

Lab - Create User Accounts

Introduction

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

Part 1: Creating a New Local User Account

Part 2: Reviewing User Account Properties

Part 3: Modifying Local User Accounts

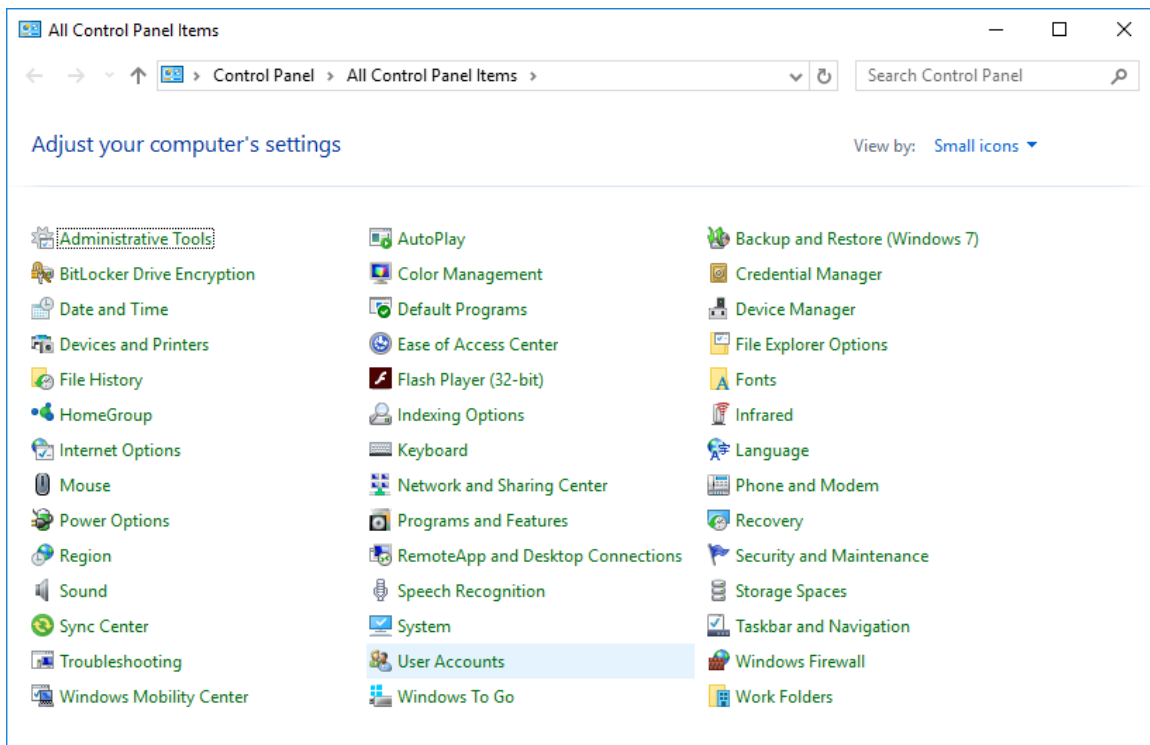
Required Resources

- A Windows PC

Part 1: Creating a New Local User Account

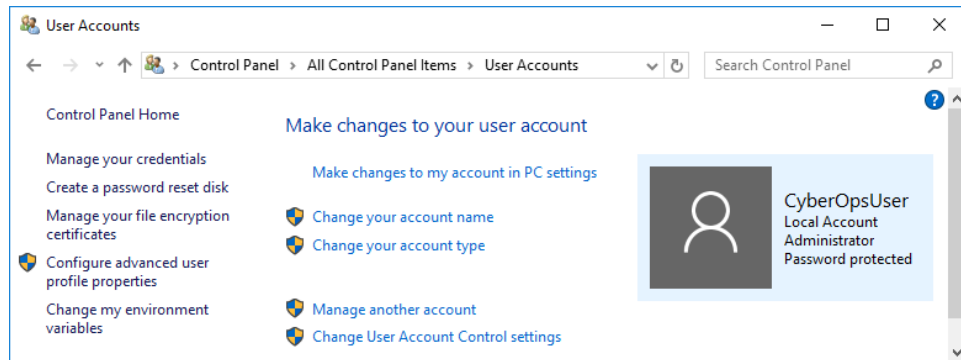
Step 1: Open the User Account Tool.

- Log on to the computer with an Administrator account. The account **CyberOpsUser** is used in this example.
- Click **Start** > search **Control Panel**. Select **User Accounts** in the Small icons view. To change the view, select **Small icons** in the View by drop down list.

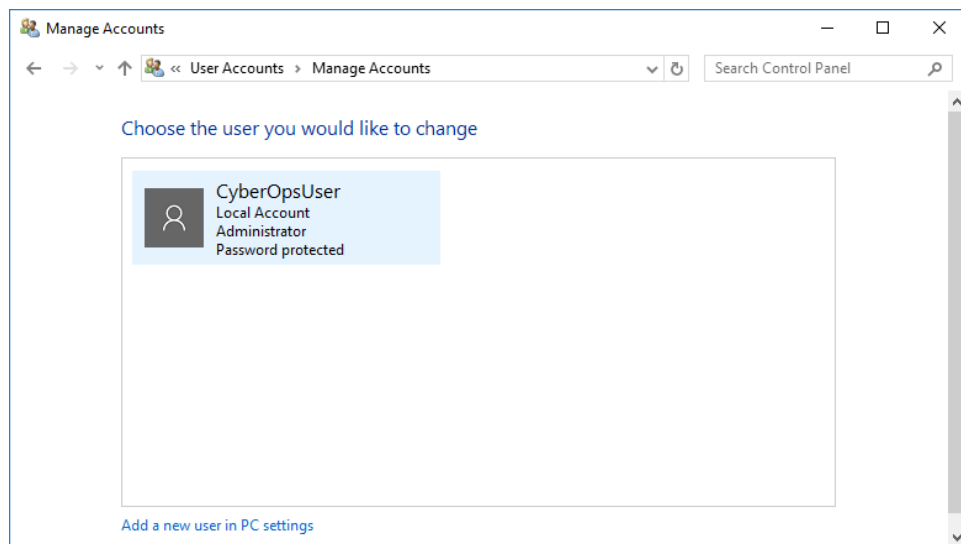


Step 2: Create a user account.

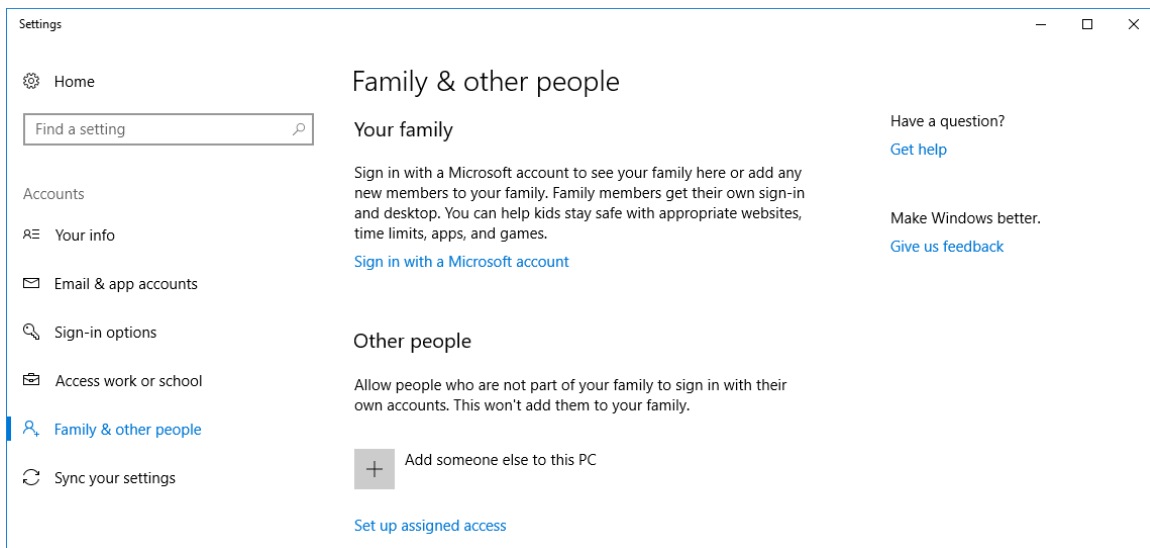
- a. The **User Accounts** window opens. Click **Manage another account**.



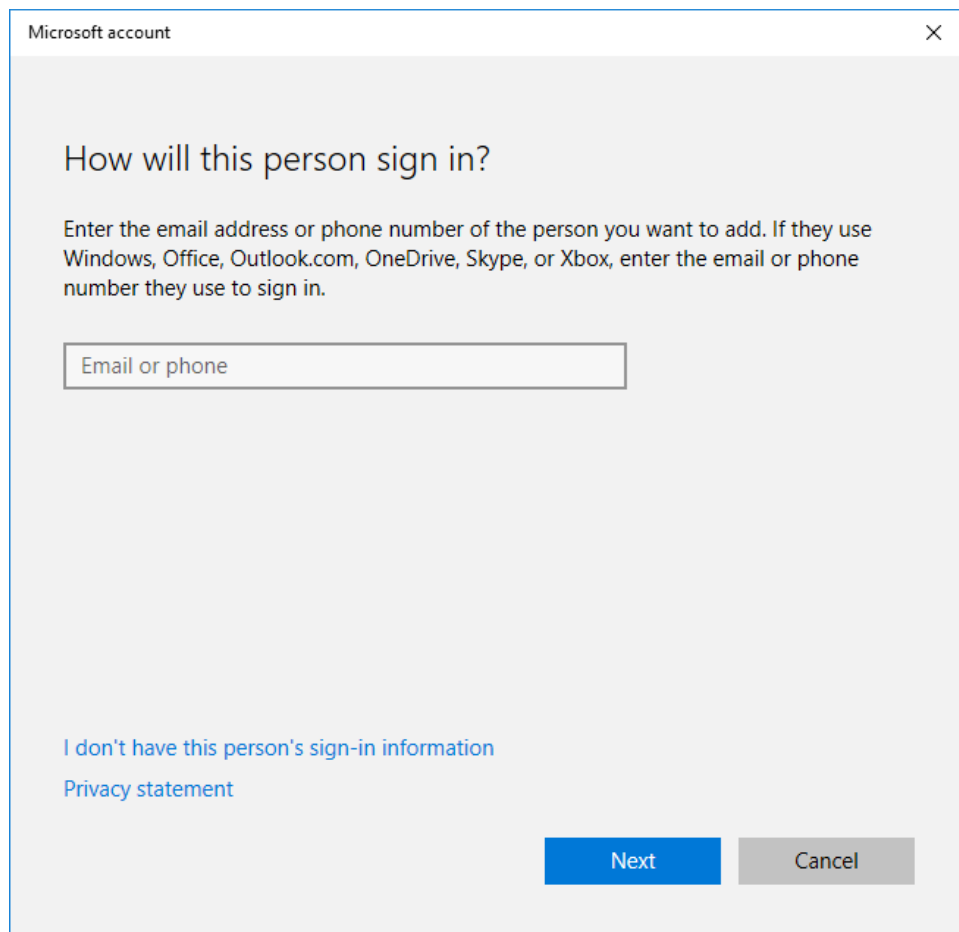
- b. The **Manage Accounts** window opens. Click **Add a new user in PC settings**.



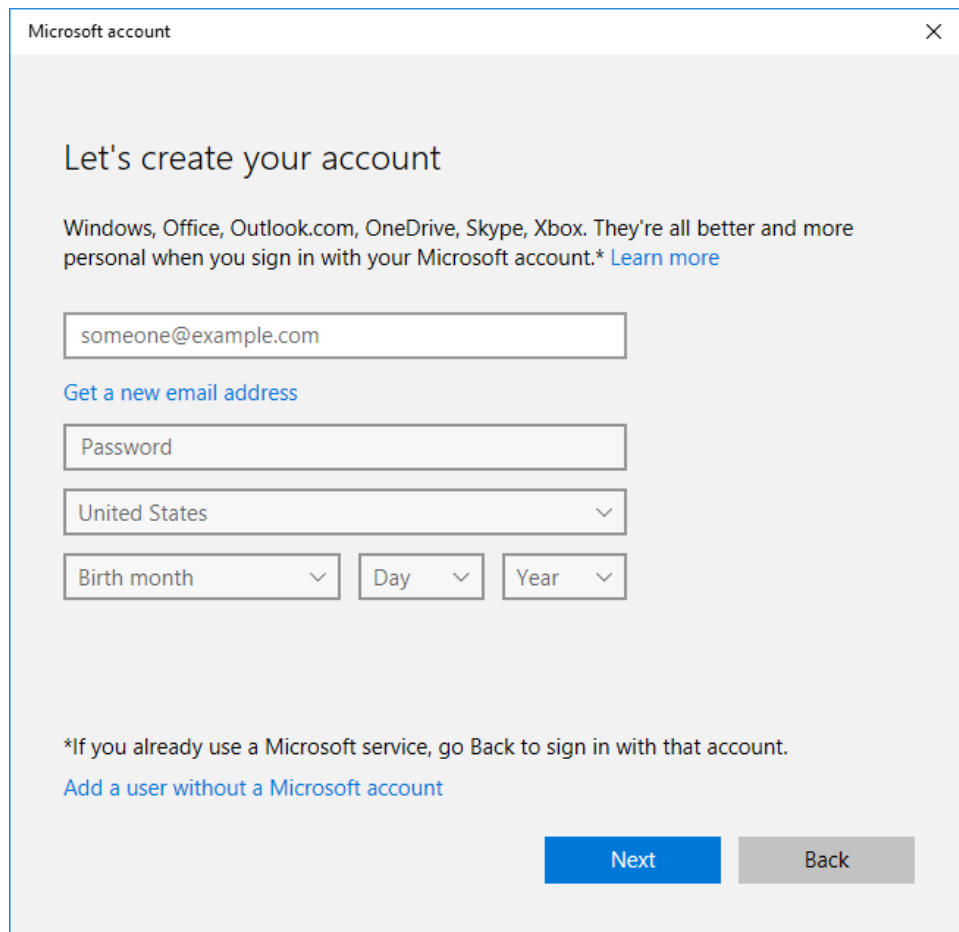
- c. The Settings window opens. Click **Add someone else to this PC**.



- d. The **How will this person sign in?** window opens. Click **I don't have this person's sign-in information**.



- e. The **Let's create your account** window opens. Click **Add a user without a Microsoft account**.



The screenshot shows a window titled "Microsoft account" with a close button (X) in the top right corner. The main heading is "Let's create your account". Below this, a paragraph states: "Windows, Office, Outlook.com, OneDrive, Skype, Xbox. They're all better and more personal when you sign in with your Microsoft account.* [Learn more](#)".

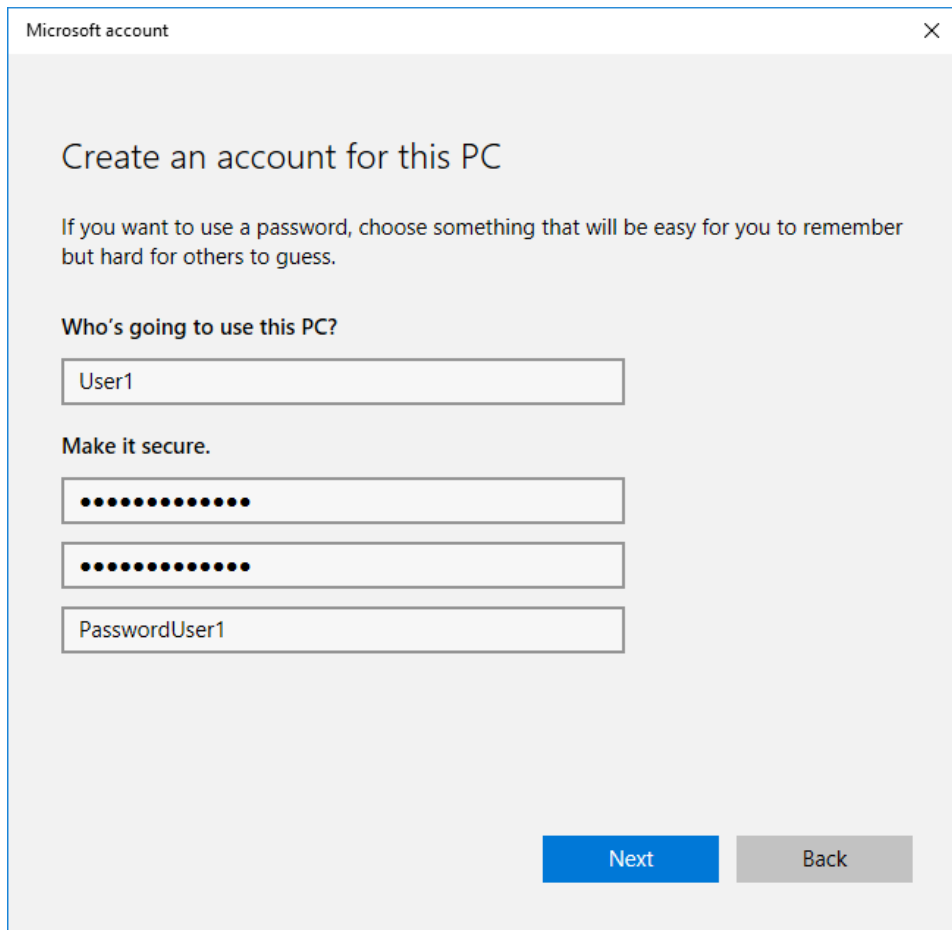
The form contains the following fields:

- An email address field with the placeholder text "someone@example.com".
- A link: [Get a new email address](#)
- A password field with the placeholder text "Password".
- A country dropdown menu currently showing "United States".
- Three date selection dropdowns: "Birth month", "Day", and "Year".

At the bottom, there is a note: "*If you already use a Microsoft service, go Back to sign in with that account." followed by a link: [Add a user without a Microsoft account](#).

At the bottom right, there are two buttons: a blue "Next" button and a grey "Back" button.

- f. The **Create an account for this PC** window opens. Provide the necessary information to create the new user account named **User1**. Click **Next** to create the new user account.



Microsoft 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?

User1

Make it secure.

.....

.....

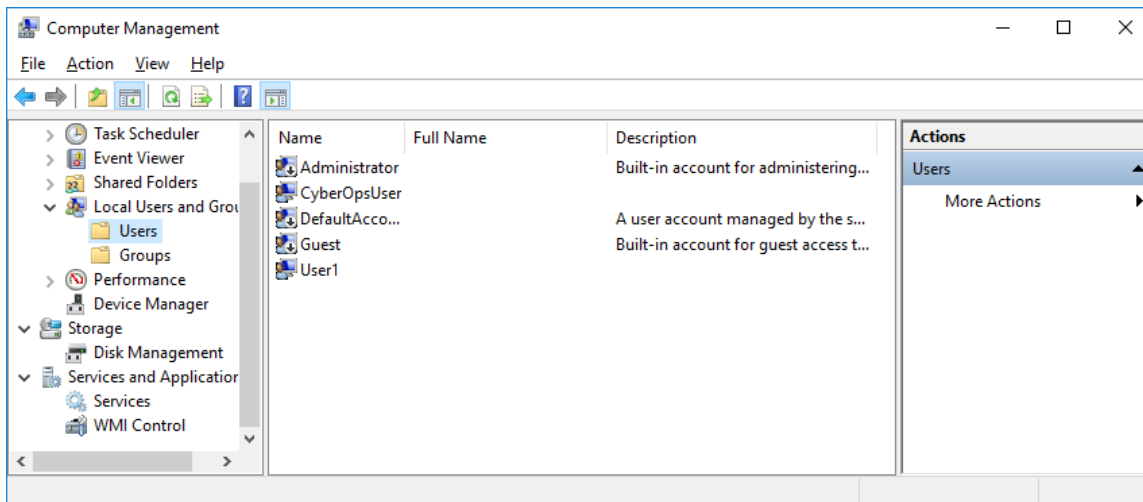
PasswordUser1

Next Back

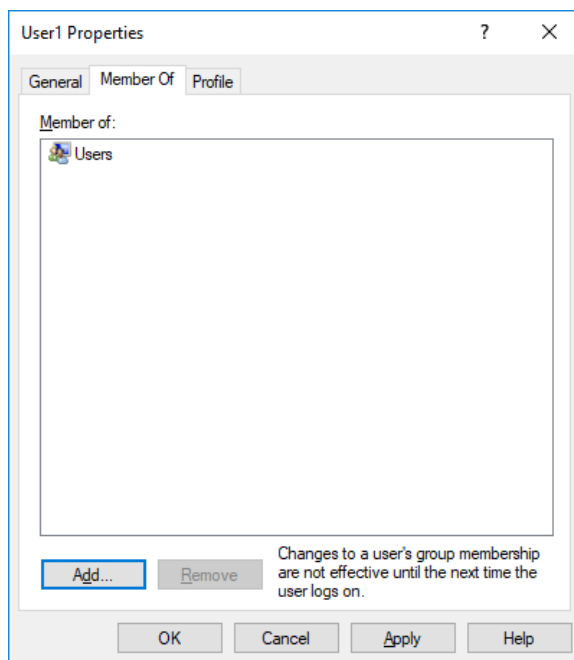
- g. What type of user account did you just create?
-
- h. Log into the newly created user account. It should be successful.
- i. Navigate to **C:\Users** folder. Right-click the **User1** folder and select **Properties**, and then the **Security** tab. Which groups or users have full control of this folder?
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- j. Open the folder that belongs to CyberOpsUser. Right-click the folder and click the **Properties** tab. Were you able to access the folder? Explain.
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- k. Log out of User1 account. Log back in as CyberOpsUser.
- l. Navigate to **C:\Users** folder. Right-click the folder and select **Properties**. Click the **Security** tab. Which groups or users have full control of this folder?
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Part 2: Reviewing User Account Properties

- Click **Start** > Search for **Control Panel** > Select **Administrative Tools** > Select **Computer Management**.
- Select **Local Users and Groups**. Click the **Users** folder.



- Right-click **User1** and select **Properties**.
- Click the **Member Of** tab.



Which group is User1 is a member of? _____

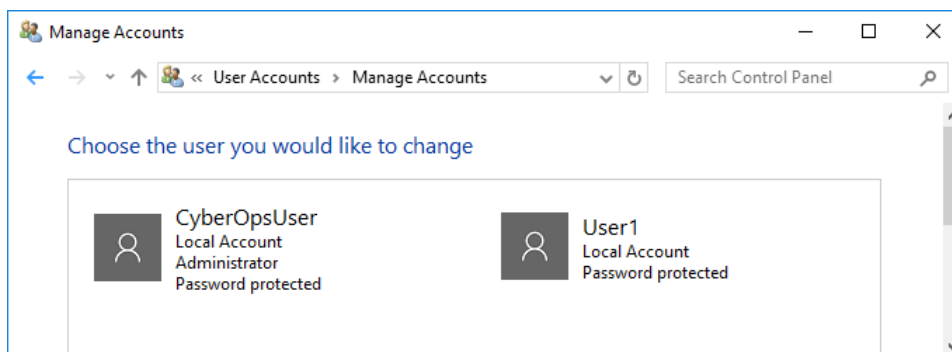
- Right-click the account **CyberOpsUser** and select **Properties**.

Which group is this user a member of? _____

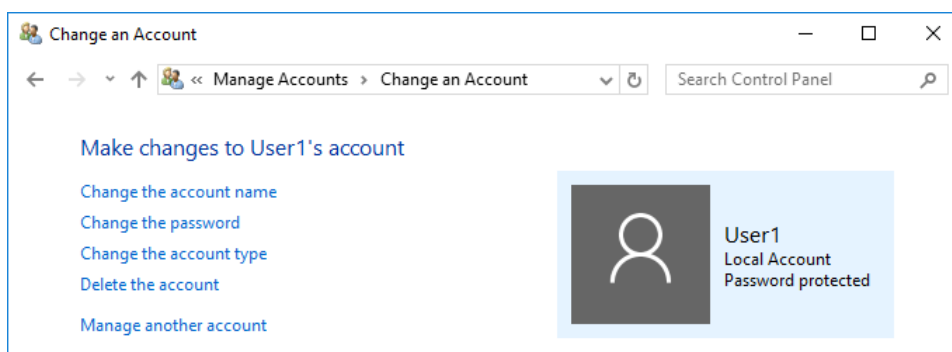
Part 3: Modifying Local User Accounts

Step 1: Change the account type.

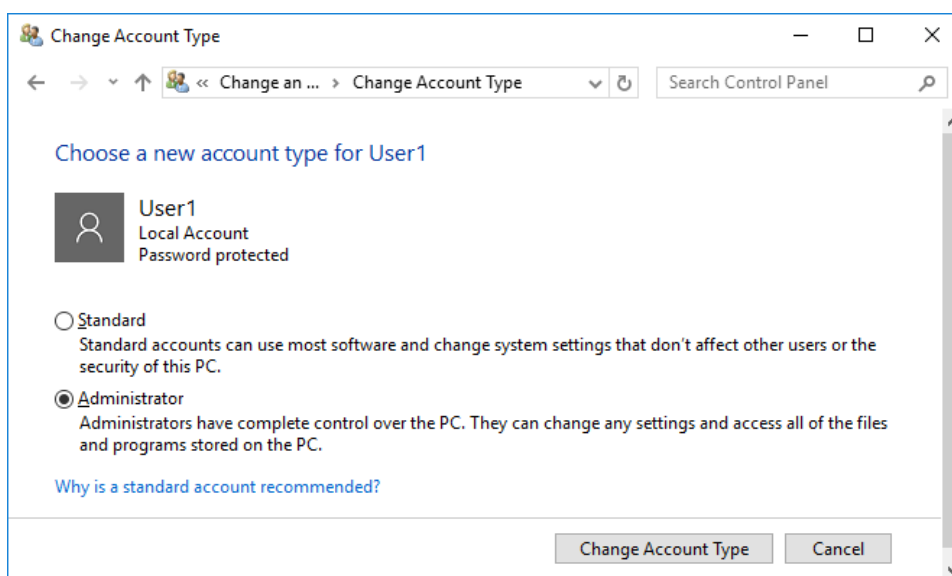
- a. Navigate to the **Control Panel** and select **User Accounts**. Click **Manage another account**. Select **User1**.



- b. In the Change an Account window, click the **User1** account. Click **Change the account type**.



- c. Select the **Administrator** radio button. Click **Change Account Type**.

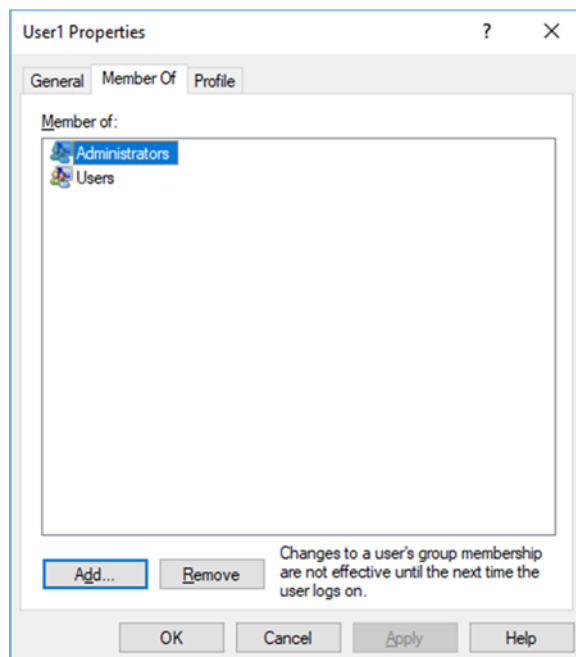


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- d. Now the account User1 has administrative rights.
- e. Navigate to **Control Panel > Administrative Tools > Computer Management**. Click **Local Users and Groups > Users**.
- f. Right-click **User1** and select **Properties**. Click **Member Of** tab.

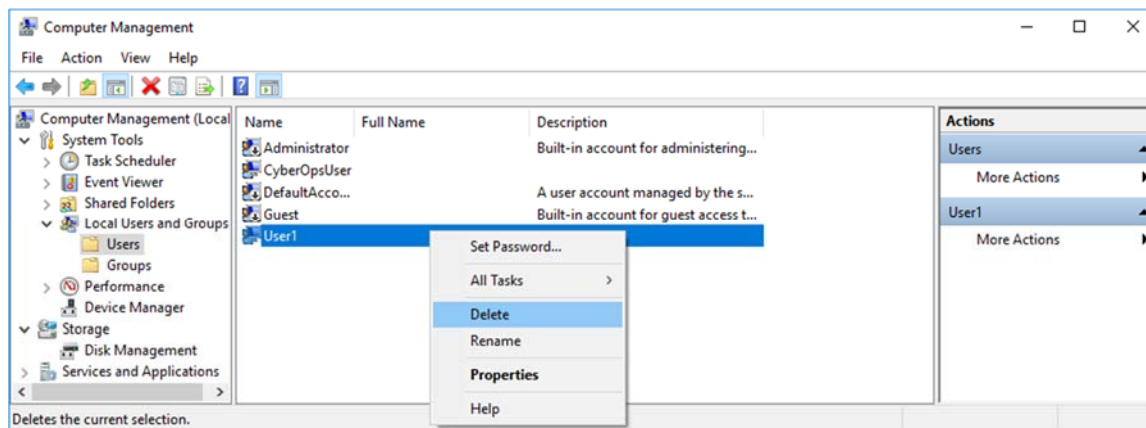
Which groups does User1 belong to?

- g. Select **Administrators** and click **Remove** to remove User1 from the Administrative group. Click **OK** to continue.



Step 2: Delete the account.

- a. To delete the account, right-click **User1** and select **Delete**.



- b. Click **OK** to confirm the deletion. What is another way to delete a user account?

Reflection

1. Why is it important to protect all accounts with strong passwords?

2. Why would you create a user with Standard privileges?
