**Renaming a User Account**

**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 ALincoln.

**3.** Select Action ➢ Rename.

**4.** Type the username **RReagan** and press Enter. Notice that the Full Name field retains the original Full Name property of Abe Lincoln in the Local Users and Groups utility.

**5.** Double-click RReagan to open the properties and change the user’s full name to Ronald Reagan.

**6.** Click the User Must Change Password At Next Logon check box.

**7.** Click OK.

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

Renaming a user does not change any hard-coded names, such as the name of the user’s home folder. If you want to change these names as well, you need to modify them manually— for example, through Windows Explorer. (Note that there is a small possibility that you’ll have to change the Registry to point to the new name.)