**Changing a User’s Password**

**1.** Open the Local Users and Groups MMC Desktop shortcut and expand the Local Users and Groups snap-in.

**2.** Open the Users folder and highlight user APanek.

**3.** Select Action ➢ Set Password. The Set Password dialog box appears.

**4.** A warning appears, indicating the risks involved in changing the password. Select Proceed.

**5.** Type the new password and then confirm the password. Click OK.

**6.** Close the Local Users and Groups MMC.