

Introduction to Windows XP

Appendix D: Windows XP User Accounts

XP User Accounts

The following is a simplified explanation of user accounts in Windows XP. It assumes you are not part of a network having a server and is limited to user accounts.

There are three types of user accounts:

Computer Administrator. This account has full complete rights to the computer and can do just about anything to the computer. It is formed when you first install XP. The administrator account can not be deleted. You need to sign on as the administrator to create other accounts.

Limited. This account is intended for users who should not be allowed to install software or hardware or change user names.

Guest. This built in account allows some one to log on even though they do not have an account. It is disabled by default and should be left that way.

User accounts operate as independent computers and have their own set of of user options and files.

To create a limited user:

1. Log on as the administrator
2. Open the control panel. Click User Accounts
3. Click the **Create a New Account** link. New account screen appears.
4. Enter a user name and then click next.
5. Select Limited as the type of account you want this user to have. Click **Create Account.**
6. If you want to password protect the account go back to User Accounts. Click, **Change an Account.** Click on the account you created. Click **create password.** A screen opens where you can enter a password. Passwords are case sensitive. You will enter the password twice. You can also enter a hint to help you remember the password.

Click Create password to set the password for the new account