



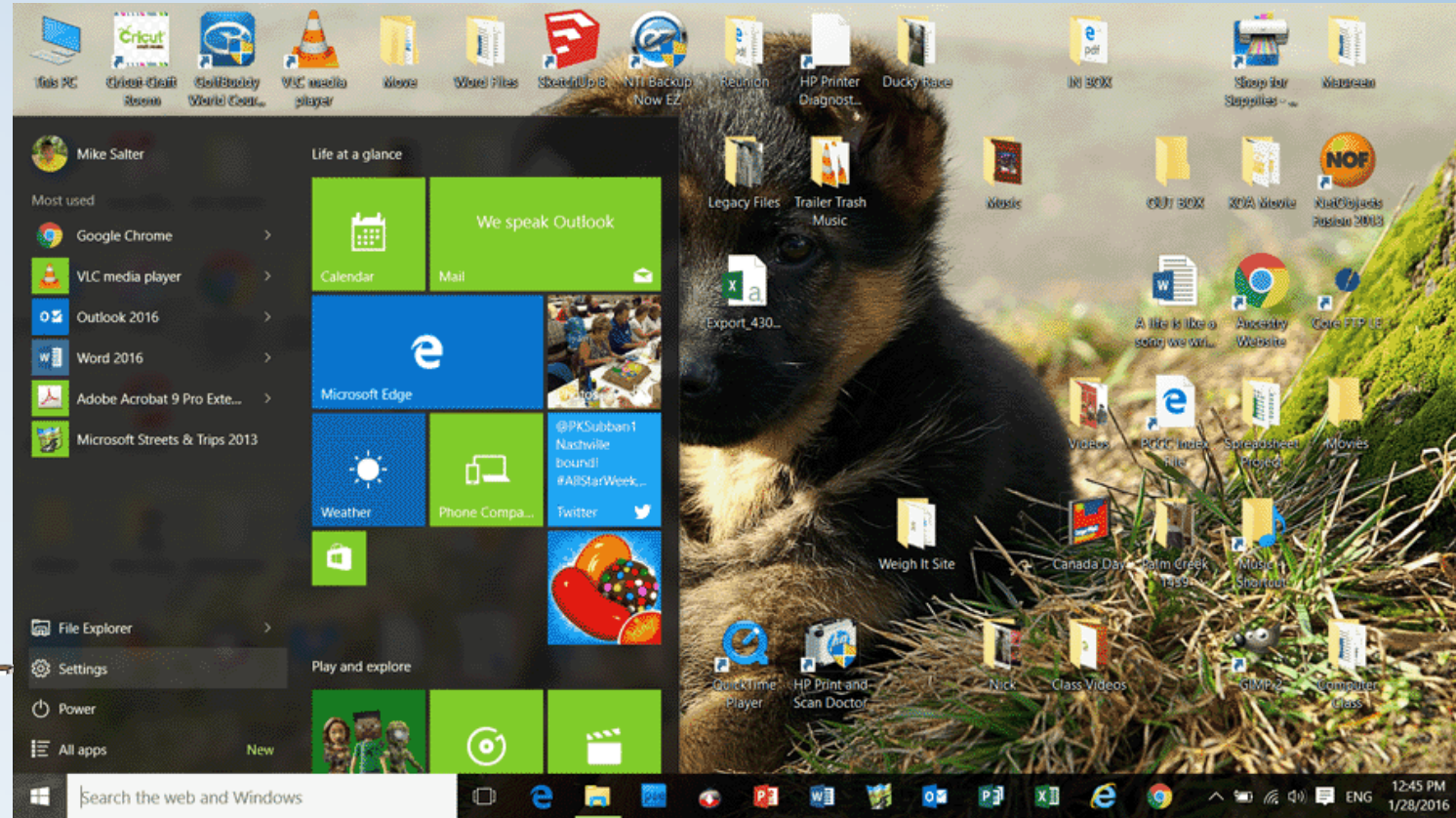
Adding a New User in Windows 10

Palm Creek Computer Club
February 2016



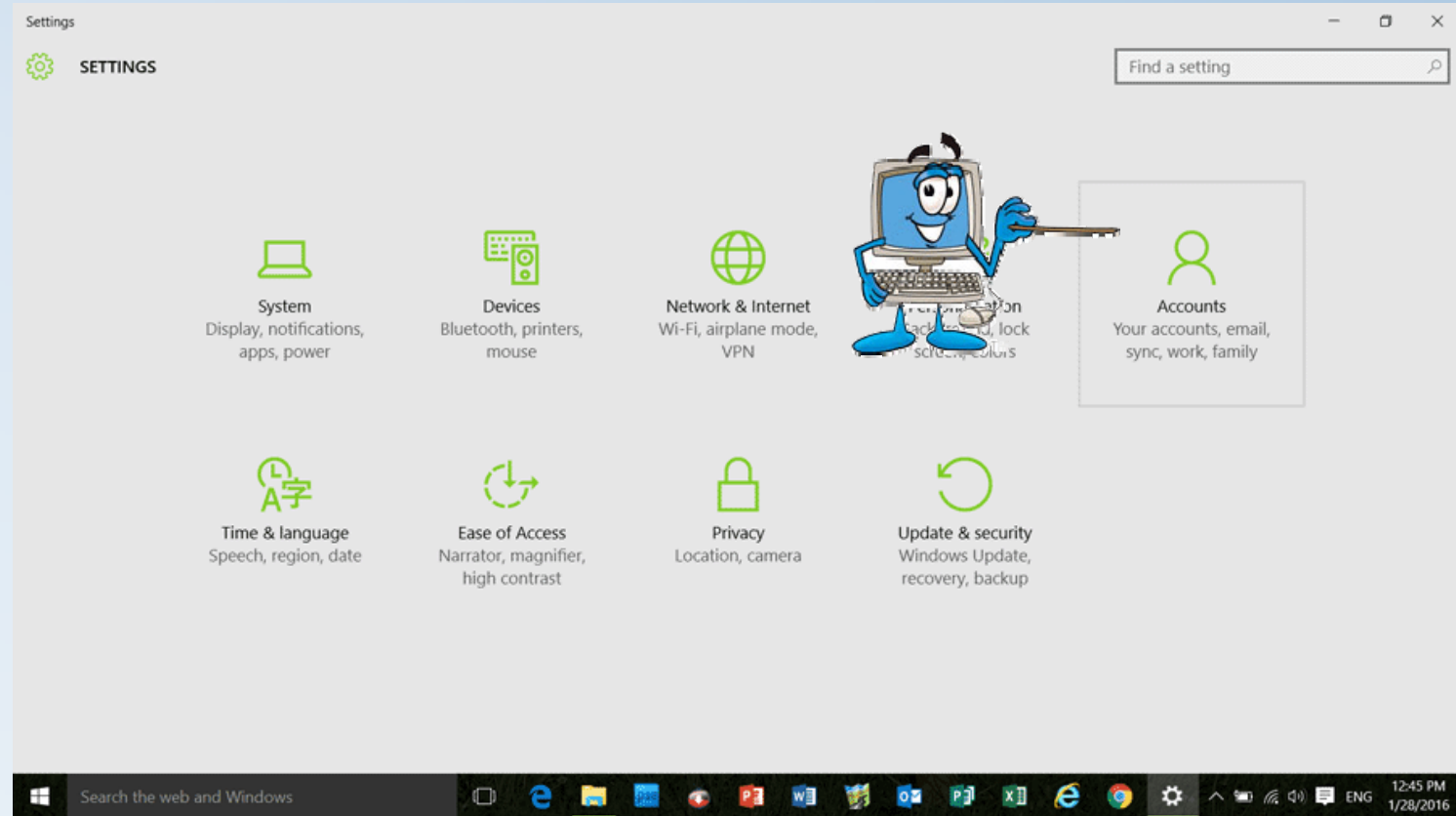
Step 1

- Left “Click” on the Windows Icon in the lower left portion of the desktop
- Choose **Settings**



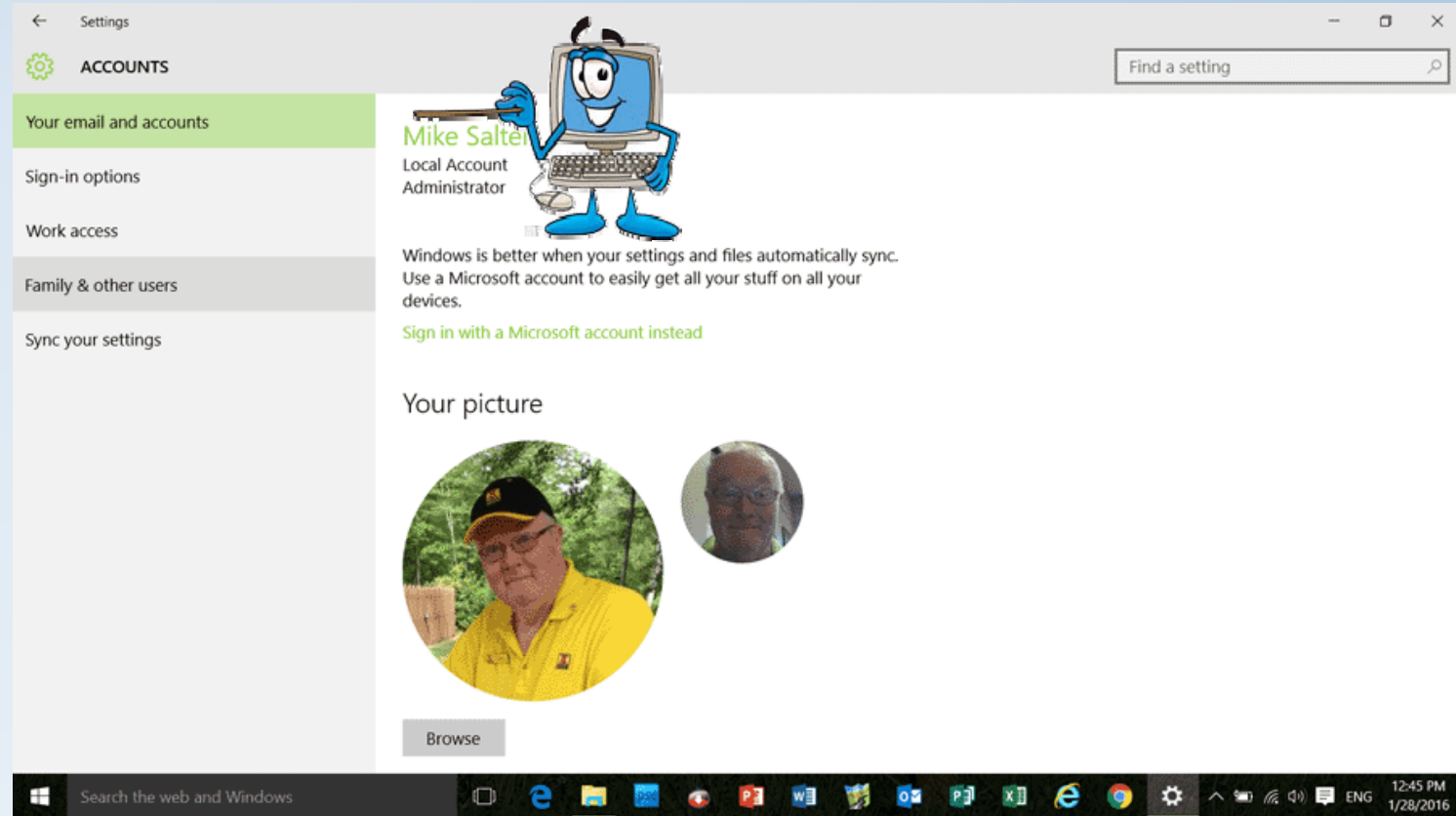
Step 2

➤ Choose **Accounts**



Step 3

- Choose **Your email and accounts**



The screenshot shows the Windows Settings application, specifically the 'ACCOUNTS' section. The left sidebar is expanded to 'Your email and accounts'. The main content area displays the user's name 'Mike Salter' and title 'Local Account Administrator' next to a cartoon character holding a key. Below this, there is a message encouraging the user to use a Microsoft account for synchronization, with a link to 'Sign in with a Microsoft account instead'. Under the heading 'Your picture', two circular profile pictures are shown, and a 'Browse' button is located below them. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time 12:45 PM and date 1/28/2016.

Settings

ACCOUNTS

Find a setting

Your email and accounts

Sign-in options

Work access

Family & other users

Sync your settings

Mike Salter
Local Account Administrator

Windows is better when your settings and files automatically sync. Use a Microsoft account to easily get all your stuff on all your devices.

[Sign in with a Microsoft account instead](#)

Your picture

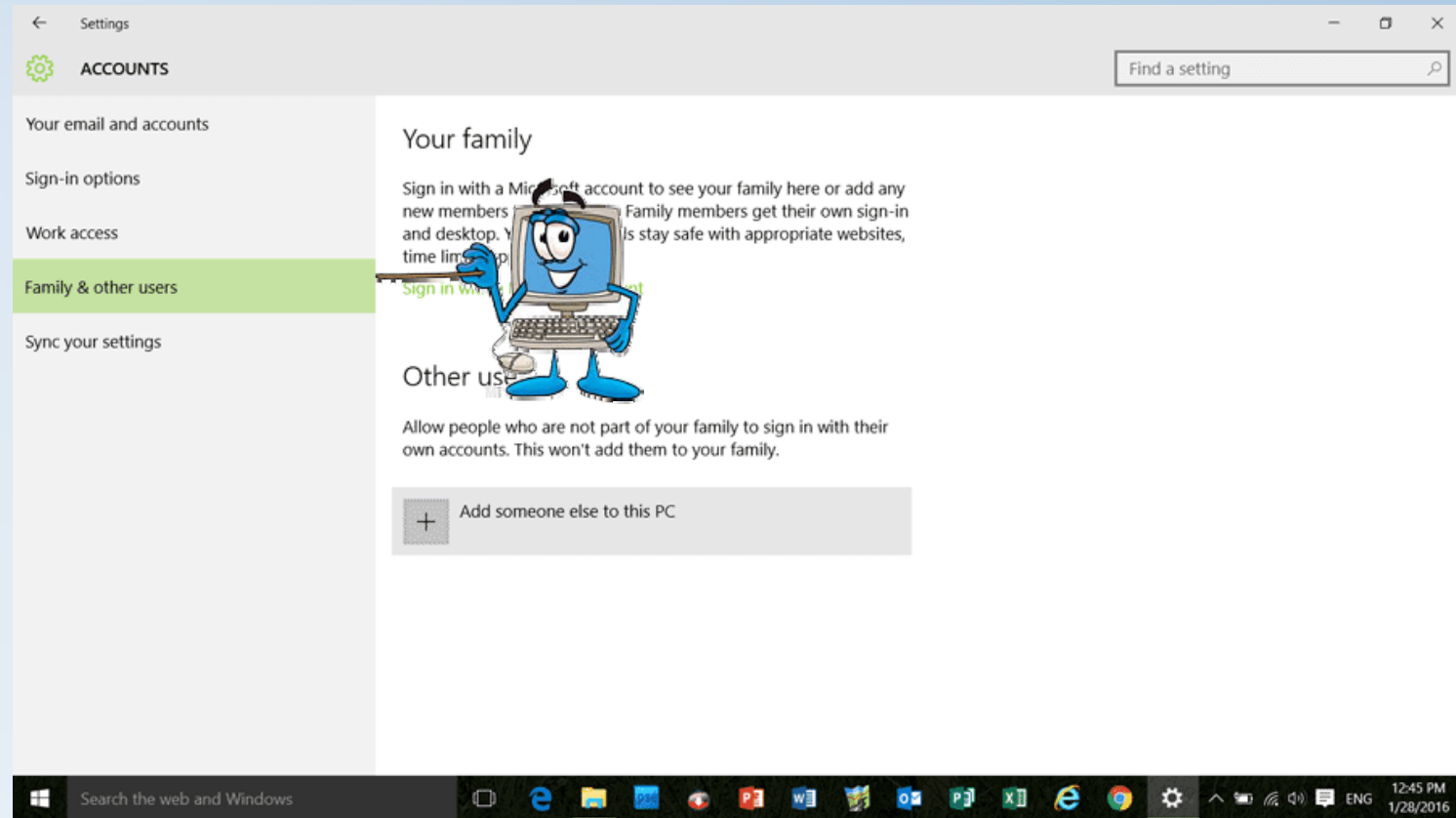
Browse

Search the web and Windows

12:45 PM
1/28/2016

Step 4

- Choose **Family & other users**



Step 5

- Choose **I don't have this person's sign-in information**



A screenshot of a Windows Settings dialog box titled "How will this person sign in?". The dialog box contains the following text: "Enter the email address or phone number of the person you want to add. If they use Windows, Office, Outlook.com, OneDrive, Skype, or Xbox, enter the email or phone number they use to sign in." Below this text is a text input field labeled "Email or phone". At the bottom of the dialog box, there are two buttons: "Next" (highlighted in blue) and "Cancel". To the left of the "Next" button, there is a link that says "I don't have this person's sign-in information" with a sub-link "Privacy statement" below it. The background shows a blurred Windows Settings window with a search bar and various settings options. The Windows taskbar is visible at the bottom, showing the search bar, task view button, and several application icons. The system tray on the right shows the date and time as 12:46 PM on 1/28/2016.

Step 6

- Choose **Add a user without a Microsoft account**



Settings

Find a setting

Let's create your account

Windows, Office, Outlook.com, OneDrive, Skype, Xbox. They're all better and more personal when you sign in with your Microsoft account.* [Learn more](#)

First name Last name

[Get a new email address](#)

Password

United States

Birth month Day Year

*If you already use a Microsoft service, go **Back** to sign in with that account.

Add a user without a Microsoft account

Search the web and Windows

12:46 PM 1/28/2016

Step 7

- Type in the User Name
- You don't have to use a password



A screenshot of the Windows 10 'Create an account for this PC' dialog box. The dialog box is titled 'Create an account for this PC' and contains the following text: 'If you want to use a password, choose something that will be easy for you to remember but hard for others to guess.' Below this, there is a section 'Who's going to use this PC?' with a text input field containing 'Computer Club'. Underneath, there is a section 'Make it secure.' with three text input fields: 'Enter password', 'Re-enter password', and 'Password hint'. At the bottom of the dialog box, there are two buttons: 'Back' and 'Next'. The dialog box is overlaid on a Windows 10 desktop background. In the background, there is a search bar with the text 'Find a setting' and a search icon. The taskbar at the bottom shows the Windows logo, a search bar with the text 'Search the web and Windows', and several application icons including Edge, File Explorer, Photos, Mail, Calendar, OneDrive, PowerPoint, Word, Excel, and Chrome. The system tray on the right shows the volume icon, network icon, and a clock displaying '12:47 PM 1/28/2016'. There are also two blue cartoon characters holding keys, one on the left and one on the right of the dialog box.

Step 8

- After **Next** (on previous page) you are Done!
- The New User will **NOT** have ADMINISTRATION privileges

