

# User Management

## User Properties

- Go to **Settings > Accounts** and choose “Login with a Local account instead”

## Home Editions

1. Open **Run** and type *netplwiz*
2. Click “Properties” and modify user and full name
3. Untick “Users must enter a user name and password to use this computer” to allow auto-logon for this user

## Professional Editions

1. Open **Control Panel > Administrative Tools > Computer Management > Local Users and Groups** and modify user and full name

## Auto-logon

Set the following keys in [HKEY\_LOCAL\_MACHINE\SOFTWARE\Microsoft\Windows NT\CurrentVersion\Winlogon]

```
"AutoAdminLogon"="1"  
"DefaultUserName"="myname"  
"DefaultPassword"="mypwd"  
"DefaultDomainName"="mydomain"
```

The domain name entry is not needed for a private LAN with workgroup, but if you set it, set it to the name of your machine (computer) all in caps letters. See [Log On Automatically at Startup](#).

## Reserved user folders

1. Login as the user you want to modify folder permissions
2. Select the folder, then make sure sharing is disabled (right-click for permissions)
3. In the General tab, select **Hidden** for this folder only

## Rename user folder

1. Enter elevated command prompt, then:

```
net user Administrator /active:yes
```

2. Sign off and login to the system Administrator account
3. For Windows 10 Professional only: Open **Control Panel > Administrative Tools > Computer Management > Local Users and Groups**, then modify the user name and full name.
4. Rename folder C:\Users\user to the user name you chose before.
5. Go to [HKEY\_LOCAL\_MACHINE\SOFTWARE\Microsoft\Windows NT\CurrentVersion\ProfileList]. Find the key for your user account, and change *ProfileImagePath*.
6. Search the entire registry for "C:\Users\user" and rename every occurrence.
7. Sign off and login to your user account. Disable the system Administrator account:

```
net user Administrator /active:no
```

## Create new local user

1. Select the Start button, and then select **Settings**
2. Select **Accounts → Family and other users**
3. Click **Add someone else to this PC**
4. At the bottom of the page, select **I don't have this person's sign-in information**
5. At the bottom of the next page, select **Add a user without a Microsoft account**
6. Enter a name for the new account. If you want this person to sign in with a password, enter and verify the password, add a password hint, and then select **Next** and **Finish**.
7. Reboot to sign into the new local user
8. Go to **Control Panel -> User Accounts** and change account name and account type if necessary.
  - [How to Rename the User's Folder in Windows 10](#)
  - [Find out which process is locking a file or folder in Windows](#)

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