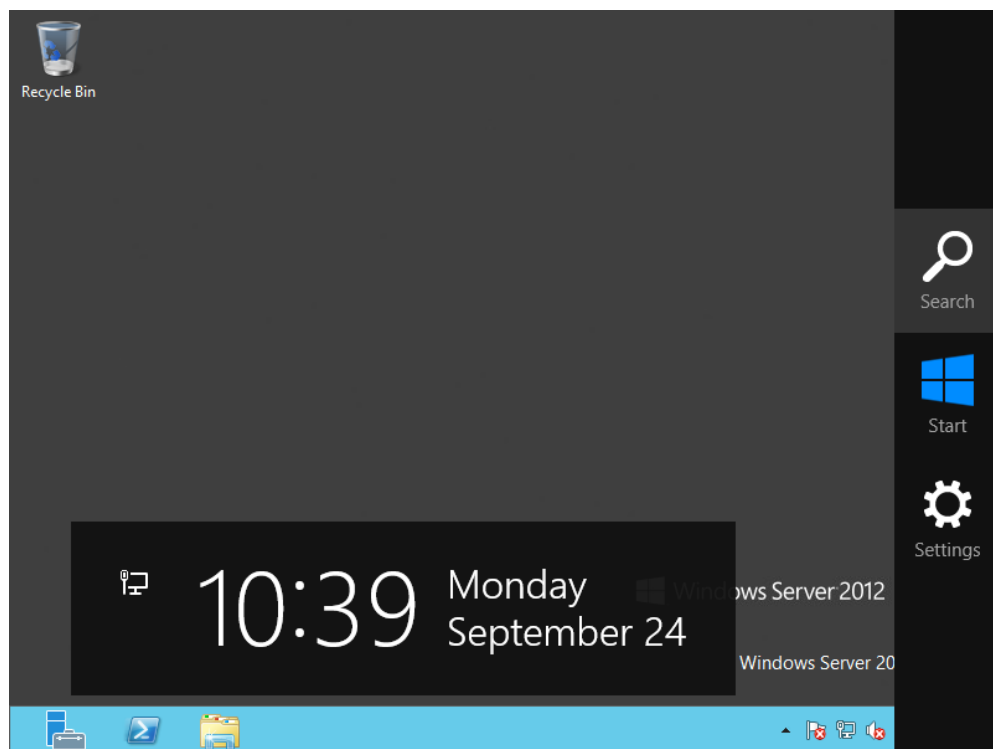


Handling User Accounts

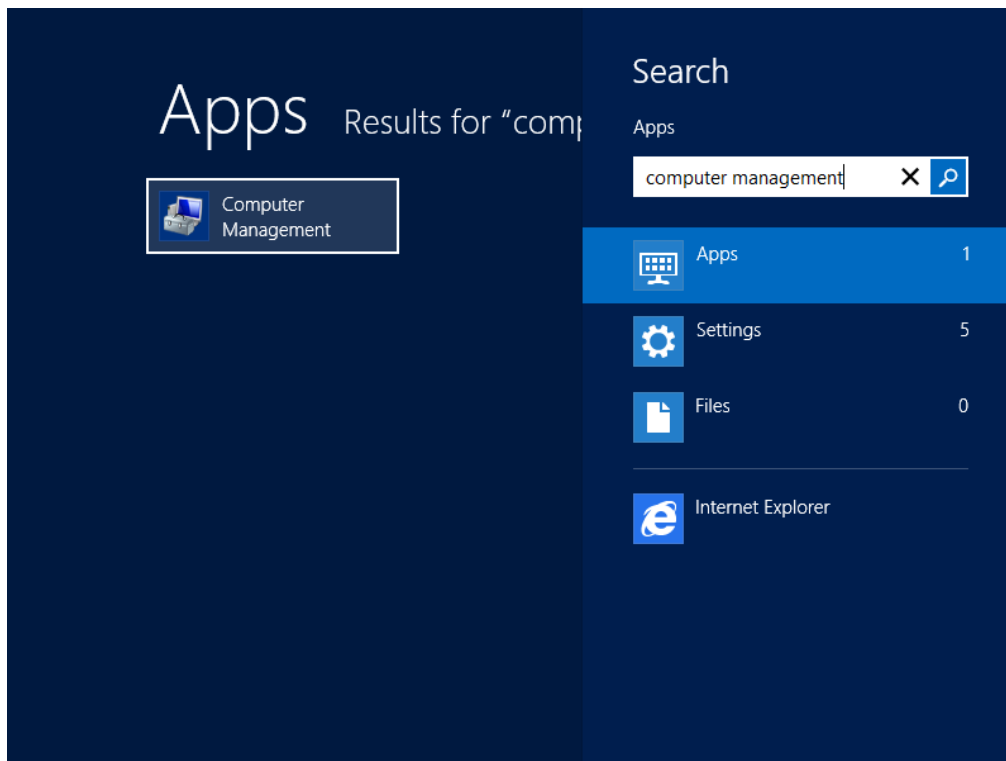
- 1) Creating new local user accounts
- 2) To login as newly created user
- 3) Changing passwords for the existing accounts
- 4) Deleting existing user accounts

1) Creating Local User Accounts:

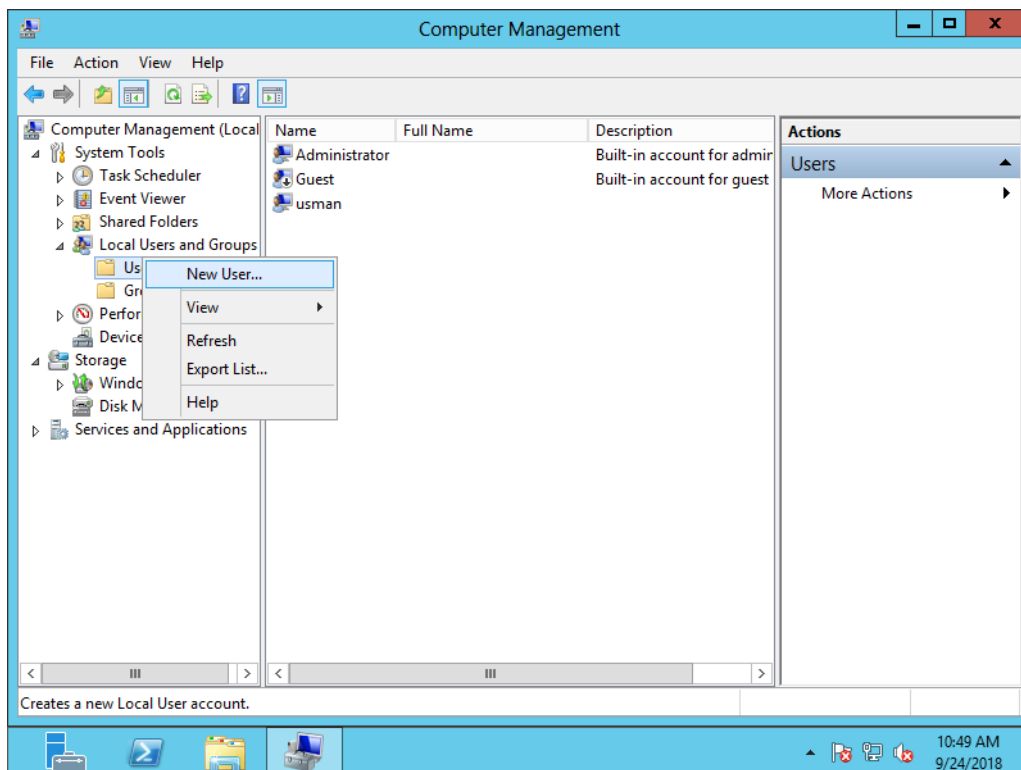
- i) Login as the **Administrator** to the **Computer**
- ii) Open the search bar



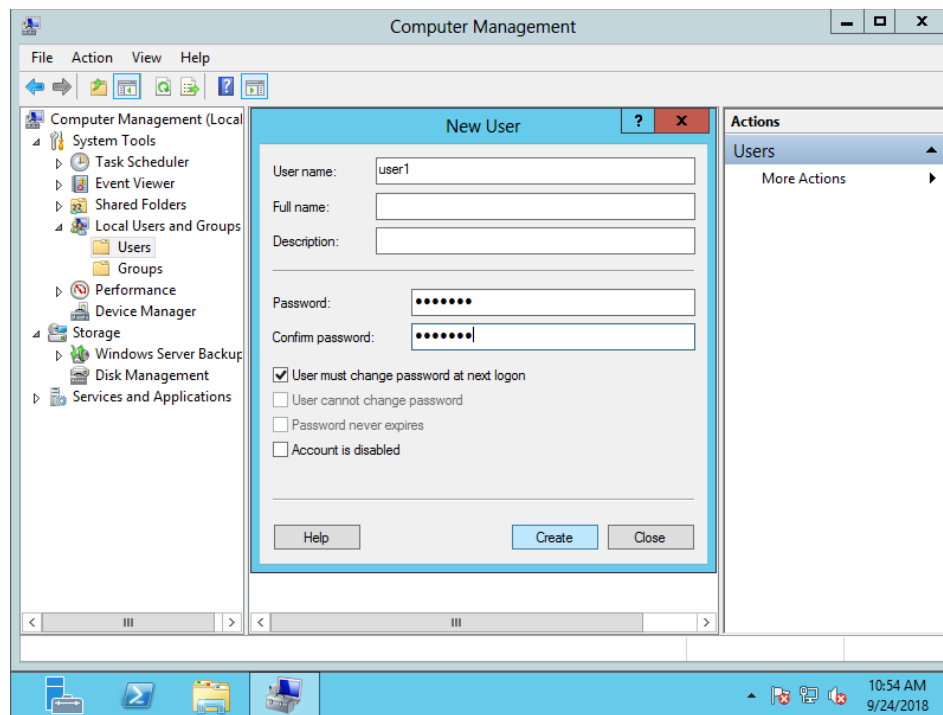
iii) Search for **Computer Management**



iv) Add new user



iv) Enter user name and password lets say “Test123”



2) To login as newly created user or other user:

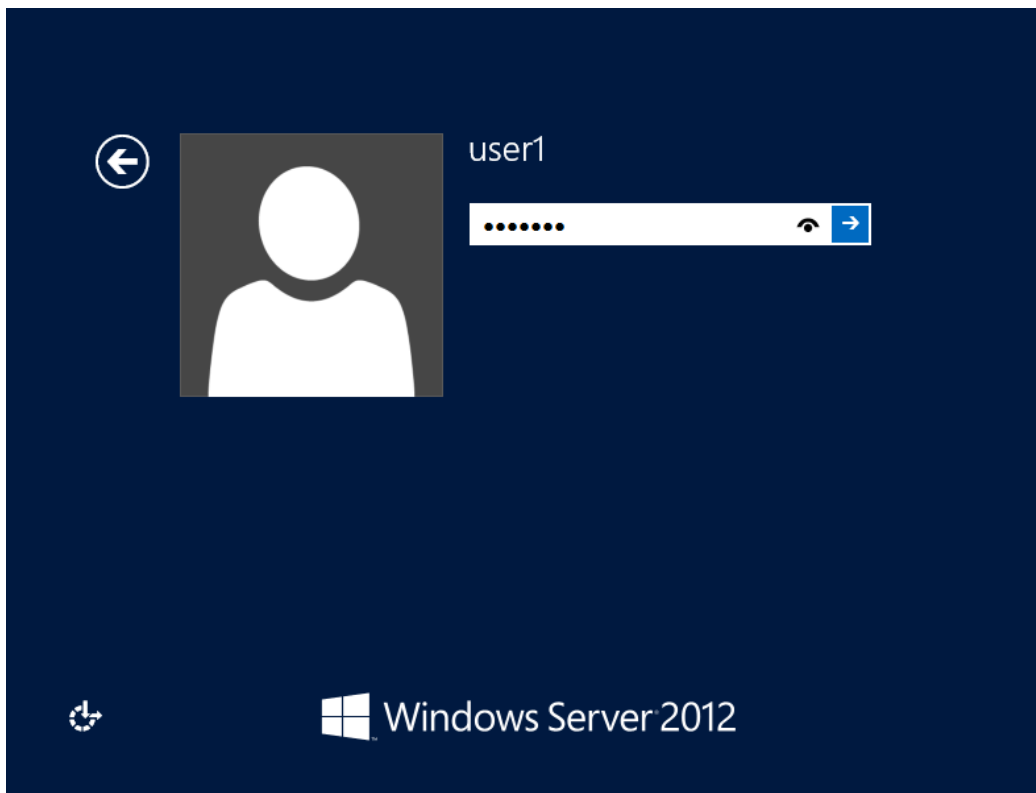
i) Press **Ctrl + Alt + Del** Click **Switch User** or **Logoff** Administrator. For instance click on **Switch User**

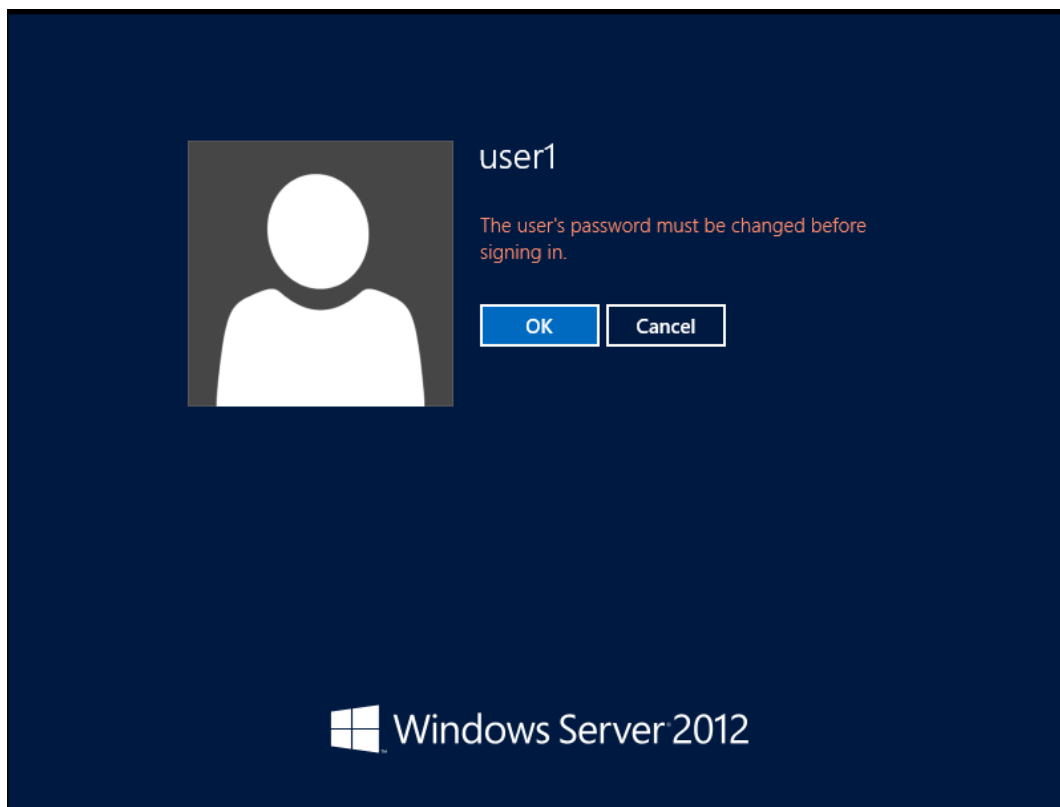


ii) Login as (**user1**) on the same computer



iii) Enter the password for user1



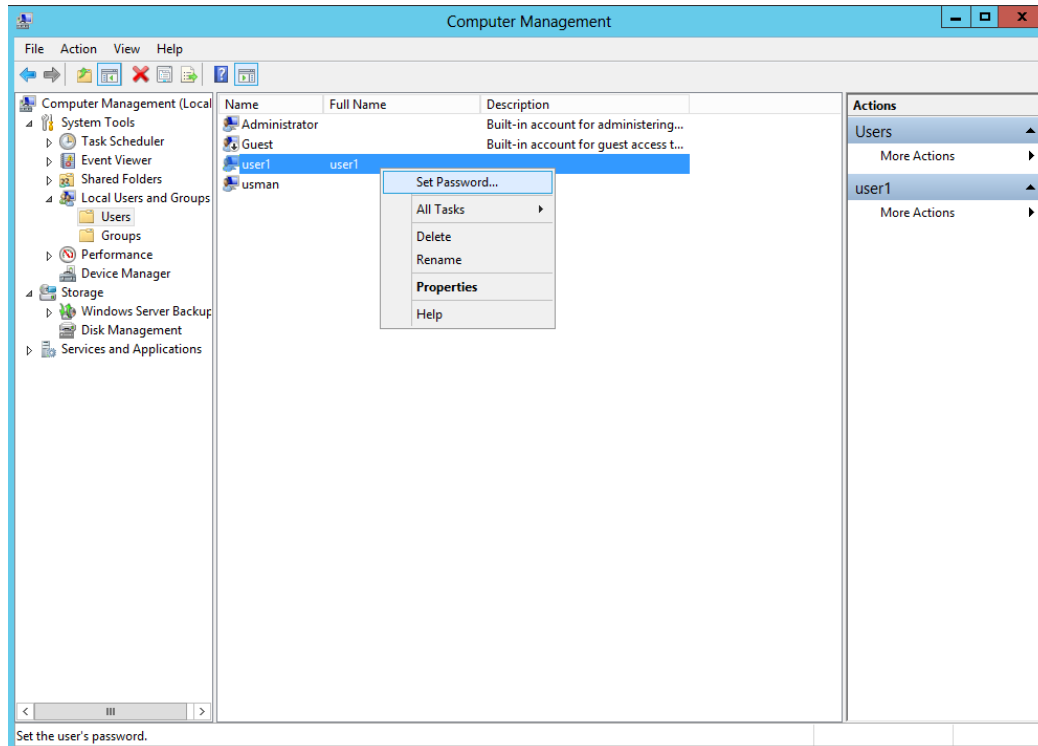


iv) Enter the new password and confirm it and then click next

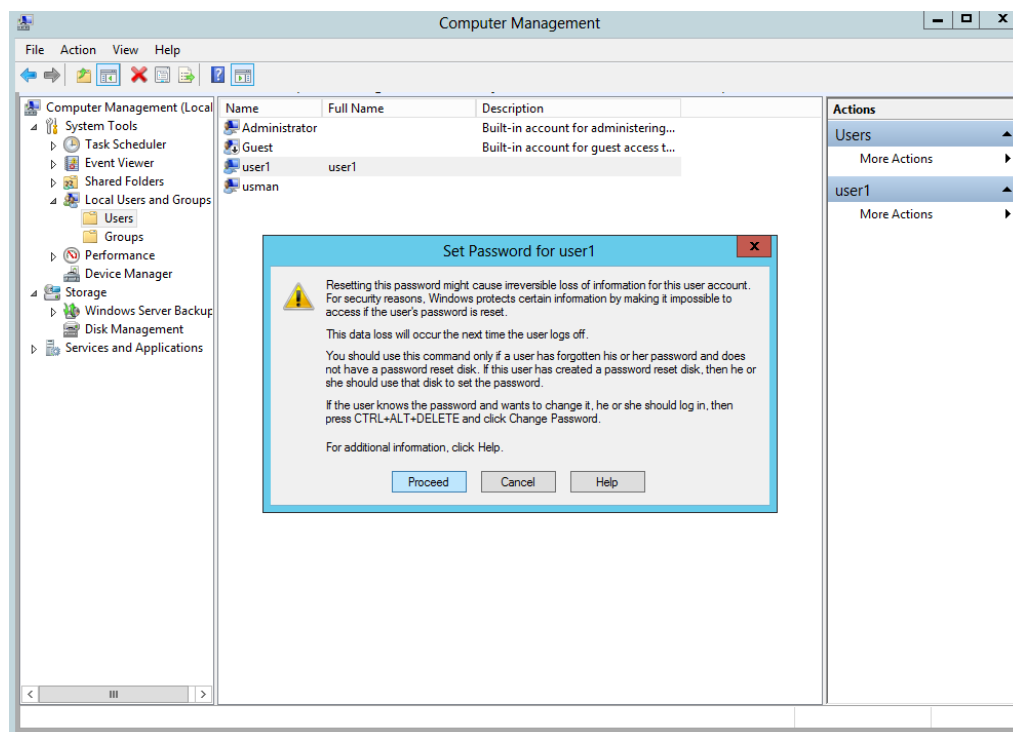


3) Changing passwords for the existing accounts:

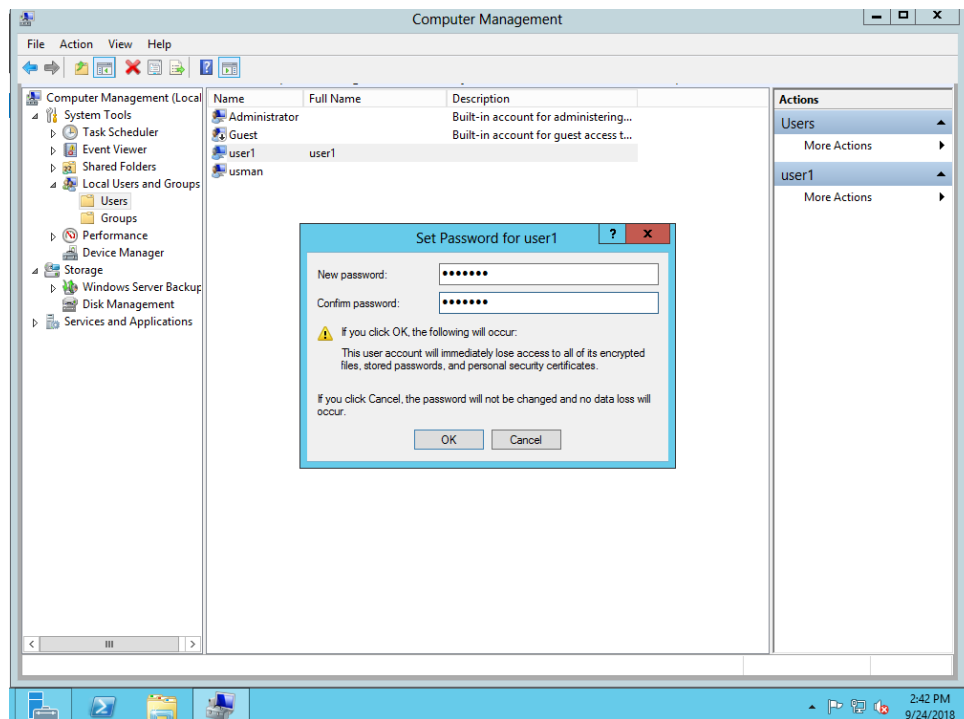
i) Login in as **Administrator**. Open **Computer Management** and right click on the user and click on the **Set Password** to set or change password



ii) Click on **Proceed**

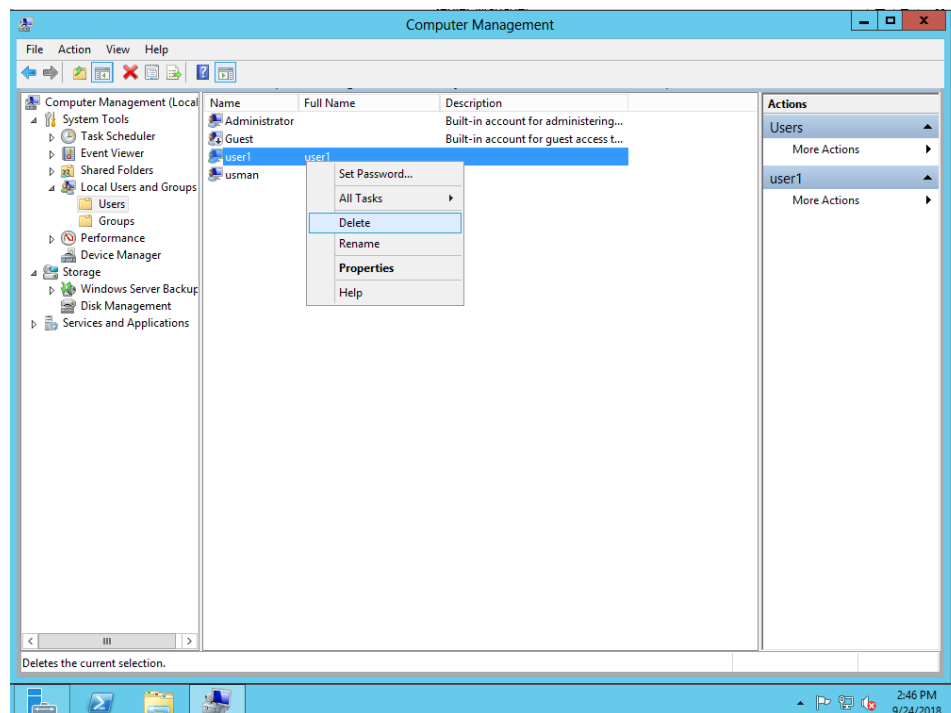


iii) Enter the new password in the text area and retype it in the other text area to confirm it



4) Deleting existing user accounts:

i) Login as **Adminsitator**. Open **Computer management**. Right click on the user you want to delete. Right click on it and click on **Delete**



ii) Click on **Yes**

