

## To change Rights on Windows XP

### Add User to Administrator Group

1. Login as **Administrator** (Workstation Only).
2. Right-click on the *MyComputer* icon.
3. Click on the **Manage** option in the pop-up window.
4. Double click on the *Local Users & Groups* icon on the left side of the Computer Management window.
5. Double click on the *Users* icon on the right side of the Computer Management window.
6. Find the user you want to change in the displayed list and Right-click on the user.
7. Click on the **Properties** option in the pop-up window.
8. Click on the **Member Of** tab in the Properties window.
9. In the Select Groups window, click the **ADD** button and type into the Object Names field - **administrators** to add the user to the group named administrators. OR some other available group (see step 5 and double click the Groups icon to see other groups).
10. Click the **APPLY** button and then the **OK** button at the bottom of the Select Groups window.
11. Click the **OK** button on the Properties window.
12. Click the **Close** box to exit the Computer Management window.

### Remove User from Administrator Group

1. Login as **Administrator** (Workstation Only).
2. Right-click on the *MyComputer* icon.
3. Click on the **Manage** option in the pop-up window.
4. Double click on the *Local Users & Groups* icon on the left side of the Computer Management window.
5. Double click on the *User* icon on the right side of the Computer Management window.
6. Find the user you want to change in the displayed list and Right-click on the user.
7. Click on the **Properties** option in the pop-up window.
8. Click on the **Member Of** tab in the Properties window.
9. Select **administrator** from the list of groups and click the **REMOVE** button.
10. Click the **APPLY** button and then the **OK** button at the bottom of the Select Groups window.
11. Click the **OK** button on the remaining Properties window.
12. Click the **Close** box to exit the Computer Management window.