Module 3 Labs:

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**1. Command Prompt - Run as administrator**

* create a new user: net user username password /add
* create a new group: net localgroup groupname /add
* list all users: net user
* list all groups: net localgroup
* add user to group: net localgroup groupname username /add
* describe a group: net localgroup groupname
* remove user from a group:net localgroup groupname username /delete
* delete a user: net user username /delete
* delete a group net localgroup groupname /delete

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**2. Steps to manage users and groups in Windows OS using Computer Management:**

### 1. Open Computer Management

Press Win + X and select Computer Management.

Alternatively, search for Computer Management in the Start menu.

### 2. Create a New User

In Computer Management, expand Local Users and Groups > Users.

Right-click on Users and select New User.

Fill in the required details (Username, Password, etc.).

Click Create and then Close.

### 3. Create a New Group

In Computer Management, expand Local Users and Groups > Groups.

Right-click on Groups and select New Group.

Enter the Group name and Description.

Click Add to add users to this group (optional).

Click Create and then Close.

### 4. Add a User to a Group

In Groups, double-click the desired group.

Click Add and enter the username you want to add.

Click Check Names to confirm, then OK.

### 5. Remove a User from a Group

In Groups, double-click the desired group.

Select the user you want to remove and click Remove.

### 6. View All Users and Groups

View Users: Go to Local Users and Groups > Users.

View Groups: Go to Local Users and Groups > Groups.

### 7. Delete a User

In Users, right-click the user you want to delete.

Select Delete and confirm.

### 8. Delete a Group

In Groups, right-click the group you want to delete.

Select Delete and confirm.

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**3. To add other users to your PC in Windows OS, follow these steps:**

Open Settings:Press Win + I to open Settings.

Go to Accounts > Family & other users.

### Add a New User:

Under Other users, click Add someone else to this PC.

### Choose How to Add the User:

You’ll be prompted to sign in with a Microsoft account. You can:

1. Use an existing Microsoft account (enter the email address).

2. Create a local account by selecting I don’t have this person’s sign-in information and then Add a user without a Microsoft account.

Set Up the Local Account (if chosen):

Enter the username, password, and security questions.

Click Next to finish creating the user.

### Adjust User Permissions (optional):

After creating the account, you can make the user an Administrator by selecting the user in the Other users list, clicking Change account type, and setting it to Administrator.