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### *User's Account*

A *user account* is a collection of information that tells Windows which files and folders you can access, what changes you can make to your computer, and your personal preferences, such as your desktop background or screen saver. User accounts let you share a computer with several people while having your own files and settings. Each person accesses his or her user account with a user name and password.

There are two basic types of accounts. Each type gives users a different level of control over the computer:

- *Administrator accounts*

It provides the most control over a computer and should only be used when necessary. An administrator account is a user account that lets you make changes that will affect other users. Administrators can change security settings, install software and hardware, and access all files on the computer. Administrators can also make changes to other user accounts.

When you set up Windows, you'll be required to create a user account. This account is an administrator account that allows you to set up your computer and install any programs that you would like to use.

The computer administrator account is intended for someone who can make system wide changes to the computer, install software, etc. Only a user with a computer administrator account has full access to other user accounts on the computer. A user with a computer administrator account can do:

- Can create and delete user accounts on the computer.
- Can change other users' account names, pictures, passwords, and account types.
- Cannot change his or her own account type to limited unless there is at least one other user with a computer administrator account. This ensures that there is always at least one user with a computer administrator account on the computer.

- *Limited User accounts*


The limited account is intended for someone who should be prohibited from changing most computer settings and deleting important files. A user with a limited account can do:

- Generally cannot install software or hardware, but can access programs that have already been installed on the computer.

- Can change his or her account picture and can also create, change, or delete his or her password.
- Cannot change his or her account name or account type. A user with a computer administrator account must make these kinds of changes.

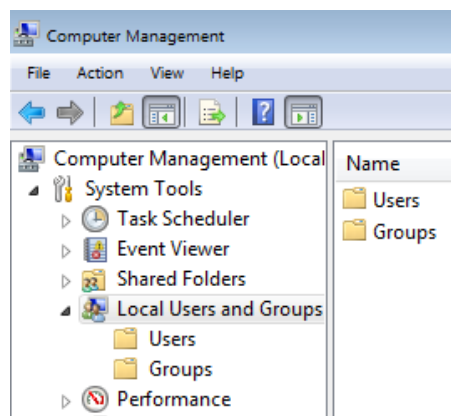
If you have more than one user account on your computer, you can switch to a different user account without logging off or closing programs, which is called Fast User Switching.

**To switch to a different user account**, follow these steps:

Click the *Start* button, point to the arrow next to the Shut Down button , and then click *Switch User*.

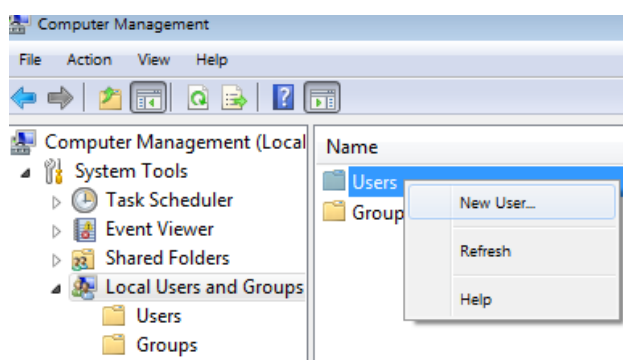
### Local Users and Groups

This menu allows the administrator to manage and control all the users and windows groups. It is reached by: *control panel – administrative tools – computer management – local users and groups*.

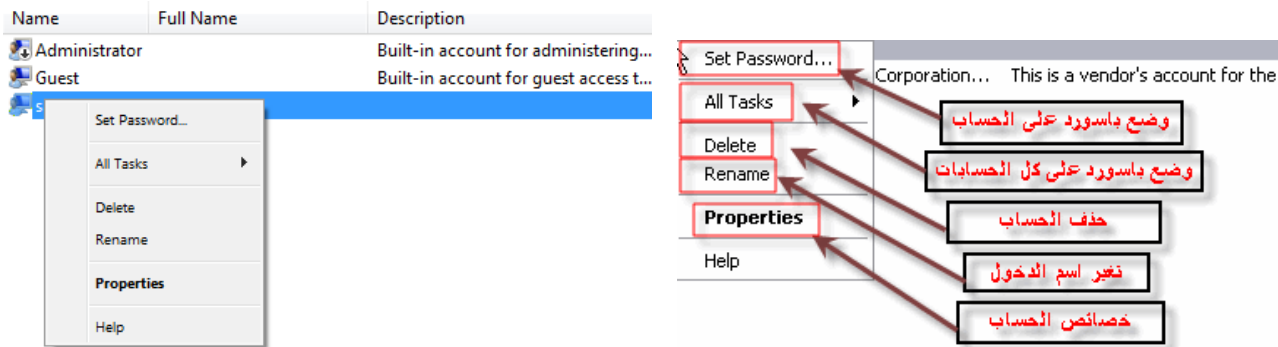


There are many operations that can be done, as the following:

#### ◆ Create New Users:

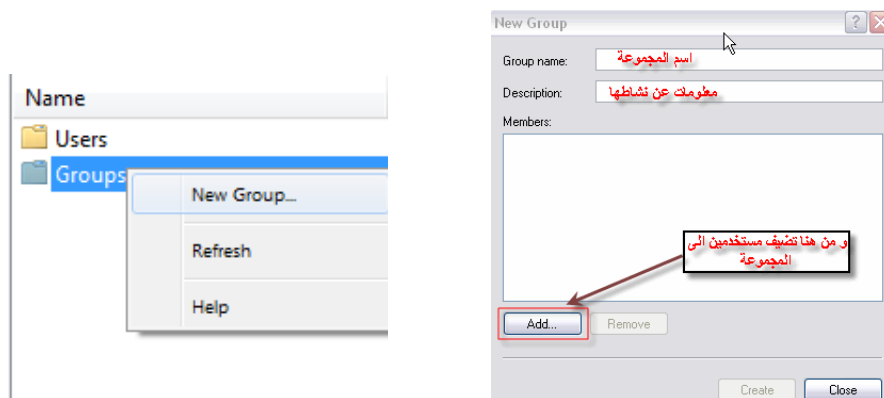


Any user account in users folder has many prosperities, right click on certain user account:

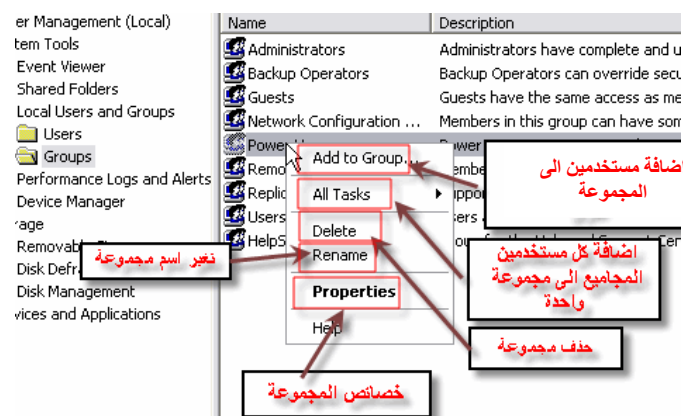


There is another way, go to control panel, user account, manage another account, create a new account, Type the name you want to give the user account, click an account type, and then click Create Account.

### ◆ Create New Group:

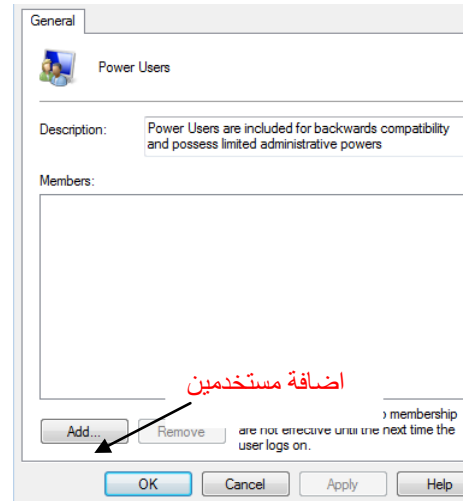
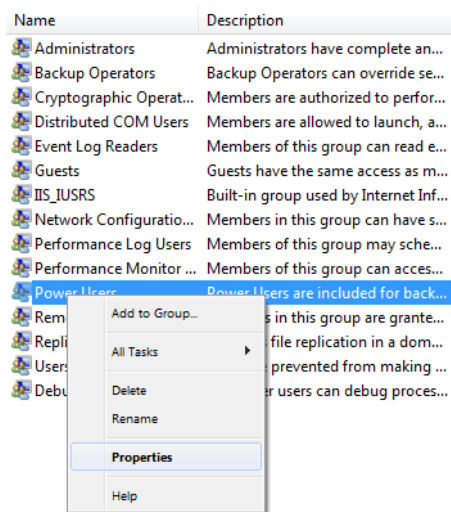


Any group in group folder has many prosperities, right click on certain group:



### ◆ Add Users to existed Group:

Another way to add users to group: Right click on a certain group, go to properties:



### ◆ **Delete an Account:**

Double-click the Users folder, for any user account, right click on certain user account, choose delete.

### ◆ **Disable an Account:**

Double-click the Users folder, Right-click the user account you want to disable, and then click Properties, On the General tab, select the Account is disabled check box, and then click OK.

To enable a disabled account, follow the same steps as you would for disabling an account, but clear the Account is disabled check box.

### ◆ **Set a Password of Account:**

Another way to set password to the account: go to control panel, user account, choose the certain account, go to create a password, type a password, and then click create password.

### ◆ **Change the picture of Account:**

Go to control panel, user account, choose the certain account, go to change the picture of account, select a picture, and then click change picture.

### ◆ **Rename an Account:**

Go to control panel, user account, choose the certain account, go to change account name, type the new name, and then click Change Name.

A user name can't be longer than 20 characters, consist entirely of periods or spaces, or contain any of these characters: \ / " [ ] : | < > + = ; , ? \* @.

## ◆ Change an Account Type:

Go to control panel, user account, choose the account you want to change, and then click Change the account type, select the account type you want, and then click Change Account Type.

### Change a user's account type

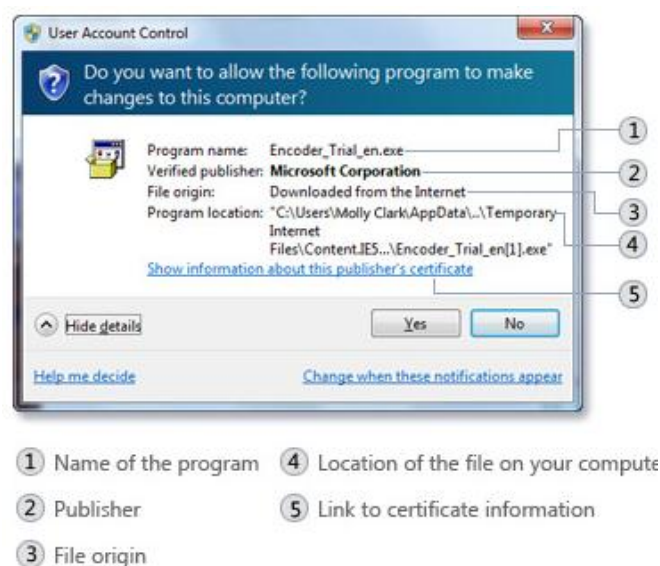
When you set up Windows, you were required to create a user account. This account is an administrator account that allows you to set up your computer and install any programs that you'd like to use.

1. Click to open User Accounts.
2. Click Manage another account. If you are prompted for an administrator password or confirmation, type the password or provide confirmation.
3. Click the account you want to change, and then click Change the account type.
4. Select the account type you want, and then click Change Account Type.

**Note :** *Windows requires at least one administrator account on a computer. If you have only one account on your computer, you can't change it.*

### User Account Control (UAC)

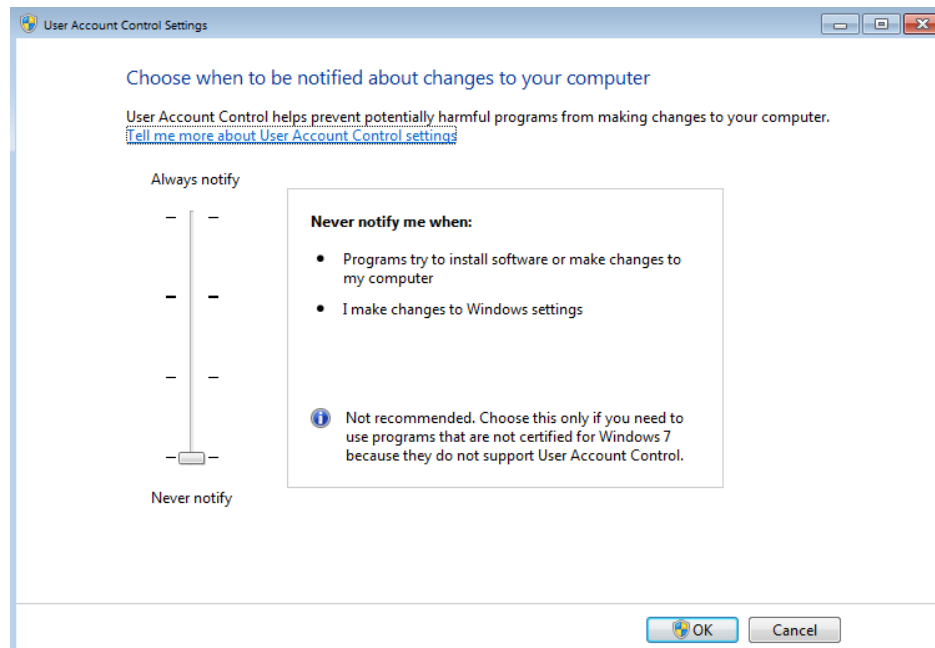
**User Account Control (UAC)** is a feature in Windows that can help you stay in control of your computer by informing you when a program makes a change that requires administrator-level permission. UAC works by \* adjusting the permission level of your user account. UAC can help \* prevent unauthorized changes to your computer. UAC \* notifies you when changes are going to be made to your computer that require administrator-level permission. These types of changes can affect the security of your computer or can affect settings for other people that use the computer. We recommend that you leave **UAC on** to help make your computer secure.



UAC dialog box showing details

When changes are going to be made to your computer that requires administrator-level permission, UAC notifies you. If you are an administrator, you can click **Yes** to continue. If you are not an administrator, someone with an administrator account on the computer will have to enter their password for you to continue. If you give permission, you are temporarily given the rights of an administrator to complete the task.

This makes it so that even if you're using an administrator account, changes cannot be made to your computer without you knowing about it, which can help prevent malicious software (malware) and spyware from being installed on or making changes to your computer.



1. Open User Account Control Settings (Go to control panel, user account, choose change user account control setting).
2. Do one of the following:
  - To turn off UAC, move the slider to the Never notify position, and then click OK. If you are prompted for an administrator password or confirmation, type the password or provide confirmation. You will need to restart your computer for UAC to be turned off.
  - To turn on UAC, move the slider to choose when you want to be notified, and then click OK. If you are prompted for an administrator password or confirmation, type the password or provide confirmation.