Windows

Add a new account

New accounts are standard users by default.

1. **Settings > Accounts**
2. Add someone else to this PC

Family & other users

Your family

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
Change an administrator account to a standard user account

1. Change account type

   ![Change account type](image)

2. Standard User

   ![Standard User](image)