

Setting up a secondary administrator account for better security.

CPCyber recommends that users do not use an account with administrator privileges for everyday use. We recommend this for two reasons:

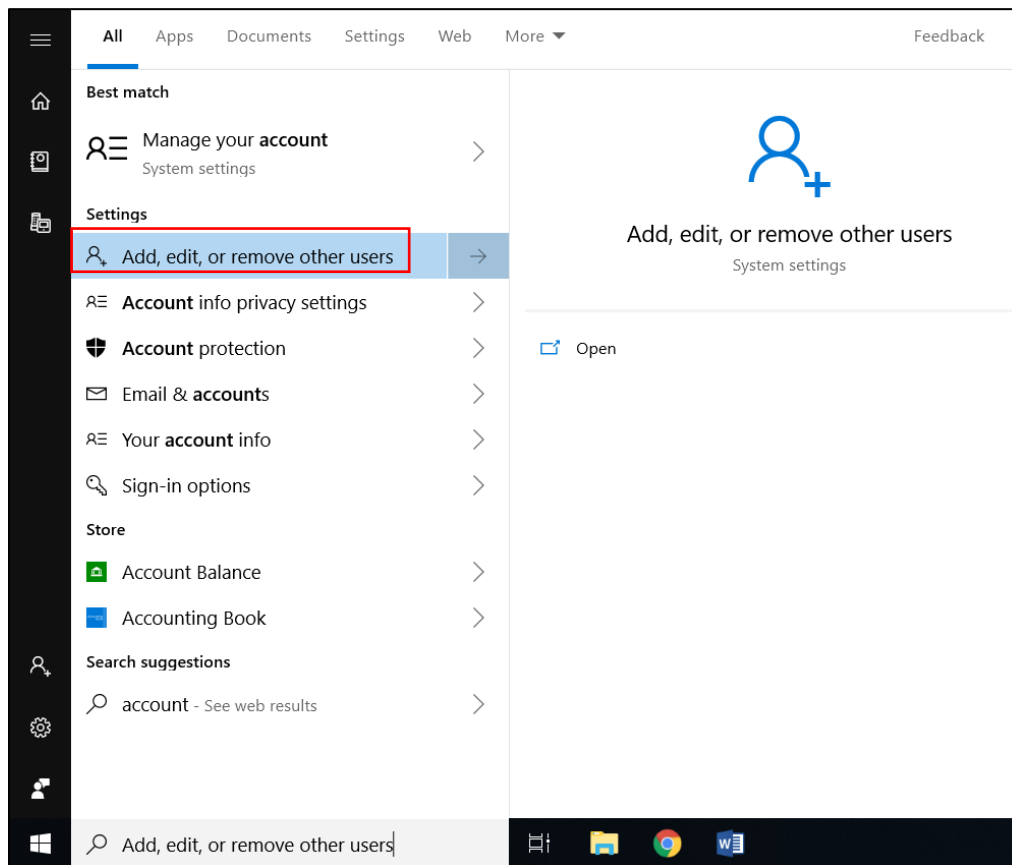
1. A user can accidentally click on malicious files or links.
2. Attackers can hack user's computers which will give them the same privileges as the user's account.

Generally speaking, if you click on something that executes on your computer, the application is running using your account's privileges. We recommend that you follow this easy guide for setting up a separate administrator account.

By default, if you choose to run a file that will change the computer, Windows will simply have the User click YES on a popup. Attackers take advantage of this, because users are desensitized to this popup and almost ALWAYS click YES.

Follow the guide below and you can have better security in just a few minutes!

Open the "Add, edit, or remove other users" settings menu.



Select Add someone else to this PC

Family & other users

Your family

Sign in with a Microsoft account to see your family here or add any new members to your family. Family members get their own sign-in and desktop. You can help kids stay safe with appropriate websites, time limits, apps, and games.

[Sign in with a Microsoft account](#)


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

Select "I don't have this person's sign-in information"

 Microsoft

How will this person sign in?

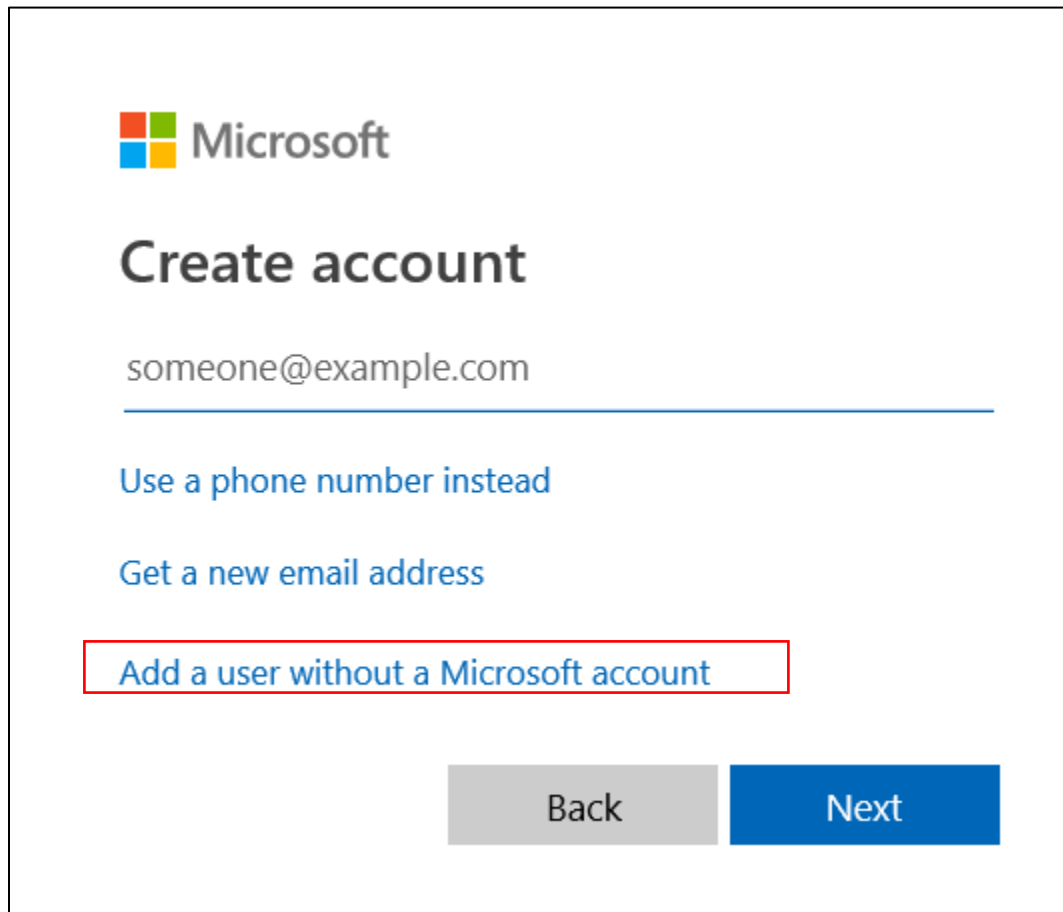
Enter the email address or phone number of the person you want to add. If they use Windows, Office, Outlook.com, OneDrive, Skype, or Xbox, enter the email or phone number they use to sign in.


Email or phone

[I don't have this person's sign-in information](#)

Cancel Next

Select "Add a user without a Microsoft account"

A screenshot of the Microsoft account creation interface. At the top left is the Microsoft logo. Below it is the heading "Create account". A text input field contains the email address "someone@example.com". Below the input field are three links: "Use a phone number instead", "Get a new email address", and "Add a user without a Microsoft account". The "Add a user without a Microsoft account" link is highlighted with a red rectangular border. At the bottom are two buttons: a grey "Back" button and a blue "Next" button.

 Microsoft

Create account

someone@example.com

[Use a phone number instead](#)

[Get a new email address](#)

[Add a user without a Microsoft account](#)

[Back](#) [Next](#)

Enter the credentials for the new account. Note: It's a good idea to use "admin" somewhere in the username to be able to delineate each account in the future.

Microsoft account


Create an account 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?

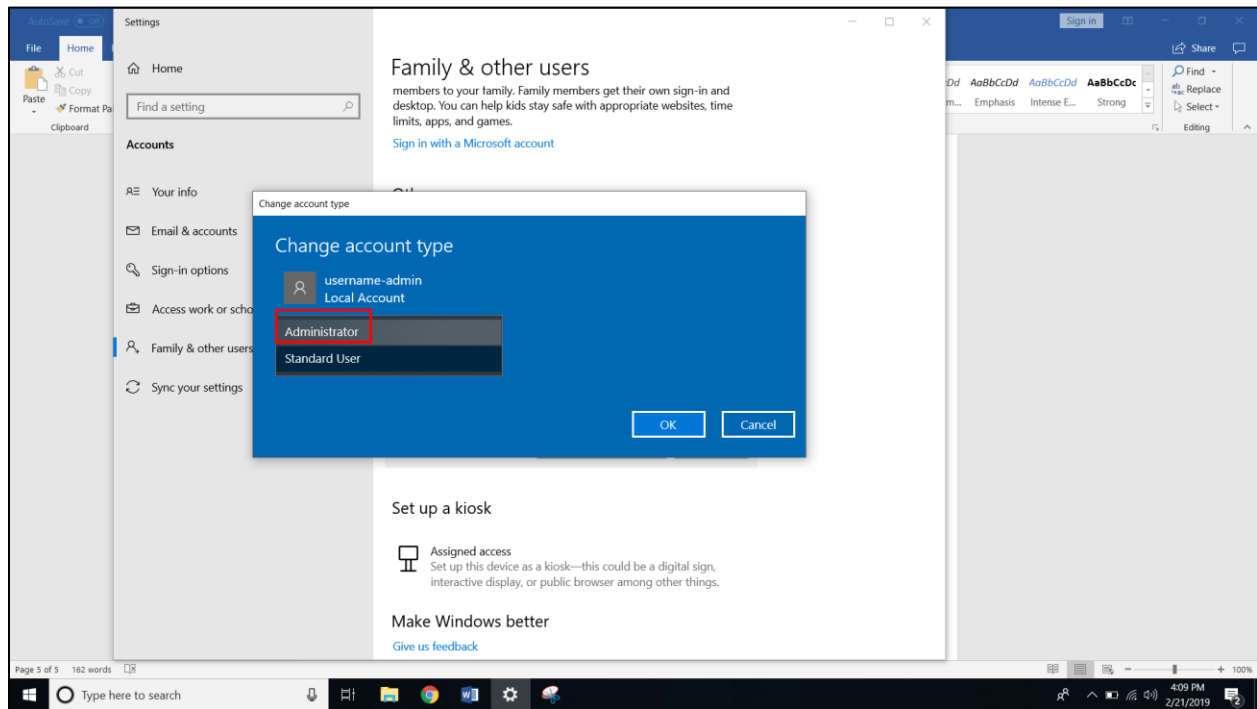
Make it secure.

Select "Change account type"

 **username-admin**
Local account

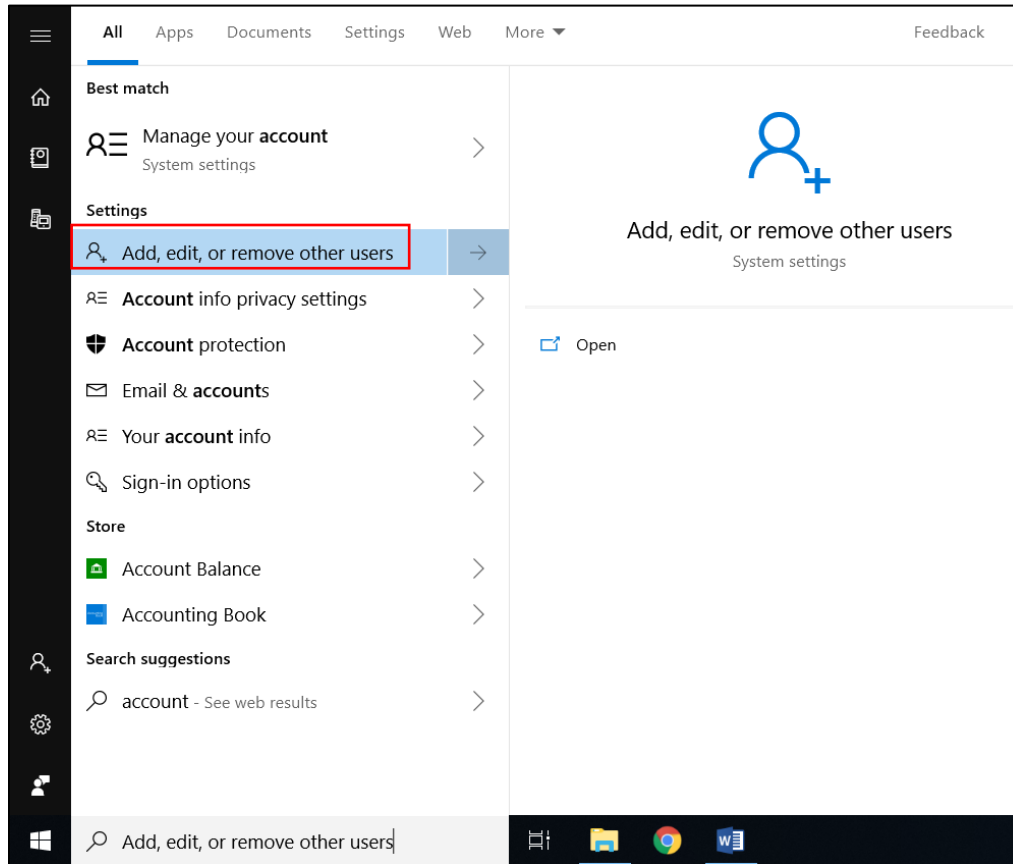
[Change account type](#) [Remove](#)

Select Administrator

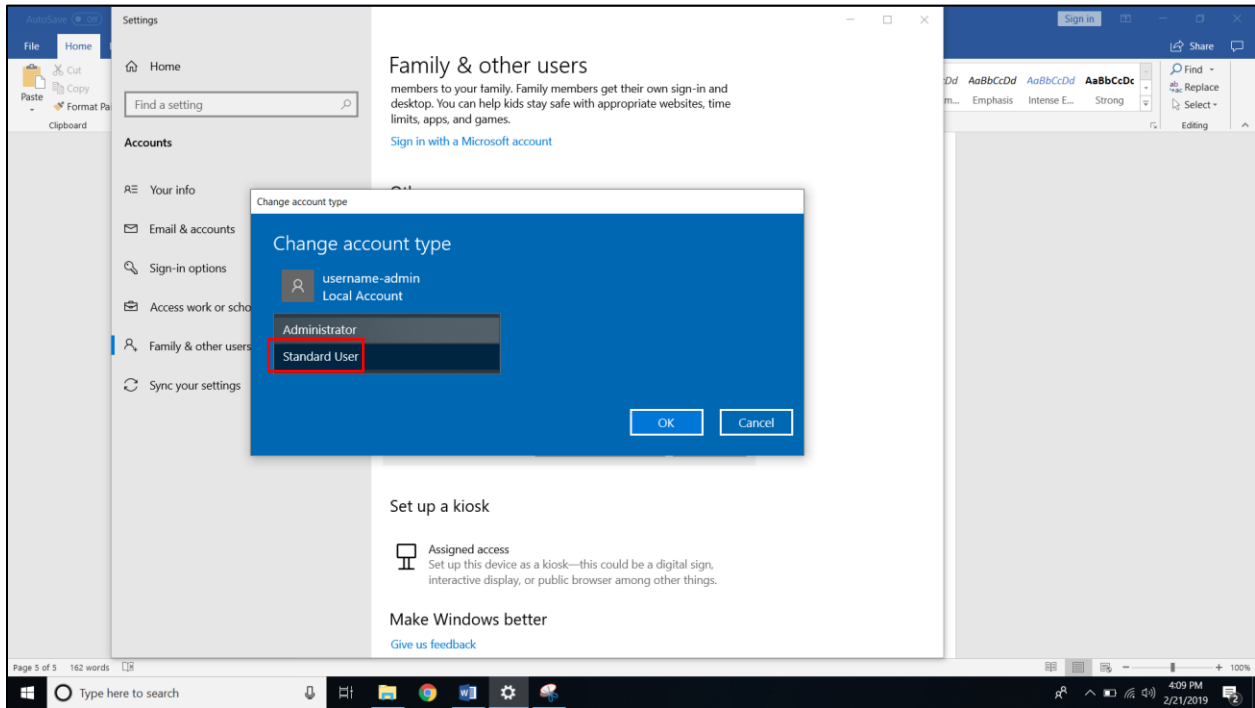


Now that your new “administrator” account is setup we want to change our current account to a “Standard User” account. To do this you need to log out of the current account and log into the new “administrator” account. Don’t worry this will be the only time you have to log into the administrator account.

After you log into the administrator account, go back to the “Add, edit, or remove other users” settings menu.



Select your original account and set the user type to “Standard User”.



The last step is to log out of the administrator account and log back into your normal user account.