Windows 10 User Account Management
Detailed Instructions

Introduction

This document explains various options on how to manage user accounts on Windows 10. It follows on from the document *Windows 10 Primer for Windows 7, Vista and XP Users.*

The document also explains how to upgrade from Windows 7 to 10 with either a Local or Microsoft account, and how to use a local account when setting up Windows 10 on a new PC.

Note: In order to have full access to your computer these accounts must be type *Administrator*. The other type of account is *Standard* which has limited access (good for visitors and kids). The account that you use when setting up Windows 10 is type Administrator by default. However if you add another account which you want to be also Administrator, you first need to add the account, then change the account type.

If you are upgrading from Windows 7 to Windows 10, you will be automatically asked to sign in to your current Local account, unless you choose to use a Microsoft account. When you start using Windows 10, you will see requests and reminders to use a Microsoft account. It is up to you whether you want to continue using a Local account or change the Local account to a Microsoft account, or set up a new user with your Microsoft account and make it an Administrator account. It is a good idea to have both Local and Microsoft accounts - both type Administrator. Then way if you ever have a problem accessing your computer with your Microsoft account, you will at least be able to get into it with your local account.

WARNING: If you add a new account after upgrading to Windows 10 this will prevent you rolling back to your Windows 7 or 8. Any new accounts will have to be removed before rolling back.

If you want to use a Microsoft account, set it up in advance using a browser on an existing computer at outlook.com – this makes it easier when you are setting up Windows 10.

If you have two accounts – Local and Microsoft, you may want to give shared access to your documents & pictures, etc. to the second account so that both accounts can access them.

The following situations are documented below:

How to setup a new computer with Windows 10 using a <u>Microsoft account</u>

If you don't already have a Microsoft account, prior to upgrading, open a browser, go to outlook.com and obtain a new Microsoft account.

During Windows 10 installation you will see the following screen – enter your account email address and password, then click *Sign in*.
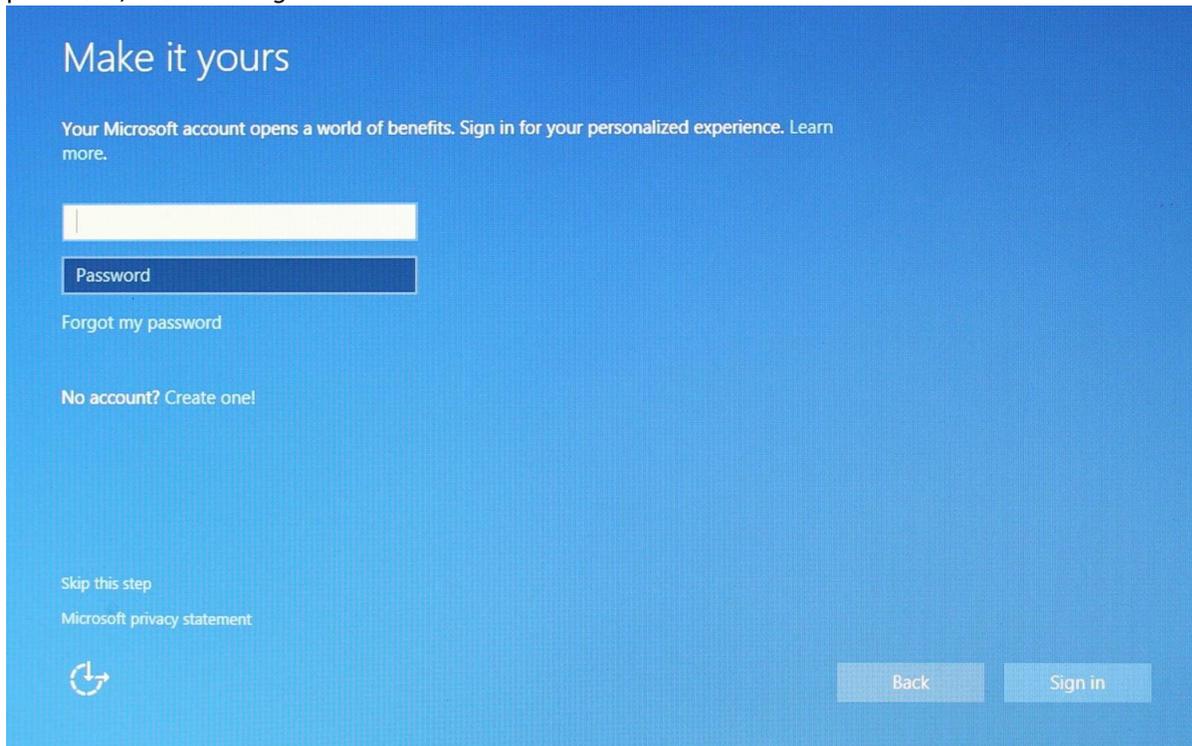
If you can't setup your Microsoft account in advance then you will need to click on *Create one!* in the above window, then follow the prompts.

When setting up a new Microsoft account ensure that you have specified your mobile phone number and, if possible, a secondary email address, because you will be asked to verify your account by entering a code sent via SMS or secondary email. Also use a strong password.

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Then you will be asked to set up a 4 digit PIN number to use instead of a password. This is convenient so that you don't have to type in your long secure password every time you sign in to Windows. However, you must still remember your long password because Windows will occasionally still ask for your password to verify the account.

You will see this screen. If you do want to set up a PIN, click PIN me! If you don't want to set up a PIN, click *Skip this step* (you may have to scroll down to see that). You can always set a PIN up later.
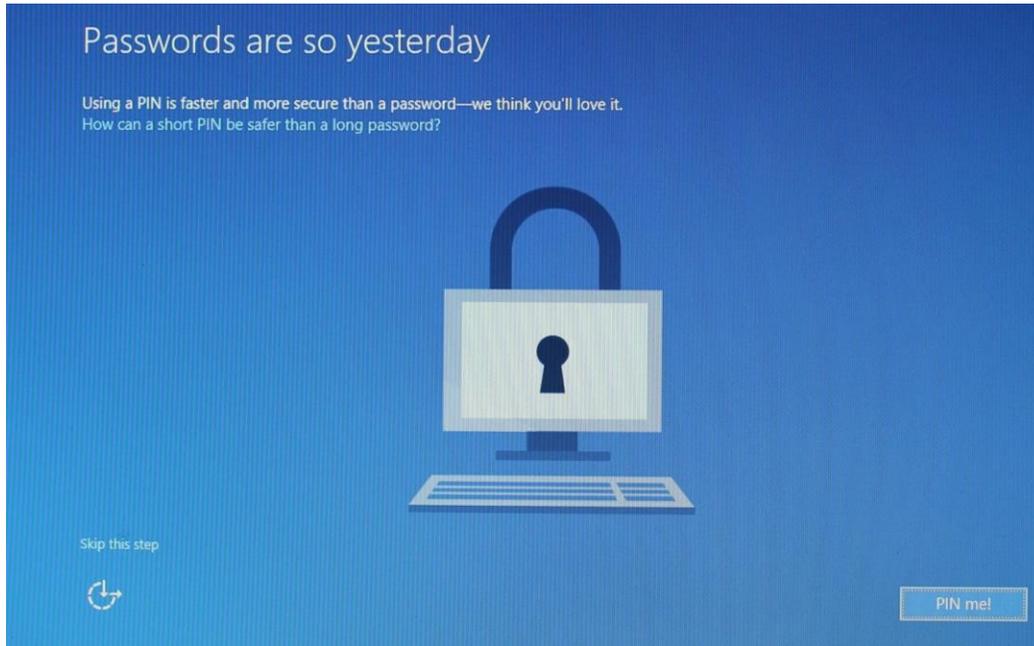
How to Setup Windows 10 with a Local account only for a <u>new</u> computer

You have purchased a new computer with Windows 10 and you don't want to have anything to do with a Microsoft account. You can set up a local account. When you see this screen, click *Skip this step*.
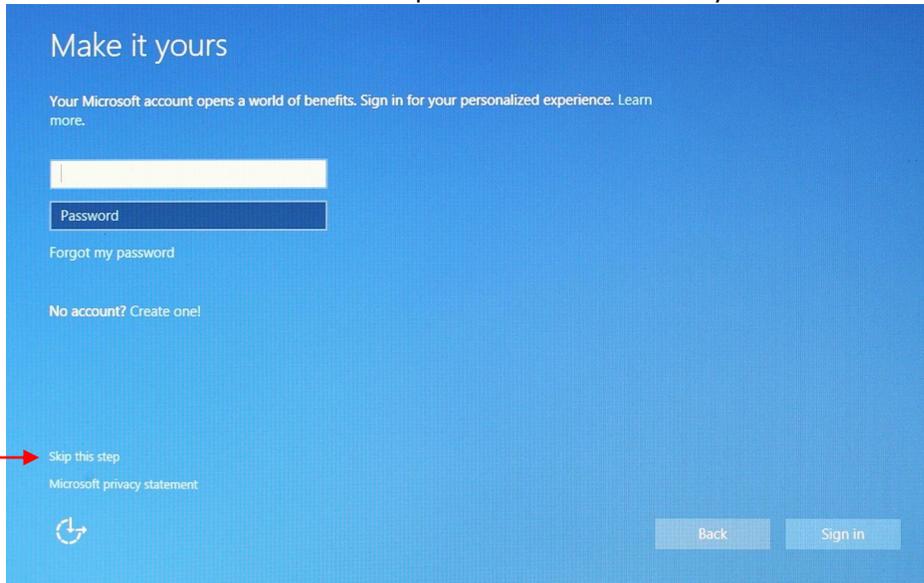
You're then taken to the next screen to complete the local account sign in form. Put in your username and password etc. then click *Next*.

Be aware that you will only be able to use Windows 10 like Windows 7 and if you attempt to use the Store or other apps, you will be asked to change your account to a Microsoft account

How to add a new local account user to Windows 10

Here we will add a new Local account called "Fred". First, you have to be signed in with an account type Administrator (this would be the account you chose when setting up Windows 10)
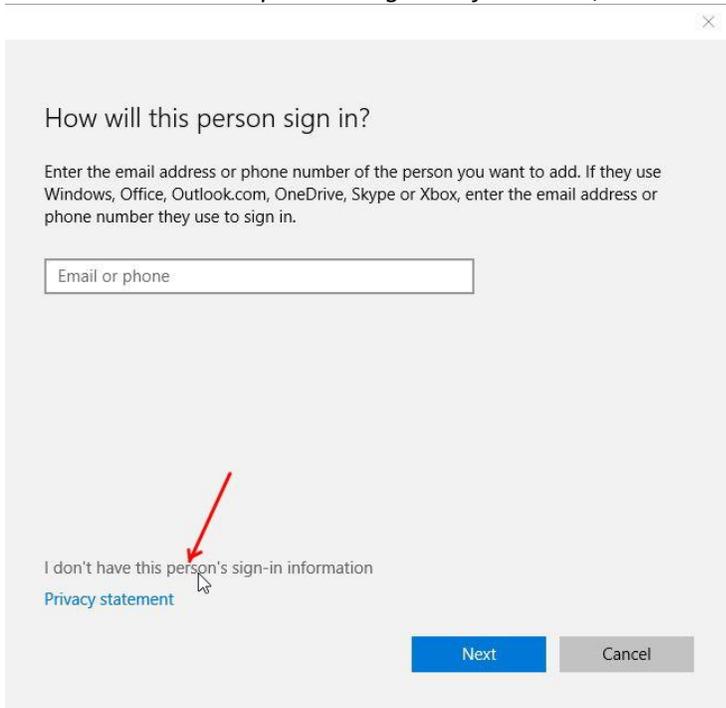Go *Start > Settings*
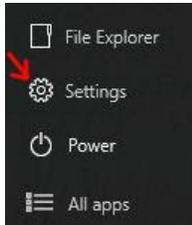
Click *Accounts*
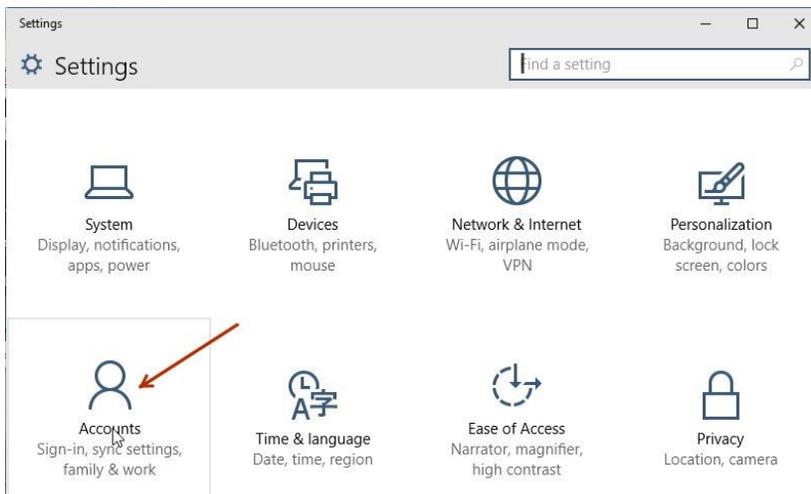
Click *Family & other users*, then *Add someone else to this PC*
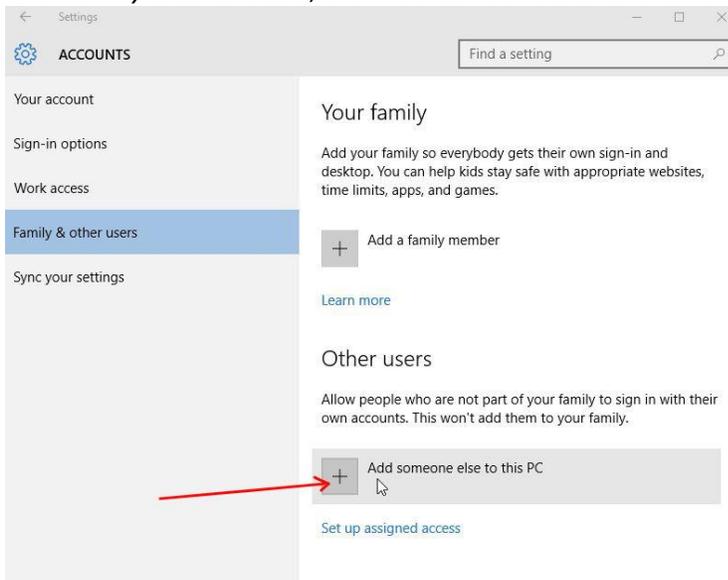
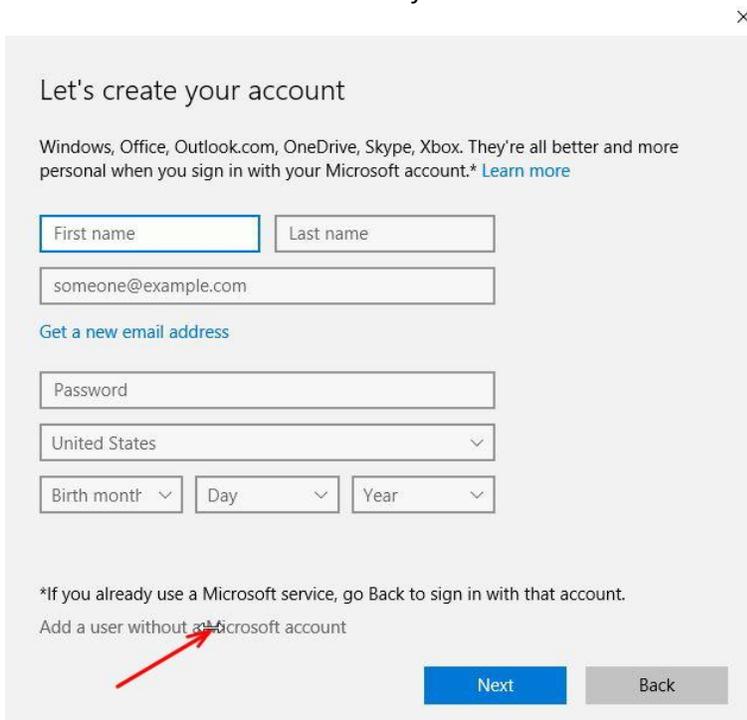Click *I don't have this person's sign-in information*, then Next

Click *Add a user without a Microsoft account*

Enter the details then click *Next*

Create an account for this PC

If you want to use a password, choose something that will be easy for you to remember but hard for others to guess.

Who's going to use this PC?

> User name

Make it secure.

> Enter password

> Re-enter password

> Password hint

[Back]   [Next]

Fred will be able to sign in BUT only as a Standard user.

See the section *How to change the account type to Administrator* below

How to change a Standard account type to Administrator

In this example we have a Microsoft account type Administrator and a Local account called *EuroSCUG*, type Standard. We want to make this local account type Administrator.
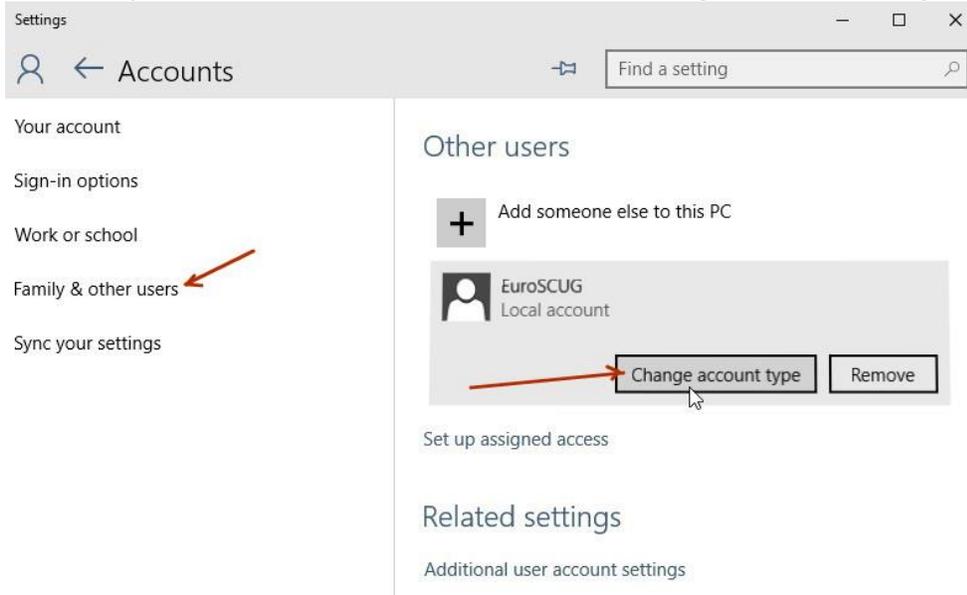
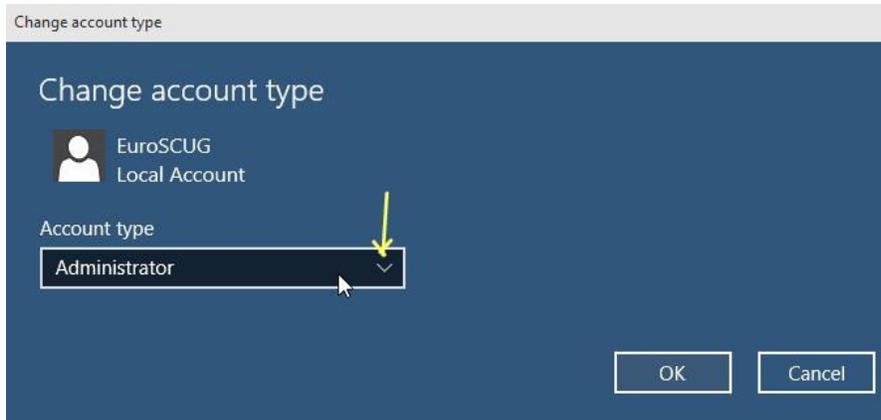First we sign in to the Admin account, then click *Start > Settings*
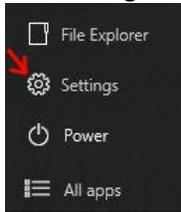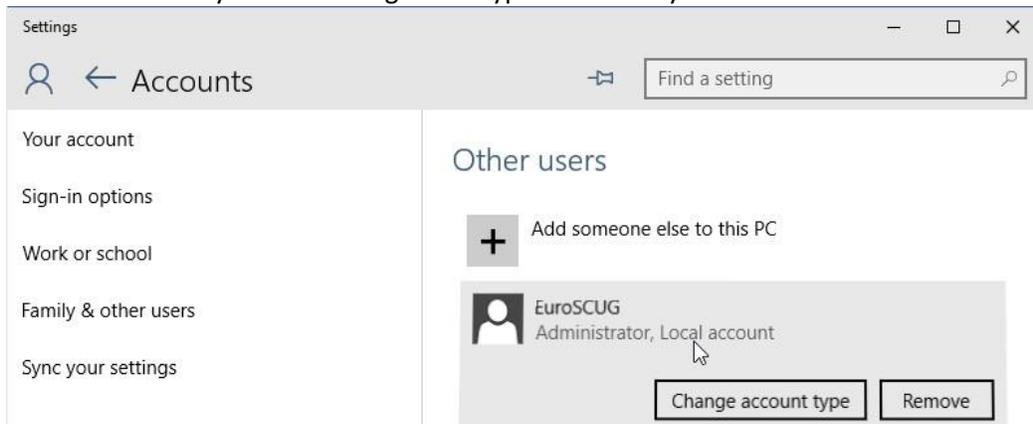

Click *Accounts*
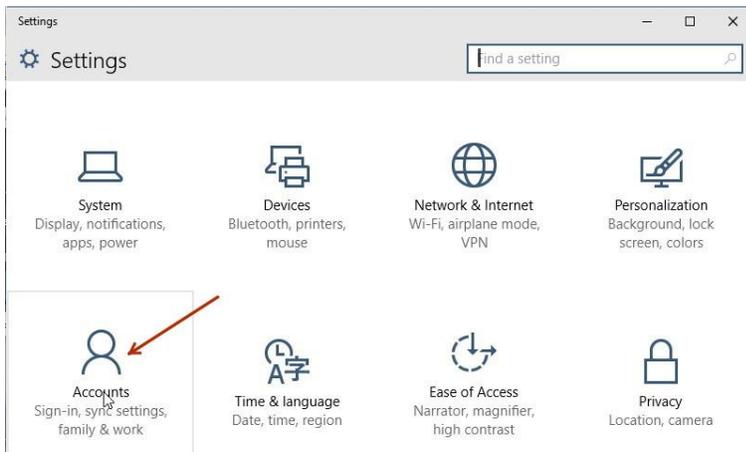
Click *Family & other users*, then select the account to change, then click *Change account type*

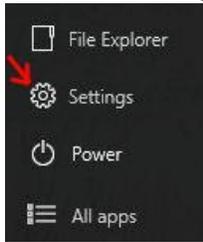Select *Account type Administrator*, click OK

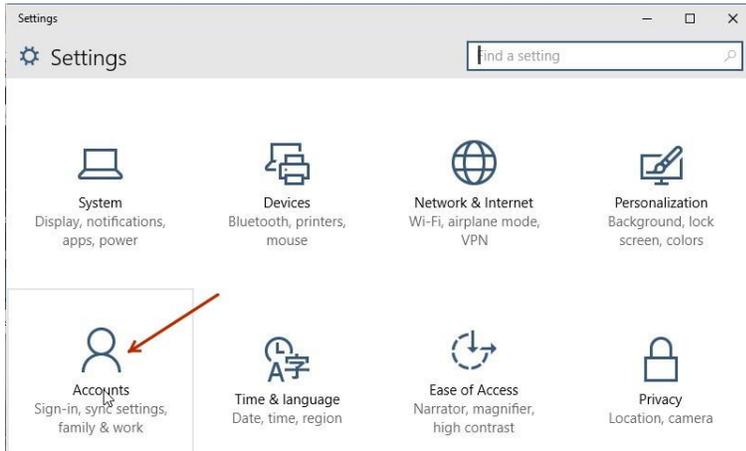You will then see you have changed the type successfully to Administrator
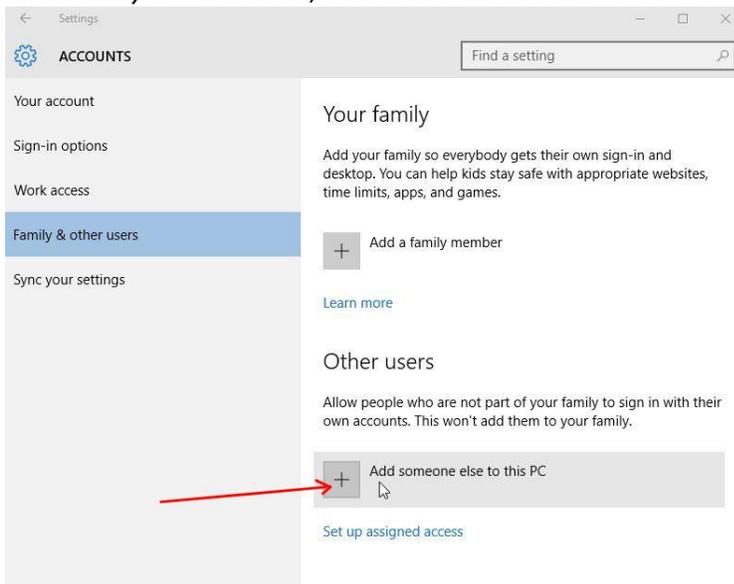
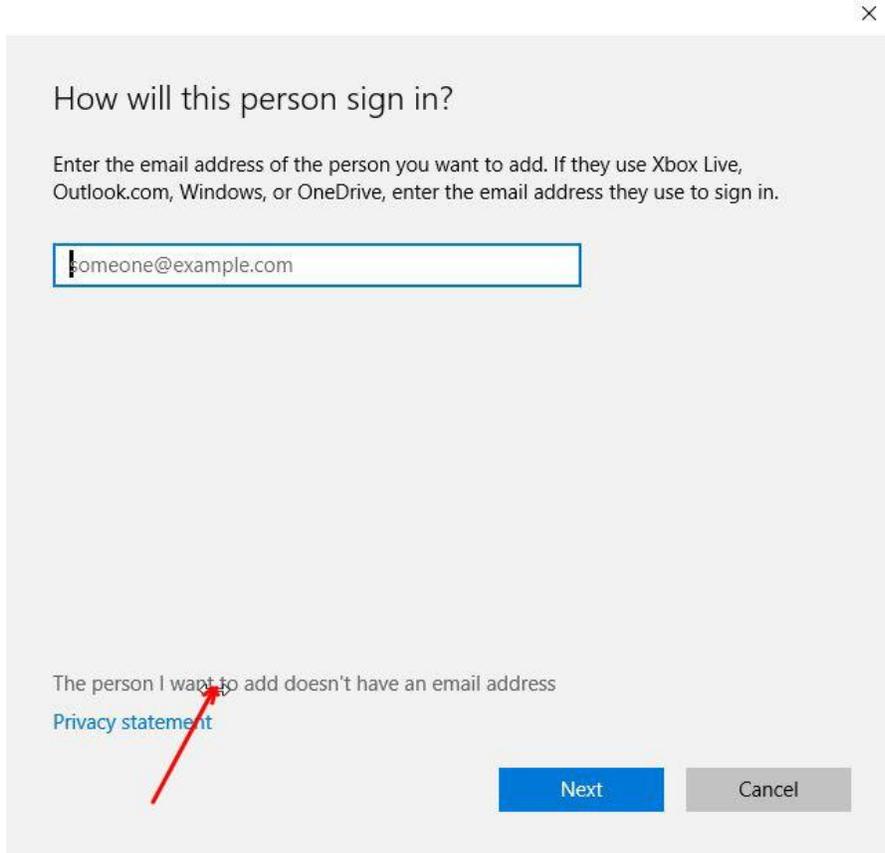# How to add a new Microsoft account user

Go *Start > Settings*

Click *Accounts*

Click *Family & other users*, then *Add someone else to this PC*

If the person already has a Microsoft account, enter the email address, otherwise click *The person I want to add doesn't have an email address* then Next


Then complete the required information and follow the prompts. Unless this is your own account that is being added, you would normally leave other user accounts as *Standard* accounts, not *Administrator* accounts.
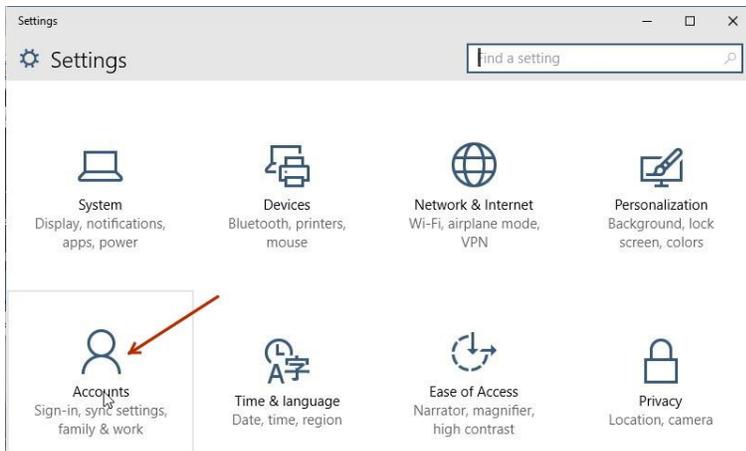
How to Change a Microsoft account to a Local account

You have set up Windows 10 with a Microsoft account but later decided that you only want a local account on your computer.

Go *Start > Settings*
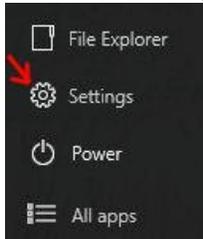
Click *Accounts*

Click *Sign in with a local account instead*, then follow the prompts