Lab Manual

Add or remove accounts on your PC

Windows 11, Windows 10

This article describes how to add or remove accounts on your PC. Having different accounts on a shared PC lets multiple people use the same device, all while giving everyone their own sign-in info, plus access to their own files, browser favorites, and desktop settings.

In addition, if you use the same PC for personal projects and work or school, you may want to add different accounts to your PC.

Add people to a home PC

The best way to add someone to your PC is to have them sign in with a Microsoft account. Learn more about Microsoft accounts in Sign in with a Microsoft account.

1. Select **Start** > **Settings** ⬜ > **Accounts** > **Family & other users**.

2. Under **Other users** > **Add other user**, select **Add account**.

3. Enter that person's Microsoft account information and follow the prompts.

If you need to remove that person's sign-in information from your PC:

1. Select **Start** > **Settings** ⬜ > **Accounts** > **Family & other users.**

2. Under **Other users**, select the flyout for the account you want to remove.

3. Next to **Account and data**, select **Remove**. Note that this will not delete the person's Microsoft account, it will just remove their sign-in info from your PC.

Add people to a work or school PC

The best approach is for everyone who shares a PC at work or school to have their own Microsoft account. Learn more about Microsoft accounts in Sign in with a Microsoft account.

To add someone with an existing Microsoft account:

1. Select **Start** > **Settings** ⬜ > **Accounts** > **Other users** (in some Windows editions, it may be labeled as **Other people** or **Family & other users**).

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3. Enter that person's user account, select the account type, and then select **Add**.

If you need to remove that person's sign-in information from your PC:

1. Select **Start** > **Settings □** > **Accounts** > **Other users.**

2. Select the person's name or email address, then select **Remove**.

3. Read the disclosure and select **Delete account and data**. Note that this will not delete the person's Microsoft account, but it will remove their sign-in info and account data from your PC.

Add work or school accounts to your PC

If you're using the same PC for both personal and school or business work, you may want to add various accounts to your PC to make it easier for you to get to the files, apps, and information associated with each account. When you access work or school, you'll be connected to your organization's domain and have access to its resources.

To add another account to your PC:

1. Select **Start** > **Settings □** > **Accounts** > **Access work or school** 嘞阚

2. Next to **Add a work or school account**, select **Connect**.

3. Enter that person's account info, select the account type, and then select **Add**.

If you need to remove an account from your PC:

1. Select **Start** > **Settings □** > **Accounts** > **Access work or school** 嘞阚

2. Select the account you wish to remove, then select **Disconnect.**

3. Select **Yes** to confirm your actions. Note that this will not delete the account entirely, it will just remove access from your PC

Add accounts used by apps

To make signing in to your accounts easier and faster, you may want to add accounts for different apps.

To add an account used by apps to your PC:

1. Select **Start**   > **Settings □** > **Accounts**   > **Email & accounts** ☐

2. To add an account used by email. calendar, or contacts, select **Add an account** under **Accounts used by email, calendar, and contacts**. For other apps, select **Add a Microsoft account** or **Add a work or school account**.

3. Follow the prompts to add the account.

To remove an account used by apps from your PC:

1. Select **Start**   > **Settings □** > **Accounts**   > **Email & accounts** ☐

2. Select the account you wish to remove, then select **Remove**.

3. Select **Yes** to confirm your actions.

Add people to a family group

If you've added your family's Microsoft accounts to your PC, you can set them up as a Microsoft family. It's a free service that helps families stay connected and keep kids safer on Windows 11 and Xbox One devices, along with Android devices running Microsoft Launcher.

> **Note:** If you have trouble adding a Microsoft account, see Microsoft account FAQ.

Disable or Block Access to Internet for A Specific User in Windows 10

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