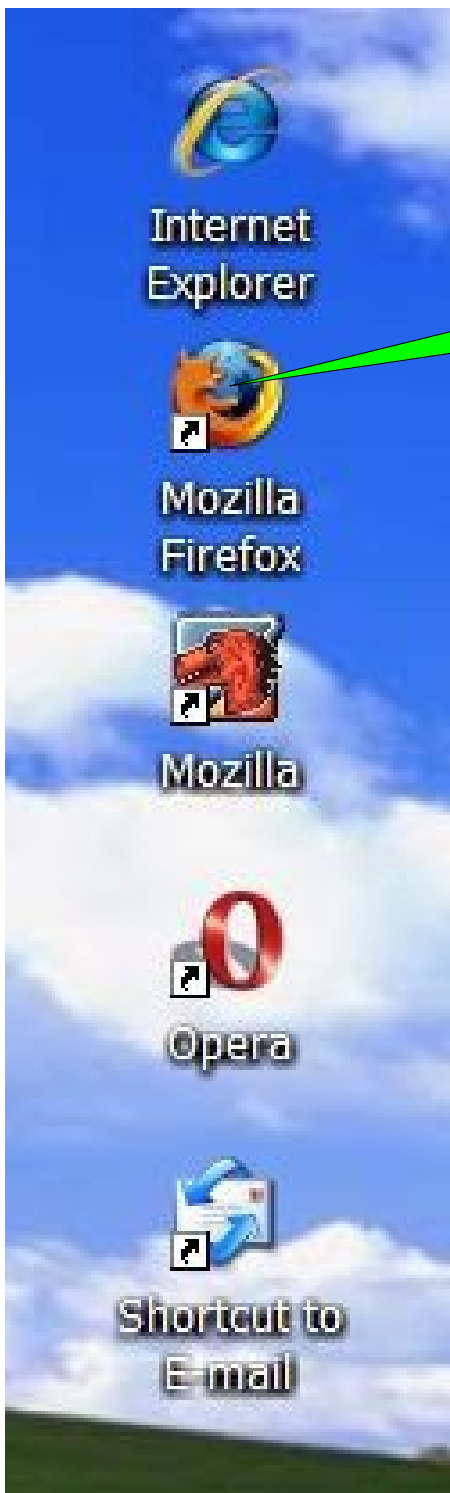


**Any icon on your desktop that has an arrow on the corner is just a shortcut and may be dragged to the trash can if you do not want to see it again.**



**This will not un-install the program that resides on your hard drive.**

**Some time in the future you may want to click on Start, Control Panel, Add-Remove programs or just Programs in Vista, Change or remove programs (if it is not preselected) in the upper left corner and review what programs may be removed. If you click on a program, it gives you additional information including its size, whether you use it often and when it was last used. If you are sure you want it removed, just click on the remove button and follow instructions.**



Admin



Harold



Jackie



Guest

# User accounts

**For my computer I may have 4 accounts. Administrator as admin with a password with full privileges to do anything to the computer.**

**Harold with limited privileges that may be password protected.**

**Jackie with limited privileges that may be password protected.**

**Guest with limited privileges that is not password protected.**

# **A statement from Microsoft:**

**A significant factor that increases the risks from malicious software is the tendency to give users administrative rights on their computers.**

**When a user or administrator logs on with administrative rights, any programs that they run, such as browsers, e-mail clients, and instant messaging programs, also have administrative rights.**

**If these programs activate malicious software, that malicious software can install itself, manipulate services such as antivirus programs, and even hide from the operating system.**

**Users can run malicious software unintentionally and unknowingly, for example, by visiting a compromised Web site or by clicking a link in an e-mail message.**



Admin



Harold



Jackie



Guest

**If I always log on as Harold, I cannot install any executable file (programs) and if there is an attachment in a e-mail, with anything executable, it cannot install a malicious program on your hard drive. Keep in mind that a executable program is capable of doing anything to your computer it wants from sending information back to its creator to destroying or corrupting your hard drive and reformatting hard disks.**

**The same limitations exist if Jackie or Guest logs in.**

**If I do want to download and run an installation program, I must switch users to admin, enter my password and I have full control. Is that too much trouble for the added protection??**

**If both Harold and Jackie is password protected, the only account that your GUEST can use is the limited account setup for them.**

**The guest account set up as a limited account only limits them from destroying your computer. They can use browsers, e-mail, games and just about anything that will not damage your computer.**

**To insure a safer operation of your computer, you must always log on with limited user accounts unless administrative privileges are necessary for a special situation.**

If you have a guest in your house, make sure that you log off of your account when you walk away from your computer.

This not only protects your computer but also makes your private information invisible to your guest.

**Only you can decide how to set up your computer.**

**To some people this would be too much of a hassle to consider.**

# HOW TO:

CLICK ON  
START



CLICK ON  
CONTROL PANNEL



CLICK ON  
USER ACCOUNT







MAKE CHANGES

## Tasks

- Create a password reset disk
- Manage your network passwords
- Configure advanced user profile properties
- Change my environment variables

## Make changes to your user account

- Create a password for your account
- Change your picture
-  Change your account name
-  Change your account type
-  Manage another account
-  Turn User Account Control on or off

# **Some of the neat things you can do with multiple accounts:**

**Each user can have their own desktop (background and screen saver)**

**Your own selection of icons on desktop**

**Your own history and web favorites**

**Your own Document folder**

**Your own e-mail downloads**

*By Harold Buechly*