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

Instructions

Part 1: Creating a New Local User Account

Step 1: Open the User Account Tool.

a. Log on to the Windows PC with an Administrator account. The account **CyberOpsUser** is used in this example.

b. 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. In the **User Accounts** window, click **Manage another account**.
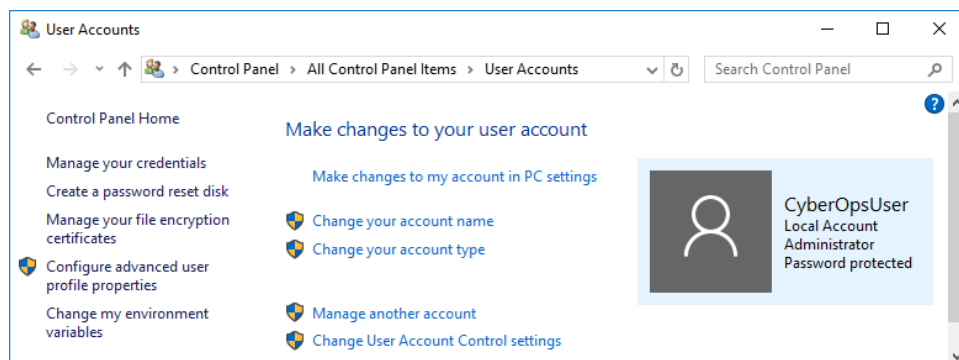
b. In the **Manage Accounts** window, click **Add a new user in PC settings**.

c. In the **Settings** window, click **Add someone else to this PC**.

d. In the **How will this person sign in?** window, click **I don't have this person's sign-in information**.

e. In the **Let's create your account** window opens, click **Add a user without a Microsoft account**.

f. In the **Create an account for this PC** window, provide the necessary information to create the new user account named **User1**. Click **Next** to create the new user account.

What type of user account did you just create?

g.   Attempt to log into the newly created user account. It should be successful.

h.   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?

i.   Open the folder that belongs to CyberOpsUser. Right-click the folder and click the **Properties** tab.

Were you able to access the folder? Explain.

j.   Log out of User1 account. Log back in as CyberOpsUser.

k.   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?

Part 2: Reviewing User Account Properties

a.   Click **Start** > Search for **Control Panel** > Select **Administrative Tools** > Select **Computer Management**.

b.   Select **Local Users and Groups**. Click the **Users** folder.
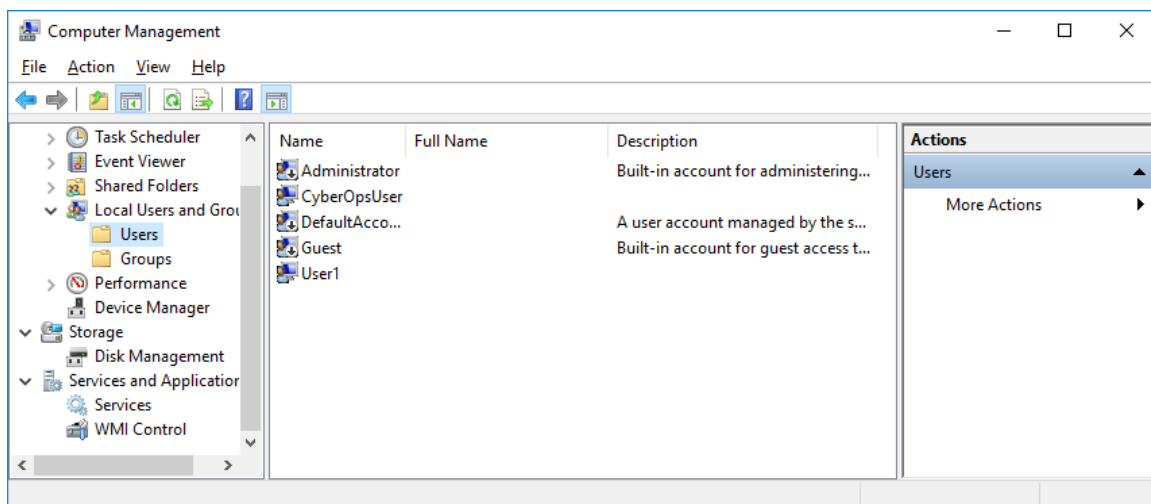
c.   Right-click **User1** and select **Properties**.

d.   Click the **Member Of** tab.

Which group is User1 is a member of?

e.   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**.

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**.
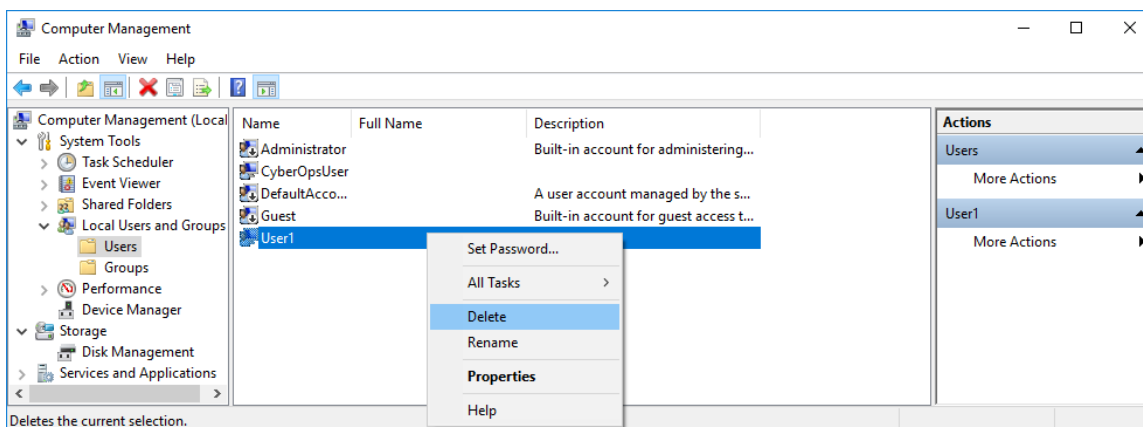
b. Click **OK** to confirm the deletion.

    What is another way to delete a user account?

Reflection Questions

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

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