

Windows:Managing User Accounts and File Permissions on Windows

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- To access the updated handouts, please click on the following link: <https://yasirbhutta.github.io/ms-excel/docs/basics.html>

Lab Task 1: Create a New User with Limited Permissions on Windows

Objective: Create a new user account on a Windows system with restricted access (limited permissions).

1. Step 1: Open Control Panel

- Open the Start menu and type "Control Panel" in the search bar. Click on it.

2. Step 2: Navigate to User Accounts

- In the Control Panel, go to **User Accounts**.
- Click on **Manage another account**.

3. Step 3: Add a New User

- Select **Add a new user in PC settings**.
- In the settings, go to **Family & other users**.
- Under **Other users**, click **Add someone else to this PC**.
- Choose **I don't have this person's sign-in information** if you want to create a local account.
- Then click on **Add a user without a Microsoft account**.

4. Step 4: Set Up User Details

- Enter the desired **username** and **password** for the new account.
- Click **Next** to create the account.

5. Step 5: Change Account Type to Standard User

- After creating the account, select it from the **Other users** section.
- Click **Change account type** and set it to **Standard User** (this ensures limited permissions).

6. Step 6: Log in with the New Account

- Log out of the Admin account and log in with the newly created account to verify that the permissions are limited.

Lab Task 2: Create a Folder on D Drive with Restricted Access

Objective: Students will create a folder on the D drive from the Admin account and restrict access to the newly created user.

1. Step 1: Switch to Admin Account

- Ensure you are logged in with an **Admin** account.

2. Step 2: Create a Folder on D Drive

- Navigate to the **D: drive** in **File Explorer**.
- Right-click on an empty area, select **New**, and then **Folder**.
- Name the folder (e.g., **RestrictedFolder**).

3. Step 3: Set Folder Permissions

- Right-click on the newly created folder and select **Properties**.
- Go to the **Security** tab.
- Click on **Edit** under the group or user names section.

4. Step 4: Add the Newly Created User

- Click on **Add**, then type in the username of the new user account you created.
- Click **Check Names** to verify the user, then click **OK**.

5. Step 5: Deny Access to the Folder

- Once the user is added, select the user in the list.
- Under **Permissions for [user]**, check the **Deny** box for **Full control** (or any other permissions you want to restrict).
- Click **Apply** and then **OK** to confirm the changes.

6. Step 6: Test Access

- Log out of the Admin account and log in with the newly created user.
- Navigate to the **D: drive** and try to access the restricted folder. You should receive an error message indicating that access is denied.

Lab Summary:

- Students should now understand how to create a user with limited permissions on Windows and how to use folder permissions to restrict access to specific files or directories.