

Creating a SECOND User Account on your PC.

You can create as many user accounts as you want on your PC. They can be either a Microsoft Account or a Local User Account. They also can be either a standard user account with less privileges or an Administrator Account.

This is not the same as removing your Microsoft Account and logging on with a Local User Account.

The second (or more) user account(s) will have its own settings and be completely different from the first account. Desktop pictures will be different; Documents, Pictures, Music, Videos and so on will be new and separate from the first account. If these accounts are a Local User Account you can omit the password when setting them up. Microsoft accounts require a password.

When you turn on the PC or log off you will be presented with a logon screen where you can select which user to log on with.

It will be like having a second PC.

In Windows 10 Open Settings > Accounts > Your Info

Your info



BILL

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](#)

Create your picture

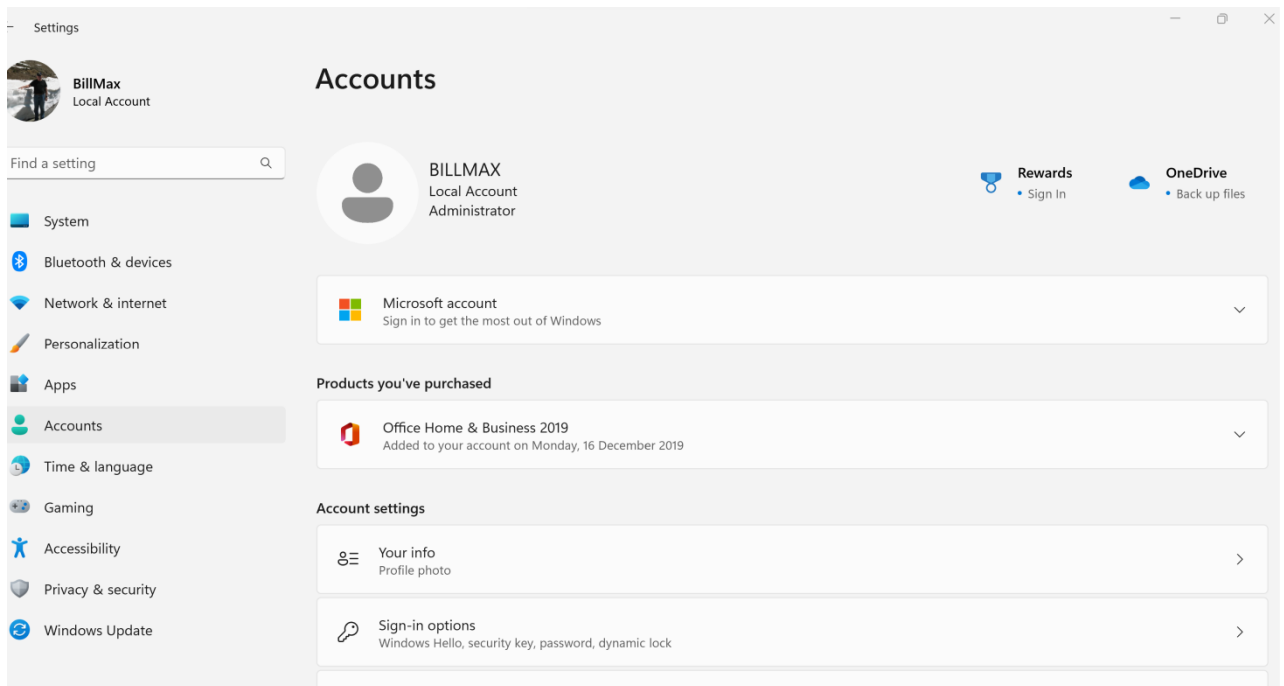


Camera

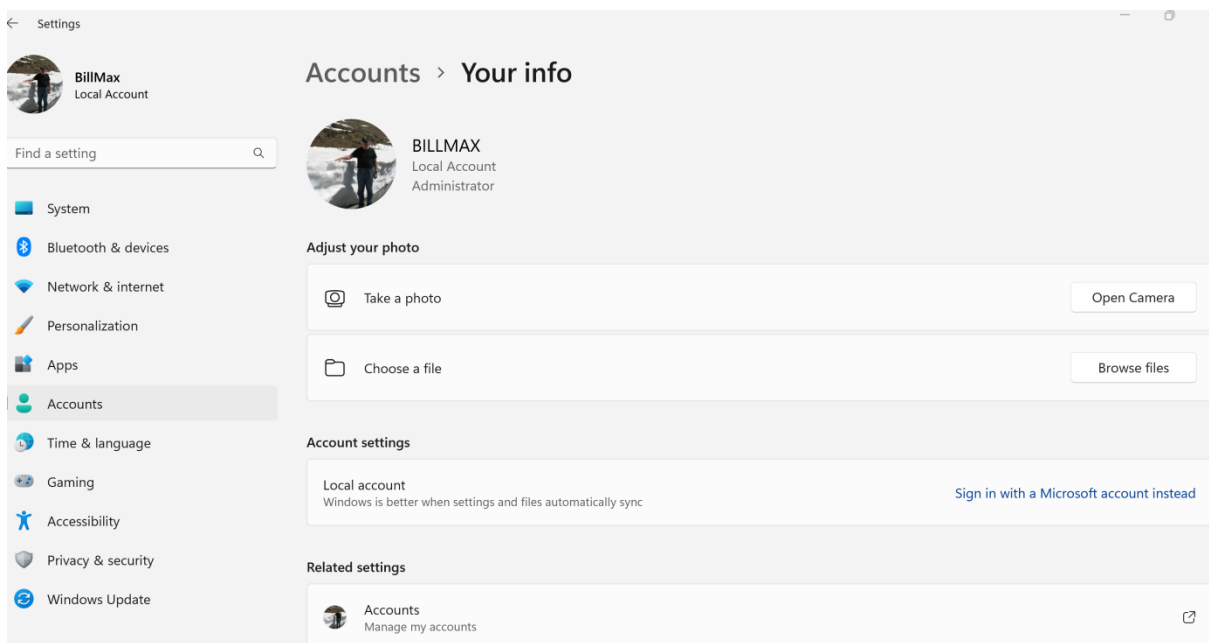


Browse for one

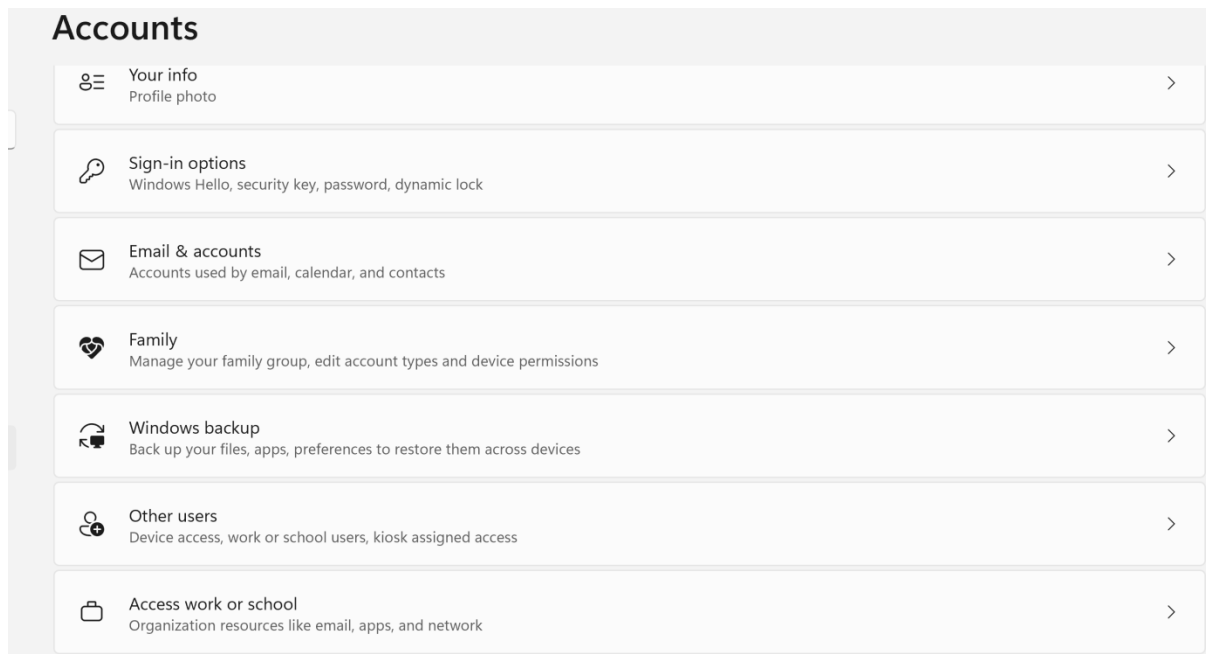
In Windows 11 Open Settings > Accounts



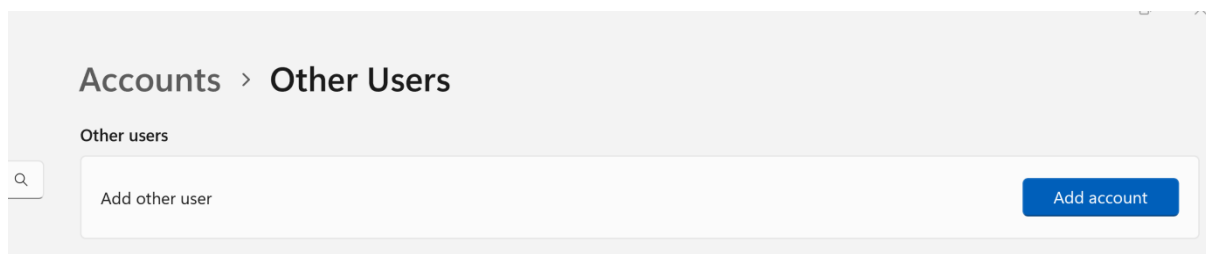
Select Your Info:



Scroll down to your Info:



Select Your Info:



Click on Add Account


In Windows 10:

Family & other users

Your family

We couldn't connect to Microsoft family right now, so your family on this device might not be up to date.


Add your family so everybody gets their own sign-in and desktop. You can help kids stay safe with appropriate websites, time limits, apps, and games.

 Add a family member

[Learn more](#)

Other users

Allow people who are not part of your family to sign in with their own accounts. This won't add them to your family.

 Add someone else to this PC

Set up a kiosk

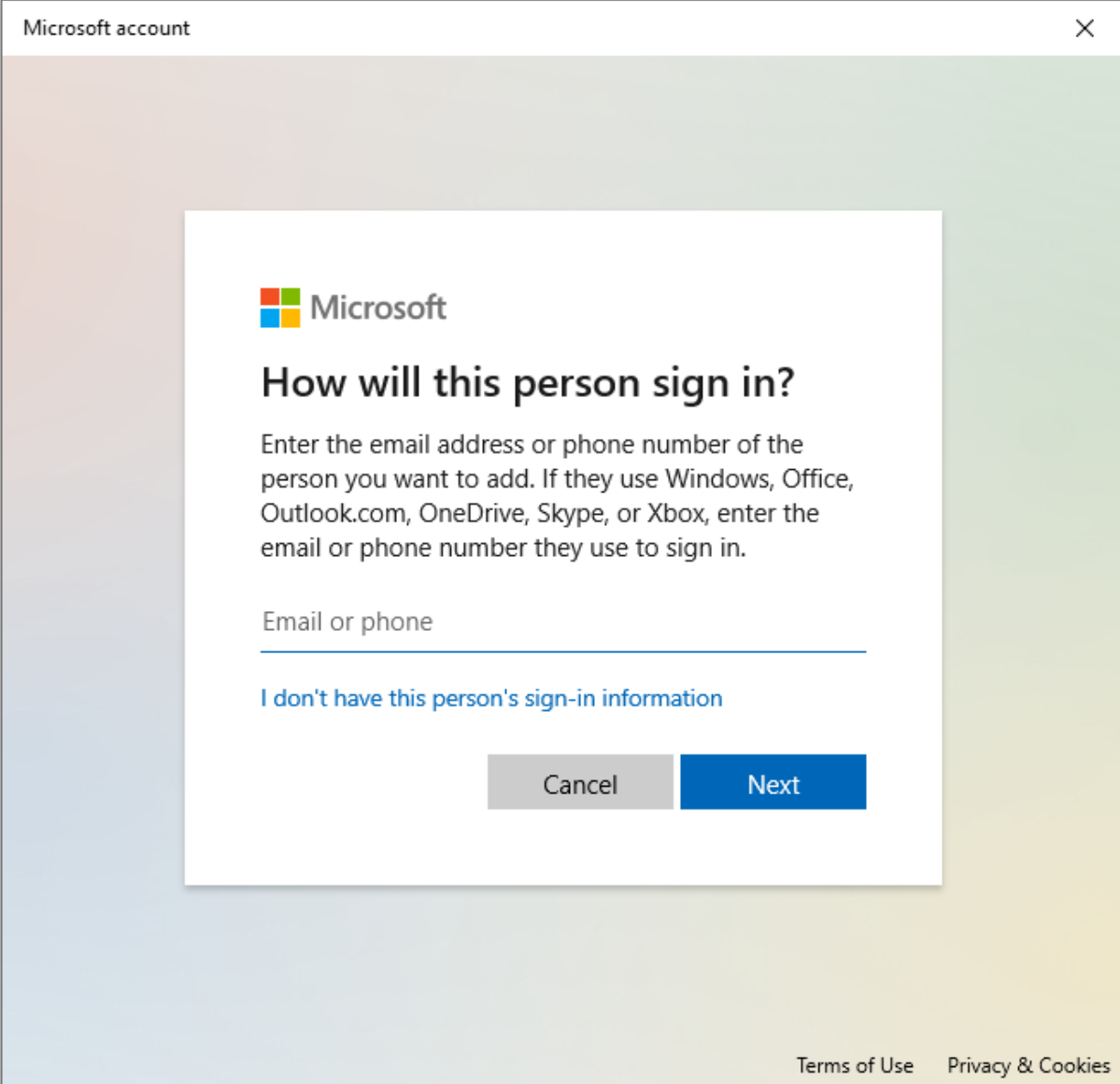
 Assigned access
Set up this device as a kiosk—this could be a digital sign, interactive display, or public browser among other things.

Select: Family & Other Users from the left menu > then select “Add Someone Else to this PC”.

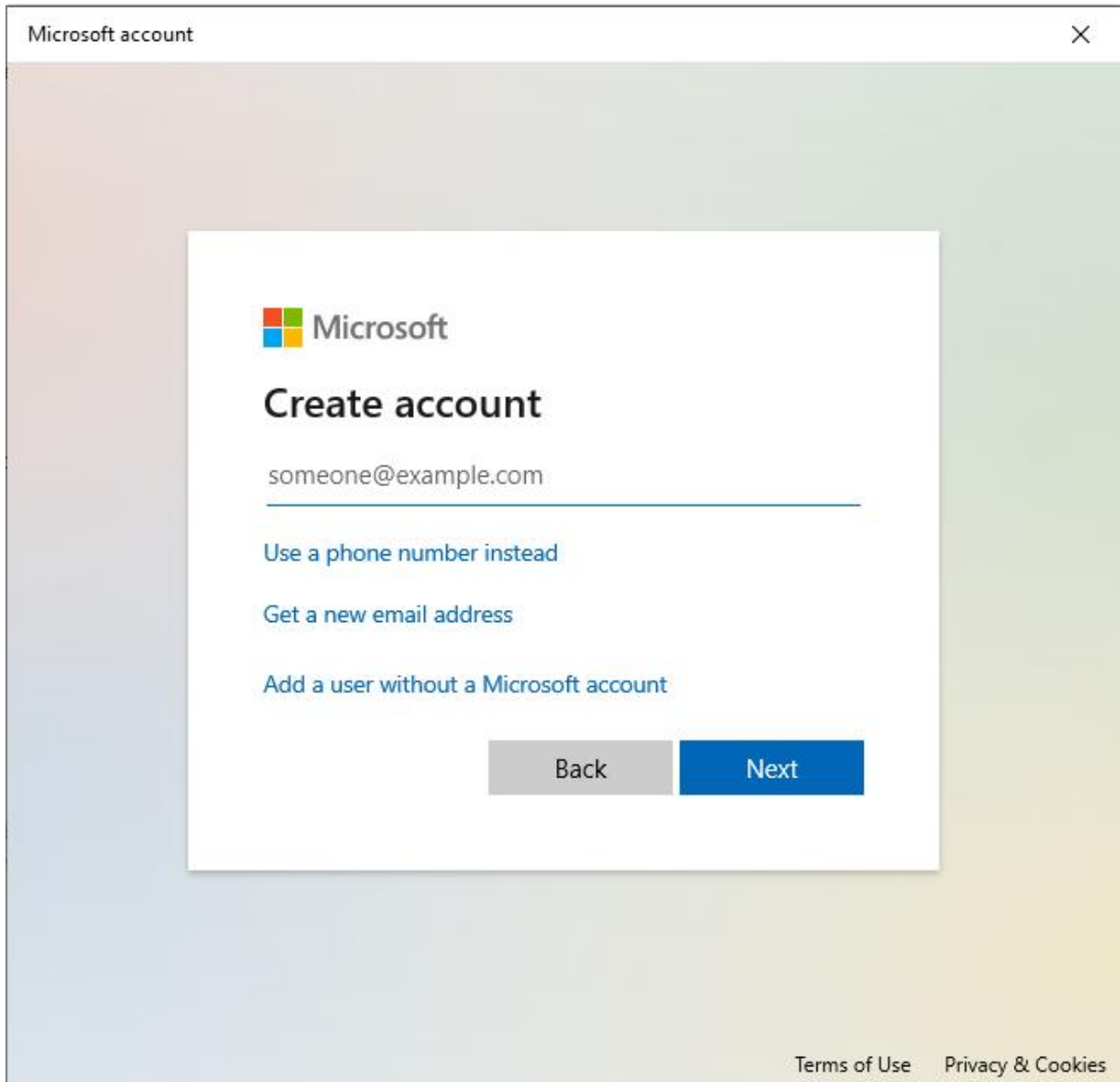
At this point the instructions for Windows 10 and Windows 11 become the same

Microsoft wants you to have a Microsoft Account >

Select “ I don't have this person's sign-in”



The image shows a screenshot of a Microsoft account sign-in dialog box. The window title is "Microsoft account" with a close button (X) in the top right corner. The dialog box has a white background and a light green and blue gradient background. It features the Microsoft logo at the top left, followed by the heading "How will this person sign in?". Below the heading is a paragraph of 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." There is a text input field labeled "Email or phone" with a blue underline. Below the input field is a blue link that says "I don't have this person's sign-in information". At the bottom of the dialog box are two buttons: a grey "Cancel" button and a blue "Next" button. In the bottom right corner of the window, there are links for "Terms of Use" and "Privacy & Cookies".



Select "Add a user without a Microsoft account".

Create a user 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?

Enter your user name.

Make it secure.

Next

Back

Enter a User Name.

Password is optional. If there is no password set, when you turn on your PC the sign in page will open where you select which account but no password will have to be entered.

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Add someone else to this PC



Dolphin
Local account

Set up a kiosk

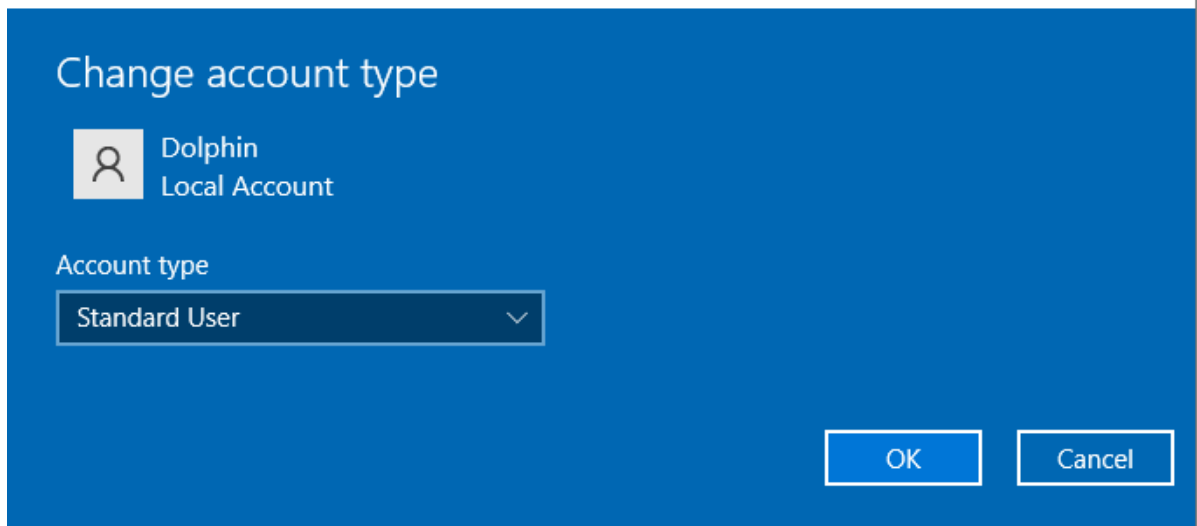


Assigned access

Set up this device as a kiosk—this could be a digital sign, interactive display, or public browser among other things.

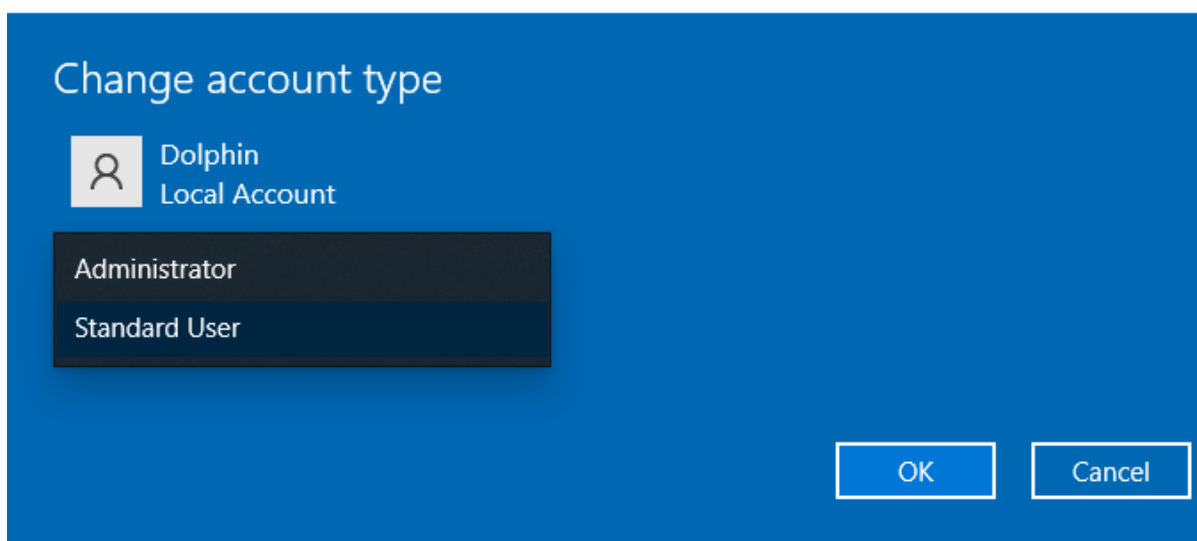
Now this page will show the second user. In this case the second user is Dolphin. (as seen in Windows 10)

Change account type



This user is a Standard User with limitations.

Change account type



You can change the user to an Administrator

