

CREATE A LOCAL USER ACCOUNT FOR YOURSELF OR A FAMILY MEMBER

Creating a new account for yourself or someone else in Windows 10 isn't difficult, but like many Windows 10 features, it's tucked away in a spot that's not easy to find at first.

To create a new account in Windows 10, press Windows + I to access the Setting menu and then select Accounts. In the right column, click on **Family and Other Users**.

DO NOT CLICK ON ADD A FAMILY MEMBER, BUT RATHER CLICK ON OTHER USERS.

After selecting Other Users, click on the + sign beside Add Someone Else to This PC.

When you are asked "How will this person sign in?" Click *I don't have this person's sign-in information*.

At the Let's Create Your Account screen, click on *Add a user without a Microsoft account*.

At the Who's going to use this PCC? screen give the new account a name (suggestion: Extra Account). **DO NOT ENTER A PASSWORD!** Click Next.

The "Extra Account" will now be listed under Other Users. Change the account type to Administrator and click OK.

Close the Settings window and go back to the Desktop.

Click on the Start Button and then click on the account button that appears at the top of the Start Menu.

Click on the "Extra Account" or the name of the account you just created.

Click on the sign-in function for the new account.

Windows 10 will now establish the new account!