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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