

Title: Setting Up and Managing Family User Accounts in Windows

Description: In this use case, you'll help set up a family user account on your computer, managing it step-by-step. This practice teaches you how to set up an account for family members or friends, personalize it, and delete it if no longer needed. This way, everyone in your family can have their own login with their personal settings on the same computer.

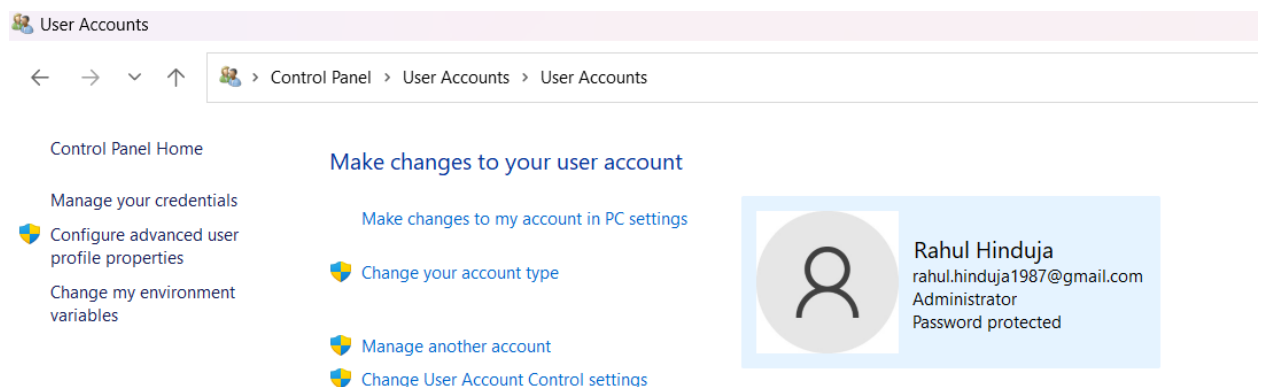
Purpose: The purpose of this activity is to give you hands-on experience in managing user accounts in Windows. Through this exercise, you will learn practical skills for creating, modifying, and securing user accounts, which are essential for organizing and controlling access on a shared computer system.

Why to create separate accounts: Having separate user accounts on a computer keeps each person's work and settings private and organized. It helps everyone personalize their own space, adds security with unique passwords, and keeps files from getting mixed up if multiple people use the same computer.

Steps:

1. Opening User Account Settings:

- **Go to the Control Panel:**
 - Click on **Start** button, search for **Control Panel**, and select it.
- **Find User Accounts:**
 - In the Control Panel, click on **User Accounts**. This is where you can add or change accounts on your computer.



2. Adding a Family Account:

- **Choose Manage another account:** In the User Accounts window, find and click **Manage another account**.
- **Select Add a new user:** At the bottom of the screen, click on **Add a new user in PC settings**. This will open a new window.
- **Add an account in Family settings:** Select **Family & other users** from the left menu.
- **Add someone else to this PC:** Under **Other users**, click **Add someone else to this PC**.
- **Create an account:** Choose **I don't have this person's sign-in information**, and then **Add a user without a Microsoft account**.
- **Name the account:** Type in a member's name, like *Dad* or *Saaransh*.
- **Set a password:** Choose a password & security that is easy for them to remember. Type it twice to confirm.

Microsoft account

Create a user for this PC

If this account is for a child or teenager, consider selecting **Back** and creating a Microsoft account. When younger family members log in with a Microsoft account, they'll have privacy protections focused on their age.

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?

Saaransh

Make it secure.

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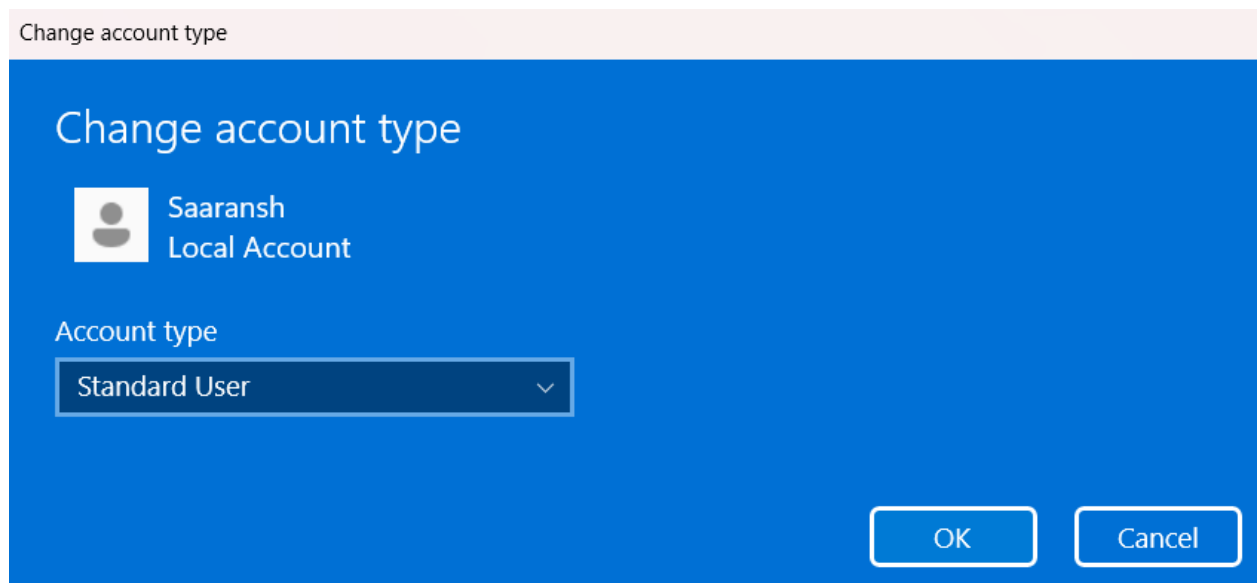
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In case you forget your password

Next Back

3. Setting the Account Permissions:

- **Choose the New Account:** In **User Accounts**, click on the new family account that you created earlier.
- **Select Account Type:** Click **Change the account type** and choose either:
 - **Standard User:** For regular tasks like browsing the internet or checking emails.
 - **Administrator:** Only if the user needs full control over the computer.
- **Save the Setting:** Click **Change Account Type** to confirm.



4. Login & Personalizing the Account:

- **Log into the New Account:** Go back to the main screen by clicking **Start > Power > Switch User**, then select the family account (e.g., *Saaransh*).

- **Change Desktop Background:** Right-click on the desktop, select **Personalize**, and choose a background.
- **Adjust Privacy Settings:** Go to **Settings > Privacy** and check or uncheck options for location, camera, and microphone use.

5. Deleting the Family Account:

- **Log Back into Your Account:** Switch back to your main account.
- **Go to User Accounts:**
 - Return to **Control Panel > User Accounts > Manage another account**.
- **Select the Family Account to Delete:** Click on the family account, like *Dad* or *Aman*, and choose **Delete the account**.
- **Choose to Keep or Delete Files:** Decide if you want to keep the files (they'll save to the desktop) or delete them entirely.
- **Confirm Deletion:** Click **Delete Account** to remove the account.