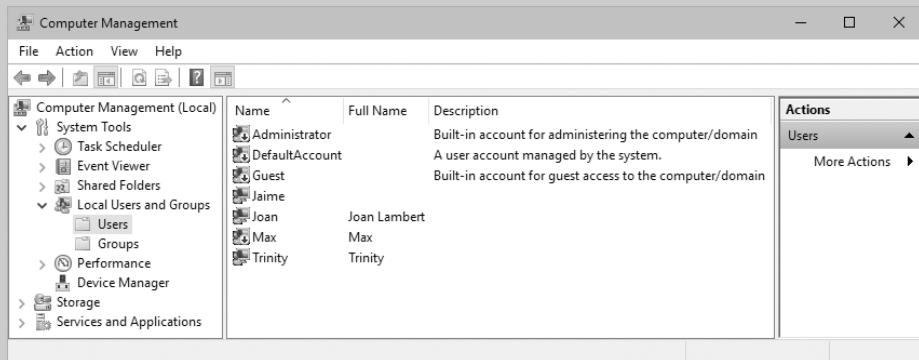
Only administrators can create user accounts—if you’re signed in with a standard user account, you don’t have the option to do so. When you create a user account, you must designate whether the user is part of your family group.

When you first add a user account, it is identified in lists by its email address or by the name you give it. You can change the user account name (and delete user accounts) from the Users node of the Computer Management console.

If a person is not going to sign in to a specific computer again, it’s a good idea to delete his or her user account. This will clean up the user account lists and recover the hard-drive space that is used by that user’s data. If you don’t want to delete the user account data, you can disable the account instead of deleting it.

Manage user accounts in the Computer Management console

Some user account management tasks can be completed from the Family & Other Users settings pane, but others must be performed in the Users node of the Computer Management console.



8

Some aspects of user accounts can't be managed from the Settings window

To open the Computer Management console, do any of the following:

- Right-click the **Start** button, and then click **Computer Management**.
- On the **Start** menu, click **All Apps**. In the **All Apps** list, expand the **Windows Administrative Tools** folder, and then click **Computer Management**.
- Enter **computer management** in the taskbar search box, and then in the **Apps** section of the search results list, click **Computer Management**.

To open the Users node, follow these steps in the left pane of the console:

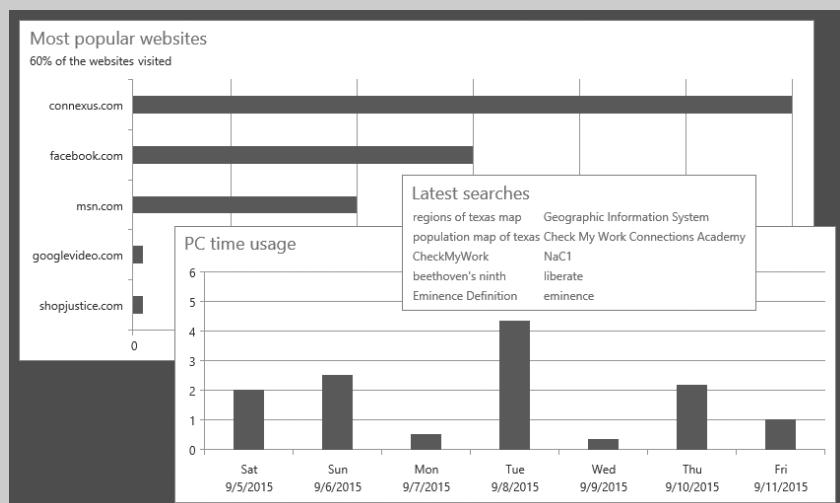
1. Expand the **System Tools** folder.
2. Expand the **Local Users and Groups** folder.
3. Click the **Users** folder.

Manage and monitor family safety settings

Microsoft Family Safety is an impressive system for safeguarding against young family members accidentally accessing inappropriate content on the Internet. It allows you to place restrictions on their computer usage and provides you with reports that you can use to spot problems. Family Safety was introduced with Windows 7, and has evolved with each version of Windows. If you've used it in the past, it's a good idea to revisit it now to make sure the settings are up to date for the way your children use the computer.

Originally, Family Safety was an app through which you could register specific computer user accounts. It was necessary to register a child on each computer he or she used, and Family Safety reported separately on each local account. Since then, Family Safety has evolved into an online service that can monitor your child's activity on each device he or she signs into that is running Windows.

The key to the successful use of Family Safety is for each child to sign in to Windows 10 computers and devices with his or her own Microsoft account, and for parents to designate the account as a Child account. Family Safety monitors and reports on the websites children visit, the apps they use, the games they play, and the time they spend signed in to the computer.



You can drill down on statistics in a family safety report

You can review usage and modify settings on the Family page of your Microsoft Account site, or directly through familysafety.microsoft.com, and opt to receive weekly activity reports by email. From the Family page, you can choose to block or allow specific websites or content by rating so that children have access to only age-appropriate information.

Create and manage family user accounts

You can designate a user account as belonging to a family member. When you do, the account is added to your family group. Adults in the family group can manage family safety settings online.

For the safety of your children, all family user accounts must be associated with Microsoft accounts. You can't create a local account in the Your Family group, or an account linked to an email address that isn't yet registered as a Microsoft account.



IMPORTANT You must sign in to the computer with an administrator account to perform any of the following procedures.

To create a family user account

1. In the **Settings** window, click **Accounts**, and then click **Family & other users**.
2. In the **Family & other users** settings pane, click **Add a family member** to start the wizard.
3. On the **Add a child or an adult** page, click **Add a child** or **Add an adult**, and then enter the person's Microsoft account address in the **Enter the email address** box. If the person doesn't have an email address, or has an email address that isn't yet registered as a Microsoft account, click **This person doesn't have an email address**, and then skip to the procedure "To create or register a Microsoft account" in the "Manage settings for any user account" section of this topic.
4. After you enter the email address, click **Next**. The wizard searches the Microsoft account database for the email address.

5. If the email account is already registered as a Microsoft account, click **Confirm** on the **Add this person?** page to add the person to your family group and create a user account for him or her on the computer.

Or

If the email account isn't already registered as a Microsoft account, the wizard displays a warning.

Add a child or an adult?

Enter the email address of the person you want to add. If they use Windows, Office, Outlook.com, OneDrive, Skype, or Xbox, enter the email address they use to sign in.

- Add a child
 Add an adult

Adults will be able to manage requests and change kids' settings

joan@fourthcoffee.com

Looks like this isn't a Microsoft account. Try another email or sign up for a new one.

The person I want to add doesn't have an email address

Every family account must be linked to a valid Microsoft account

If the warning appears, do either of the following:

- Enter a registered email address, click **Next**, and then click **Confirm** to create the account.
 - Click **sign up for a new one**, and then skip to the procedure "To create or register a Microsoft account" in the "Manage settings for any user account" section of this topic.
6. When you register an adult family account, the person receives an email message and must click a link in the message and then sign in to his or her Microsoft account to confirm membership in the family group.

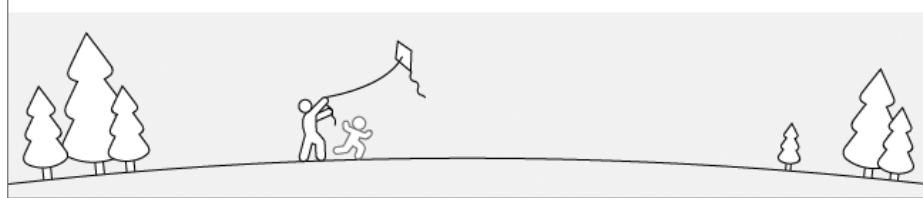


Joan would like you to join their family as an adult.

If you accept, you'll be able to approve requests, change kids' settings and get weekly activity reports.

Accept Invitation

This invitation will expire in 14 days.



The recipient must sign in to accept the invitation

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Until the family membership is confirmed, the person can sign in to the computer but the account status is shown as *Adult, Pending*.

To change the display name of a family user account

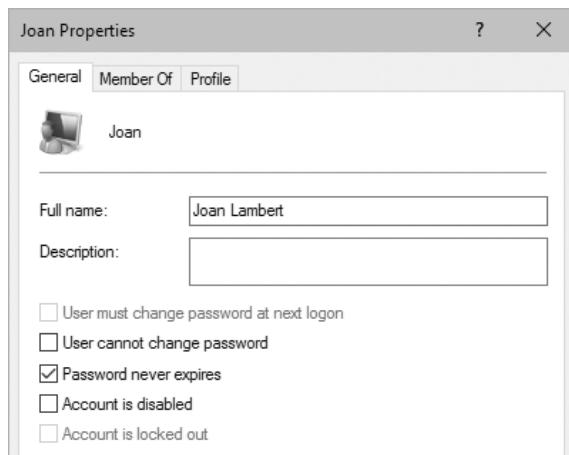
1. Display the **Users** node of the **Computer Management** console.



SEE ALSO Instructions for navigating to the Users node of the Computer Management console are in the sidebar "Manage user accounts in the Computer Management console" earlier in this chapter.

2. Do any of the following:

- To change the full name that appears in the user account lists, double-click the account name to open the **Properties** dialog box. Then enter or update the name in the **Full name** box, and click **Apply** or **OK** to make the change.

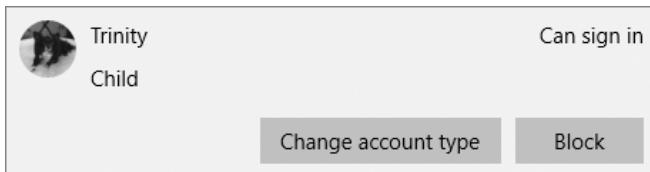


You can change the display name of a family user account to use something other than that person's email address

- To change the short name by which Windows identifies the account, right-click the account name in the **Users** list, and click **Rename** to activate the name for editing. Then enter the short name you want, and press **Enter** to complete the change.

To disable a family user account

1. On the **Accounts** page of the **Settings** window, click **Family & other users**.
2. In the **Family** section of the **Family & other users** pane, click the account you want to disable to display your options for managing the account.

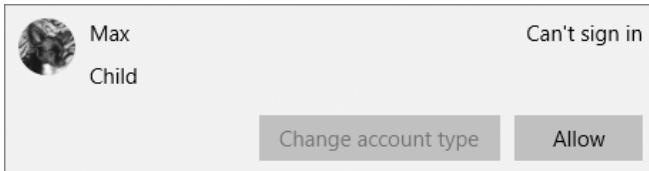


If the user is a family member, you have an option to block the account

3. On the account tile, click **Block**. Windows displays a confirmation request.
4. In the **Block this person from signing in?** box, click **Block**.

To enable a disabled family user account

1. On the Accounts page of the **Settings** window, click **Family & other users**.
2. In the **Family** section of the **Family & other users** pane, click the account you want to enable to display your options for managing the account.



The dimmed Change Account Type button is a quick indicator that an account has been disabled

3. On the account tile, click **Allow**. Windows displays a confirmation request.
4. In the **Allow this person to sign in?** box, click **Allow**.

To delete a family user account

1. Ensure that the user has moved or copied personal files from the user account folders and uninstalled or deactivated any apps that require this to free up the user license.



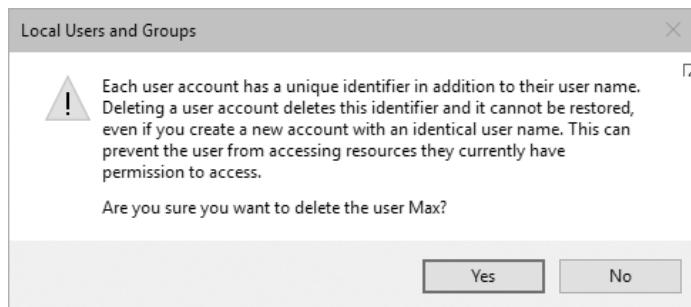
IMPORTANT To preserve any files that are saved in the user account folders, back up the folder C:\Users\[UserName] (where [UserName] is the account name of the user).

2. Display the **Users** node of the **Computer Management** console.



SEE ALSO Instructions for navigating to the **Users** node of the Computer Management console are in the sidebar “Manage user accounts in the Computer Management console” earlier in this chapter.

3. Right-click the user account you want to delete, and then click **Delete**. A message box displays a warning.



It's hard to accidentally delete a user account

4. In the message box, click **Yes** to delete the account and all its files.

Create and manage non-family user accounts

Accounts in the Other Users group are not associated with your family safety group. These accounts can certainly belong to members of your family, but they can't be part of your family safety settings group. Local computer accounts can be created only in the Other Users group.



IMPORTANT You must sign in to the computer with an administrator account to perform any of the following procedures.

To create a non-family user account that is linked to an existing Microsoft account

1. In the **Settings** window, click **Accounts**, and then click **Family & other users**.
2. In the **Other users** section of the pane, click **Add someone else to this PC** to start the wizard.
3. On the **How will this person sign in?** page, enter the Microsoft account address in the **Email or phone** box, and then click **Next**.

The wizard confirms that the email address is a registered Microsoft account.

Good to go!

To log in the first time, heidi@fourthcoffee.com will need to be connected to the internet.

The user must provide a Microsoft account password to sign in

4. Click **Finish** to complete the process.

To create a local user account

1. On the Accounts page of the **Settings** window, click **Family & other users**.
2. In the **Other users** section of the pane, click **Add someone else to this PC** to start the wizard.
3. At the bottom of the **How will this person sign in?** page, click **The person I want to add doesn't have an email address**.
4. At the bottom of the **Let's create your account** page, click **Add a user without a Microsoft account** to get to the interface for creating a local account.

Create an account for this PC

If you want to use a password, choose something that will be easy for you to remember but hard for others to guess.

Who's going to use this PC?

Rudy

Make it secure.

••••

••••

My favorite word



8

The password hint appears on the Welcome page if you can't remember your password

5. Enter a user name. If you don't want to create a password for the local account, leave the rest of the boxes blank. Otherwise, enter the password (two times) and an optional password hint. Then click **Next** to create the account.



IMPORTANT If you don't implement a password, anyone can sign in to your computer by selecting your user account and then clicking Sign In. Your data is especially vulnerable if you travel with your computer or use it in a public place.

To disable a non-family user account

1. Display the **Users** node of the **Computer Management** console.



SEE ALSO Instructions for navigating to the Users node of the Computer Management console are in the sidebar “Manage user accounts in the Computer Management console” earlier in this chapter.

2. Double-click the account you want to disable.
3. In the **Properties** dialog box, select the **Account is disabled** check box. Then click **OK**.

To enable a disabled non-family user account

1. Display the **Users** node of the **Computer Management** console.
2. Double-click the account you want to enable.
3. In the **Properties** dialog box, clear the **Account is disabled** check box. Then click **OK**.

To delete a non-family user account

1. Ensure that the user has moved or copied personal files from the user account folders and uninstalled or deactivated any apps that require this to free up the user license.



IMPORTANT To preserve any files that are saved in the user account folders, back up the folder C:\Users\[UserName] (where [UserName] is the account name of the user).

2. Display the **Settings** window, click **Accounts**, and then click **Family & other users**.
3. In the **Other users** section of the **Family & other users** pane, click the account you want to delete, to display your options for managing the account.



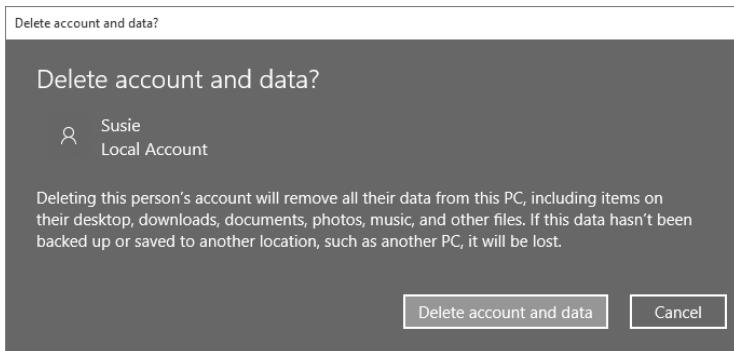
Susie
Local account

Change account type

Remove

You can remove non-family accounts directly from the Family & Other Users pane

4. On the account tile, click **Remove**. Windows displays a confirmation request.



You must confirm that you understand you're deleting data

5. In the message box, click **Delete account and data**.

Windows deletes the account and then returns to the Other Users pane.

Manage settings for any user account

Windows 10 has two built-in accounts, Administrator and Guest, which don't have passwords assigned. When Windows creates the first user-specific administrator account, it disables the default Administrator account. The Guest account is inactive by default (and disabled on computers that are part of a domain.) You can activate the Guest account to give someone temporary, limited access to your computer without having to create a user account for that person.

Another method of giving someone limited access is to restrict the account so that it can access only one app. Access restriction works only with Store apps that are already installed on your computer.

When creating a family or non-family user account, if you don't supply an email address, the wizard displays a page on which you can create a new outlook.com email address or register an existing email address as a Microsoft account. The email address that you provide will receive a confirmation email message and must respond to it to activate the account.

Let's create an account

Windows, Office, Outlook.com, OneDrive, Skype, Xbox. They're all better and more personal when they sign in with their Microsoft account. [Learn more](#)

Joan

Lambert

✓ After you sign up, we'll send you a message with a link to verify this user name.

joan@fourthcoffee.com

Get a new email address

•••••••

United States

July

31

1979

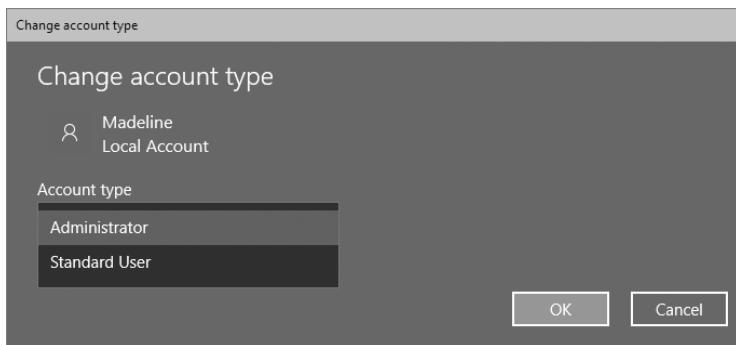
It's simple to register an email address as a Microsoft account

To activate the built-in Guest account

1. Display the **Users** node of the **Computer Management** console.
2. Double-click the disabled **Guest** account.
3. In the **Properties** dialog box, clear the **Account is disabled** check box, and then click **Apply** or **OK**.

To grant administrative permissions to an account

1. In the **Settings** window, click **Accounts**, and then click **Family & other users**.
2. Click the account you want to modify, to display your options. Then click **Change account type**.



Any account can be an Administrator account

3. In the **Account type** list, click **Administrator**. Then click **OK**.

To revoke administrative permissions

1. In the **Accounts** category of settings, display the **Family & other users** pane.
2. Click the account, and then click **Change account type**.
3. In the **Account type** list, click **Standard User**. Then click **OK**.

To restrict an account to one Store app

1. In the **Accounts** category of settings, display the **Family & other users** pane.
2. At the bottom of the pane, click **Set up assigned access**.
3. In the **Choose which account will have assigned access** area, click **Choose an account** (or, if the pane already displays a restricted account, click the account).
4. In the **Choose which app this account can access** area, click **Choose an app** (or click the currently selected app) and then in the **Choose an app** pane, click the app you want to assign (or click **Don't start an app when the account is signed in** to remove the assigned access).

Choose which account will have assigned access



Rudy

Choose which app this account can access



Weather

You can restrict a user account to a specific Store app

5. Restart the computer to complete the access assignment process.



TIP When you sign in to Windows 10 with an assigned access account, you have access only to the assigned app. To sign out of an assigned access account, press Ctrl+Alt+Del.

To create or register a Microsoft account

1. On the **Let's create an account** page, provide the requested information, and then click **Next**.
2. If you want to, clear the check boxes permitting Microsoft to send and track information for marketing purposes. Then click **Next**.
3. On the final page of the wizard, click **Finish**.

To switch from a Microsoft account to a local account

1. In the **Settings** window, click **Account**, and then click **Your account**.
2. In the **Your account** settings pane, click **Sign in with a local account instead**.
3. In the **Switch to a local account** window, enter your Microsoft account password to confirm your identity, and then click **Next**.
4. Provide a user account name for the local account. If you don't want to use a password, leave the rest of the entries blank. Otherwise, fill in the password and password hint entries.
5. Click **Next**, and then click **Sign out and finish**.

To connect a local account to a Microsoft account

1. Display the **Your account** settings pane, and click **Sign in with a Microsoft account instead**.
2. On the **Make it yours** page, enter the email address and password of your Microsoft account, and then click **Sign In**.
3. On the **Enter your old password one last time** page, enter the password of the local user account that you're connecting to your Microsoft account. (If the local user account didn't have a password, leave this box blank.) Then click **Next**.
4. Enter your local account password to confirm your identity, and then click **Next**.
5. Enter your Microsoft account email address, and then click **Next**.

A code will be sent to that email address, or you can open the list below the question about how you want to get the code, and choose to receive it in a text message. After you receive the code, return to this process and enter it in the box provided. Then click **Finish**.



TIP The verification code arrives quickly and is valid for only a short time, so check your email or text messages for the code and finish the account creation process promptly. If the code expires before you complete the process, you can click the Back button on the code page and request another code.

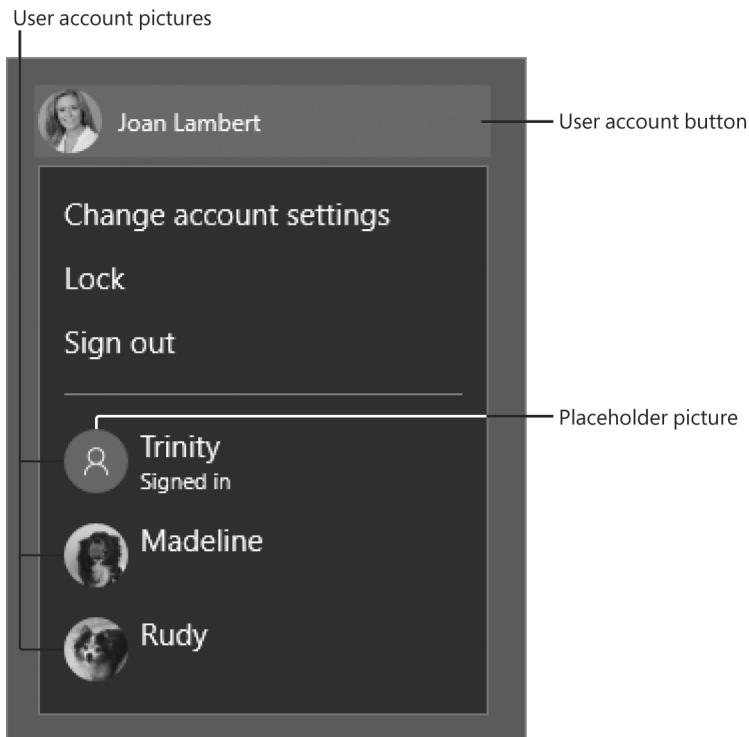
6. Click **Sign out and finish** to return to your profile, where you can add an account picture to the local account.

Manage account pictures and passwords

As previously discussed, you can sign in to Windows 10 by using a Microsoft account or a local account.

Each user account has an associated user account picture that is shown on the Welcome screen, at the top of the Start menu, on app and browser window title bars when you're signed in, and in other places. If you sign in to Windows with your Microsoft account credentials, Windows displays the user account picture that is associated with that

account. If you sign in by using a local account, you can associate a picture with that account on that computer. Until you associate a picture with either type of account, the computer account displays a placeholder account picture (a head-and-shoulders icon) wherever the account picture would usually appear.



Clicking your user account button displays all active user accounts

You can easily add or change an account picture, regardless of whether you're signed in with a Microsoft account or a local account, on any computer you sign in to.

Previous versions of Windows provided many standard user account picture options, depicting a variety of animals, sports, and interests. Windows 10 doesn't provide any account pictures, but does offer the option of taking a picture if your computer has a webcam. You can use .bmp, .gif, jpg, or .png files as user account pictures. The original image can be any size or shape, but Windows 10 displays the user account picture as a circle, so when selecting a picture, keep in mind that it will be cropped to a square and then have its corners cut off.



IMPORTANT The change from square to circular user account pictures has met with strong opposition from Windows 10 and Windows 10 mobile users, in part because of the corners being cut off the pictures, but also because the circular icons don't tile neatly on the screen. Perhaps by the time you read this book, square pictures will be the default, or at least an option.

All Microsoft accounts have passwords. If you sign in to Windows or any website with your Microsoft account credentials, you use the same password wherever you sign in. (The user account name and password, together, are referred to as *credentials*.) Local accounts can have or not have passwords. If you don't store or access personal information on your computer, a password is not essential. However, it's never a bad idea to have a password. You can add a password (and an optional password hint) to a local account or change the password, and you can change your Microsoft password. Changing your Microsoft account password changes it across all computers, sites, and services.

If you're going to take the trouble to protect your user account with a password, choose one that no one is likely to guess. A strong password is at least eight characters long, does not contain words that might be in the dictionary or names, and contains at least one uppercase character, one lowercase character, one number, and one punctuation mark.



IMPORTANT If you change your Microsoft account password and then sign in to a computer that hasn't been able to connect to the Microsoft account database since before you changed the password, the computer won't be able to verify your new password and will prompt you to sign in with the last password you used on that computer.

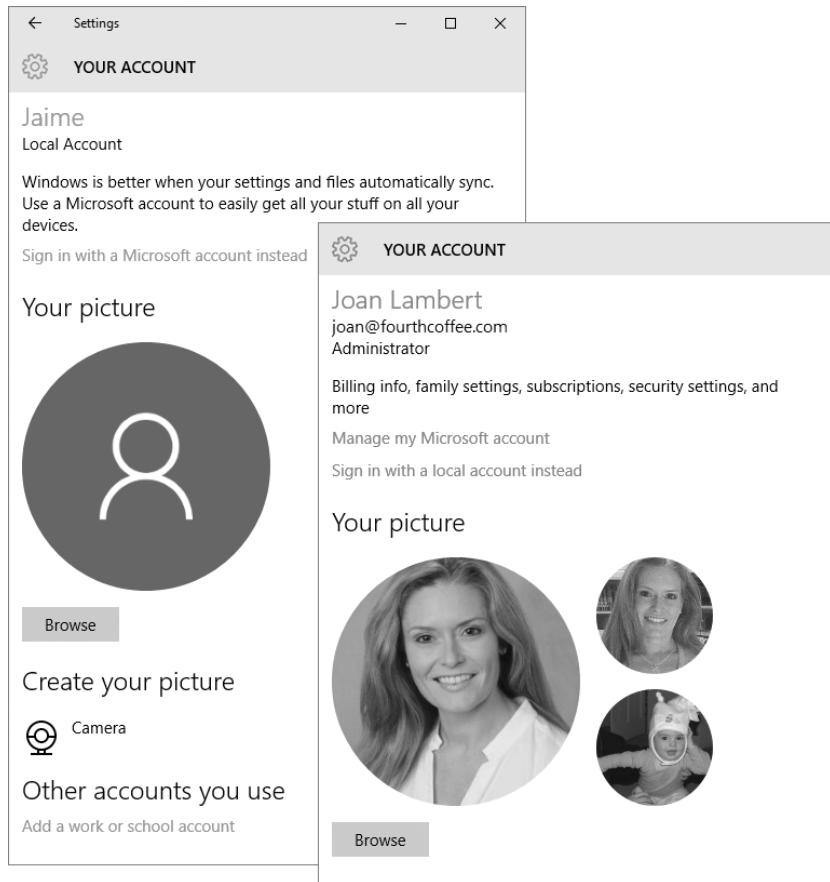
When you assign a password to a local user account, you can also save a password hint. Windows displays the password hint on the Welcome screen after you enter an incorrect password.

Each computer user manages his or her own account picture and password. The information in this section assumes that you're working with your own account.

To display the Your Account settings pane

1. Do either of the following:
 - At the top of the **Start** menu, click your user account button, and then click **Change account settings**.
 - In the **Settings** window, click **Accounts**, and then click **Your account**.

The content of the Your Account pane varies based on whether you're signed in with a Microsoft account or a local user account, and what pictures have been associated with the account on the computer.



Account management panes for local and Microsoft accounts

To set or change your user account picture

1. If you plan to use an existing picture, consider reviewing and editing the photo before proceeding, to ensure that it displays well in the available space.
2. Display the **Your account** settings pane.

3. Do one of the following:

- If you want to select a previously used image, click the image in the **Your picture** section.
- If you want to select an image that isn't shown in the **Your picture** section, click the **Browse** button. Then in the **Open** dialog box, locate and select the image you want to use, and click the **Choose picture** button.



IMPORTANT At the time of this writing, you can't modify the portion of the photo that Windows selects. Windows users have been requesting this feature, so perhaps by the time you read this book it will be possible to modify the selection.

- If you want to capture an image, in the **Create your picture** section, click the **Camera** button. (If Windows Camera prompts you to permit it to access your location, click **Yes** or **No**.) Adjust the camera, yourself, and your background as necessary, and then click the camera icon to take the picture.

To set or change your Microsoft account picture

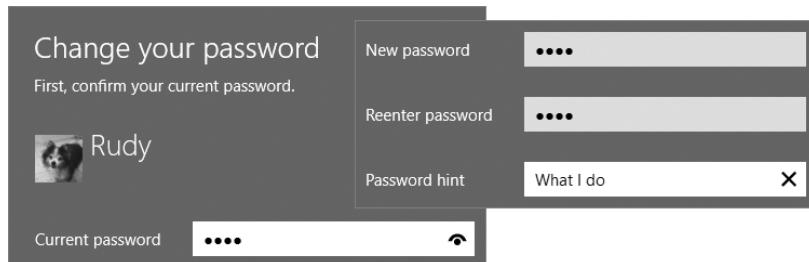
1. Display the **Your account** settings pane.
2. Click **Manage my Microsoft account** to display your Microsoft Account home page.
3. Click **Your info** on the menu bar, or click your account picture.
4. On the **Your info** page, do one of the following:
 - To initially set the picture, click **New picture**.
 - To change the existing picture, click **Change picture**, and then on the next page, click the **New picture** button.
5. In the **Open** dialog box, locate and select the picture you want to use, and then click **Open**.
6. On the **Your info** page, drag any of the picture handles to resize the circle, and drag the circle to change the part of the picture that is displayed. The crosshairs mark the center of the picture.

To add a local user account password

1. In the **Settings** window, click **Accounts**, and then click **Sign-in options**.
2. In the **Password** section, click **Add**.
3. On the **Create a password** page, enter and reenter the password you want to use. Enter a password hint if you want to be able to display one from the Welcome page, and then click **Next**.
4. Click **Finish**.

To change a local user account password

1. In the **Settings** window, click **Accounts**, and then click **Sign-in options**.
2. In the **Password** section, click **Change**.
3. On the **Change your password** page, enter your current password, and then click **Next**.
4. On the second **Change your password** page, enter and reenter the password you want to use. Enter a password hint if you want to be able to display one from the Welcome page, and then click **Next**.



There are no reuse restrictions on local passwords

5. On the final **Change your password** page, click **Finish**.

To change a Microsoft account password

1. Display the **Sign-in options** settings page.
2. In the **Password** section, click **Change**.
3. On the **Please reenter your password** page that displays your Microsoft account name, enter the current password for the Microsoft account, and then click **Sign in**.

4. On the **Change your Microsoft account password** page, enter your current password and then enter and reenter the new password.



IMPORTANT The new password must be one that you haven't used before. The password reset system will not permit you to enter a password that you've used previously.

If you're uncertain whether you entered the password correctly, press and hold the eye icon at the right end of the input box to temporarily display the password.



Hold down the eye icon to display the password

5. When you're satisfied with the new password, click **Next**.
6. On the page confirming the password change, click **Finish**.

In addition to the onscreen confirmation, Microsoft sends a confirmation email message to your Microsoft account email address and to any email addresses that you provided as secondary contacts for the Microsoft account.

8

Customize your sign-in options

Each user manages the password and sign-in options for his or her account. This topic addresses actions you can take for your user account, not for other people's user accounts.

If (and only if) your sign-in account has a password, you can create alternative sign-in options on each computer you log in to. These sign-in options include the following:

- **Personal identification number (PIN)** A number (at least four digits long) that you enter in place of your password.
- **Picture password** An image of your choice on which you perform a specific combination of gestures. Windows divides the picture into a 100x100 grid and looks for your selected gesture pattern in the appropriate grid coordinates. You can perform the gestures directly on a touchscreen or by using a mouse.



IMPORTANT Some critics say that a picture password isn't very secure because people generally do the obvious thing on any picture. For example, on a picture of a person, people tap the eyes and draw a line across the mouth. When you set up a gesture-based password, try to do something less obvious.

- **Windows Hello** Biometric identification through a fingerprint, facial, or iris recognition. This feature is available only on computers that have biometric identification hardware such as a built-in or external fingerprint reader.

After you set up a PIN or picture password sign-in option, the Welcome page changes to offer your new option by default. There is also a Sign-In Options link on the page, so if you forget your PIN or the specific gestures of your picture password, you can sign in at any time by using your password.

In addition to controlling sign-in options, each user who signs in with Microsoft account credentials can choose whether to synchronize settings across all the computers he or she signs in to with those credentials. This is a very cool feature after you have it set up the way you want it and get used to it. You can synchronize the following groups of settings:

- **Theme** Desktop background, colors, and sounds
- **Web browser settings** Favorite sites and recent searches
- **Passwords** Passwords that you've saved for specific websites
- **Language preferences** Installed language packs, regional date and time settings, and keyboard language
- **Ease of Access settings** Narrator and other accessibility tools
- **Other Windows settings** Your Start screen configuration and various other settings that we haven't found a clear description of

When you have a fingerprint reader or other biometric hardware installed on your computer, the Sign-In Options settings pane includes the Windows Hello category. At the time of this writing, you must create a PIN before you can configure a Windows Hello authentication method.

The screenshot shows the Windows Settings window with the "Sign-in Options" section selected. It includes three main categories: "Password", "PIN", and "Windows Hello". Each category has a "Change" button and a "Forgot my PIN" link.

- Password**: Change your account password. Buttons: **Change**, [I forgot my PIN](#).
- PIN**: You can use this PIN to sign in to Windows, apps, and services. Buttons: **Change**, [I forgot my PIN](#).
- Windows Hello**: Sign in to Windows, apps and services using Fingerprint. Buttons: **Set up**.

8

The Windows Hello category lists the biometric readers that are installed on your computer



IMPORTANT At the time of this writing, biometric readers aren't very common on personal and business computers, but we expect that as new hardware is developed specifically for Windows 10, that will change. We've documented the current procedures for setting up a fingerprint password, but the Windows Hello procedures might change along with the hardware.

When you have multiple sign-in options configured for your account, the Welcome screen displays the most recently configured sign-in option by default. You can switch to a different sign-in option from the Welcome screen.

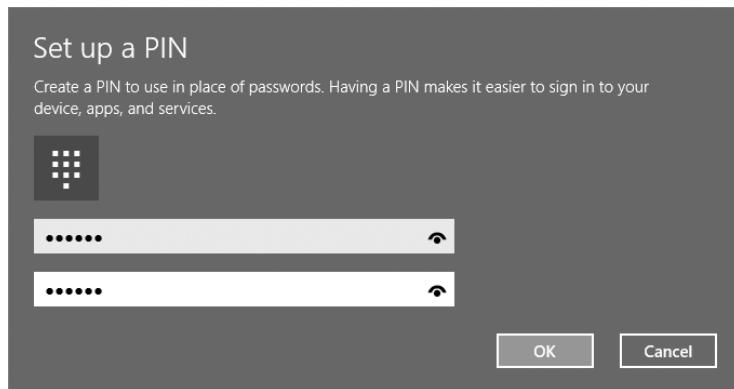


IMPORTANT You can perform the following procedures only for your own account (or the account that is currently logged in).

To create a PIN

1. Open the **Settings** window, click **Accounts**, and then click **Sign-in options**.
2. In the **Sign-in options** settings pane, in the **PIN** section, click the **Add** button.
3. In the **Please reenter your password** window, enter the password for your account, and then click **Sign in** to open the **Set up a PIN** window.

4. Enter a personal identification number that is at least four digits long in the **New PIN** and **Confirm PIN** boxes.



You can click the eye icons to check your entries

5. In the **Set up a PIN** window, click **OK** to create your PIN and make the PIN sign-in option available from the Welcome screen.

To change a PIN

1. In the **Sign-in options** settings pane, in the **PIN** section, click the **Change** button.
2. In the **PIN** box, enter your current PIN to validate your credentials.
3. Enter the new personal identification number (at least four digits long) in the **New PIN** and **Confirm PIN** boxes, and then click **OK**.

To configure Windows Hello fingerprint authentication

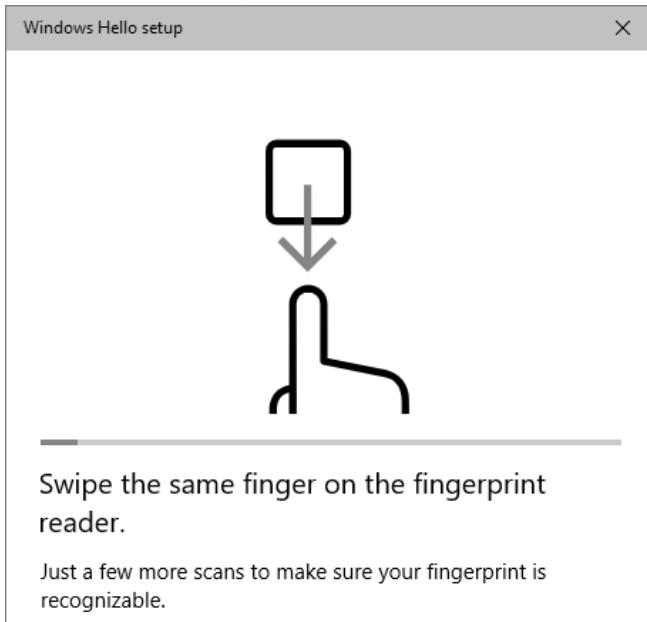
1. Create a PIN.
2. In the **Sign-in options** settings pane, in the **Windows Hello** section, click the **Add** button to start the Windows Hello setup wizard, and then click **Get started**.



TIP The Windows Hello heading appears only if your computer system includes a compatible biometric reader.

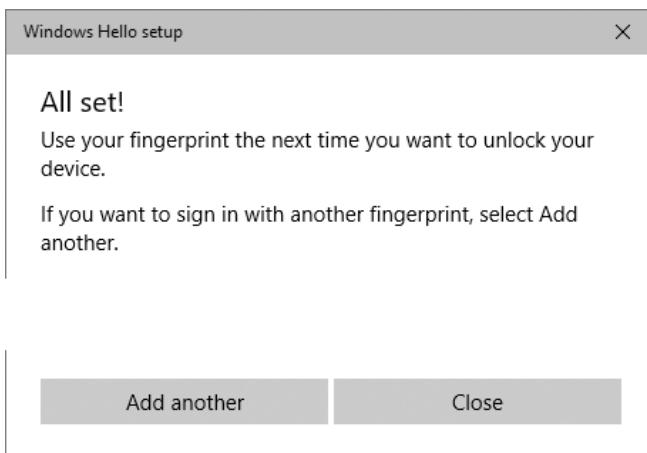
3. Swipe any finger across the fingerprint reader, from the first joint to the fingertip. Keep the finger flat and steady as you swipe.

After the reader detects a usable fingerprint reading, it prompts you to swipe the same finger again, until it gets about four good readings.



You must confirm the authentication method multiple times

4. After Windows registers the fingerprint, you can immediately add another fingerprint by clicking **Add another** and repeating step 3.



You can store multiple fingerprints and sign in with any one

To create a picture password

1. In the **Sign-in options** pane, in the **Picture password** section, click the **Add** button to start the Picture Password wizard. The wizard has a background picture of purple flowers in a field of green.
2. In the **Create a picture password** dialog box, enter your account password, and then click **OK** to verify your identity.
3. The wizard demonstrates the three permissible gestures against the floral background. After you're familiar with the gestures, click the **Choose picture** button.
4. In the **Open** dialog box, browse to and select the picture you want to use, and then click **Open** to replace the wizard background picture. Drag the picture to adjust it in the available space, and then click **Use this picture**.
5. Decide on a combination of three taps, lines, and circles you'll be able to consistently remember, and then perform them on the picture. The wizard changes the number in the left pane as you perform each gesture.



Choose a picture that includes objects you can use to correctly position your gestures

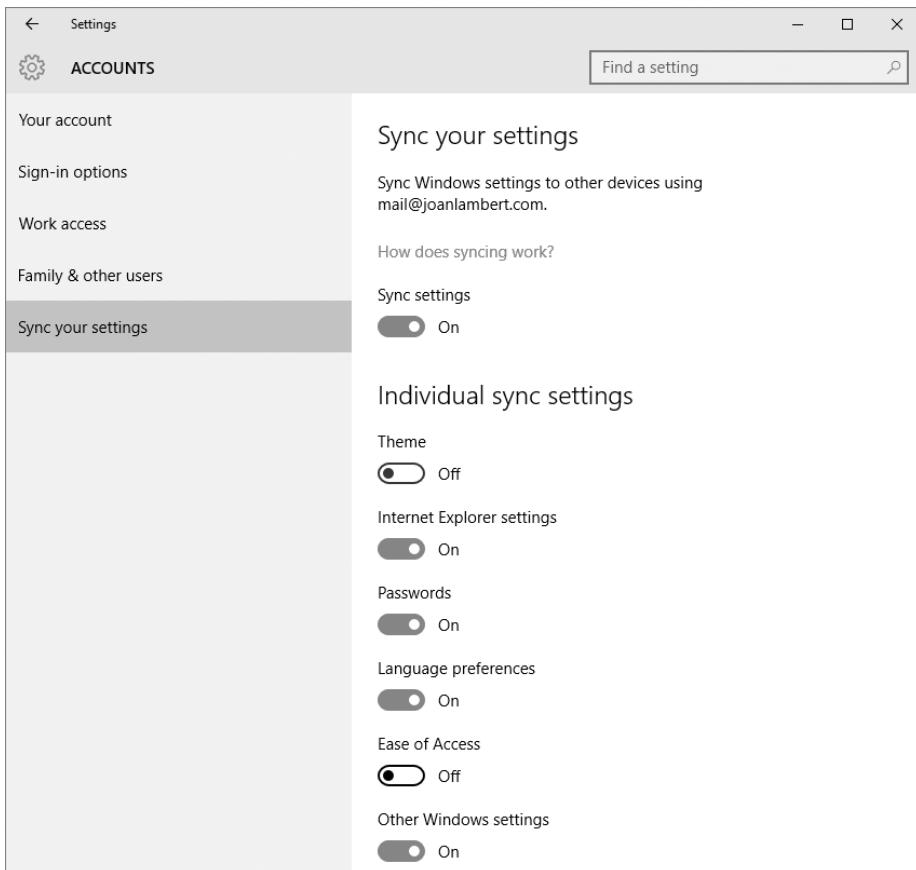
6. Repeat the three gestures when the wizard prompts you to do so, and then click the **Finish** button.

To change authentication methods on the Welcome screen

1. On the Welcome screen displaying your user account name, click the **Sign-in options** link to display an icon for each sign-in method you have configured.
2. Click the icon for the sign-in method you want to use.

To configure setting synchronization across computers

1. In the **Settings** window, click **Account**, and then click **Sync your settings**.
2. In the **Sync your settings** pane, set the **Sync settings** toggle button to **On** to activate synchronization on this computer.



When synchronization is on, all the elements synchronize by default

3. Consider the computers that you sign in to with the current Microsoft account credentials. In the **Individual sync settings** section, do the following:
 - Set the toggle button to **On** for each setting that you want to synchronize to and from this computer.
 - Set the toggle button to **Off** for each setting that you want to maintain independently on this computer.

Skills review

In this chapter, you learned how to:

- Understand user accounts and permissions
- Create and manage user accounts
- Manage account pictures and passwords
- Customize your sign-in options



Practice tasks

The practice files for these tasks are located in the Win10SBS\Ch08 folder.

Understand user accounts and permissions

There are no practice tasks for this topic.

Create and manage user accounts

Display the Family & Other Accounts settings pane, and then perform the following tasks:

1. Create a local user account with the name **Duke** that is not part of your family group.
2. Disable the account and verify that it no longer appears in the Family & Other Accounts settings pane.
3. Activate the built-in **Guest** account.
4. Enable the **Duke** account for use in the next practice task.
5. Verify that the **Duke** and **Guest** accounts appear in the Family & Other Accounts settings pane.
6. Check the permissions for the **Duke** account, and make sure that it is a **Standard User** account.

Manage account pictures and passwords

Perform the following tasks:

1. From the user account menu at the top of the **Start** menu, switch to the **Duke** account, and sign in to the computer.
2. Open the **Settings** window, click **Accounts**, and then click **Your account** to display Duke's account information.
3. Add an account picture to Duke's account. Choose one of the **Account** pictures in the practice files folder.
4. Add a password to Duke's account.
5. Lock the computer, and sign in as Duke, using the password.

Customize your sign-in options

Perform the following tasks:

1. Sign in using the Duke account you created in the preceding task, or if you want to configure your own sign-in options, sign in using your account.
2. Open the **Settings** window, click **Accounts**, and then click **Sign-in options** to display the sign-in options that are available for the account.
3. Create a PIN that you can use instead of the current password to sign in to the computer.
4. Lock the computer.
5. Dismiss the lock screen, and then sign in by using the PIN.
6. If your computer has a biometric identification system that is compatible with Windows Hello, create a Windows Hello sign-in authentication. Then lock the computer, dismiss the lock screen, and sign in by using Windows Hello.
7. Create a picture password that you can use to sign in to the computer. Use one of the **Password** pictures in the practice file folder.
8. Lock the computer.
9. Dismiss the lock screen. On the Welcome screen, click the **Sign-in options** link and notice the icons that represent the available authentication methods.
10. Sign in by using the picture password. If you want to, change the picture password to use a picture of your own.
11. Display the **Sync your settings** pane. Review the elements that you can synchronize among computers and consider which of these would be useful or not useful. (If you're signed in as Duke, you won't be able to modify the sync settings because it is a local account.)
12. If you have a Microsoft account and want to modify the sync settings for that account, sign in using your own account, return to the **Sync your settings** pane, and modify the settings to fit your needs.

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