

Windows 10 Account and Group Management

The presentation will use the graphical system to create a new system administration account and remove the currently used account's administration rights. The presentation uses the command line to review account and group information on the current system.

Operating System: Windows 10 Anniversary Update

Preuss

9/20/2016



Recycle Bin

The presentation log on to Windows 10.

It is optional, but the presentation makes the background of administration logons red. This becomes a simple reminder the current logon is full administrator.



Start Menu

Most used

- Command Prompt
- Get Started
- Skype Preview
- Maps
- Notepad
- Mozilla Firefox

Life at a glance

- Light Rain
- 57° 70° 55°
- Moorhead
- Microsoft Edge
- Word 2016
- Excel 2016
- Access 2016
- PowerPoint 2016

#

- 3D Builder

A

- Access 2016
- Alarms & Clock

C

- Calculator
- Calendar
- Camera


Settings icon highlighted with a yellow arrow pointing to a text box.

The presentation opens the settings window.




Settings


Windows Settings




System
Display, notifications, apps,
power




Devices
Bluetooth, printers, mouse




Network & Internet
Wi-Fi, airplane mode, VPN



Personalization
Background, lock screen,
colors



Accounts
Your accounts, email, sync,
work, family



Time & language
Speech, region, date

The presentation opens the "Accounts" window.



Settings

Home

Find a setting

Accounts

Your info


Email & app accounts

Sign-in options

Access work or school

Family & other people

Sync your settings



PREUSS
Local Account Administrator

The presentation selects "Family & other people" option to create another account.





Recycle Bin

Settings

Home

Find a setting

Accounts

- Your info
- Email & app accounts
- Sign-in options
- Access work or school
- Family & other people**
- Sync your settings

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 people

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

[Set up access](#)

The presentation does not have a "Microsoft Account" for the new account. There are advantages to having a Microsoft Account for sign in.

The presentation selects "Add someone else to the PC".



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.

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

The account to be added does not have a unique email address to use. The presentation selects "I don't have this person's sign in information."

The presentation selects "Next" to continue.





Let's create your account

Windows, Office, Outlook.com, OneDrive, Skype, Xbox. They're all better and more personal when you sign in with your Microsoft account.* [Learn more](#)

First name Last name

Day Year

*If you already use a Microsoft service, go Back to sign in with that account.

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

The presentation chooses not to create another Microsoft Account. The presentation selects "Add a user without a Microsoft account"

The presentation selects "Next" to continue.

ly here or add
s get their
afe with
s.

ign in with
family.



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.

Next Back

The presentation creates a new local account. The presentation completes the information as shown, the selects "Next".



Settings

Home

Find a setting

Accounts

- Your info
- Email & app accounts
- Sign-in options
- Access work or school
- Family & other people**
- Sync your settings

Your family

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family to sign in with
to your family.

The presentation double clicks on the newly created account name. The presentation selects "Chage account type".

tpreuss
Local account

Change account type Remove



Settings

Your family

Find [Search Bar]

Account [Account List]

Change account type

tpreuss
Local Account

Account type
Administrator

OK Cancel

tpreuss
Local account

Change account type Remove

The presentation changes the Account type to "Administrator" as shown.

The next time this account logs on to the system, it will have all administrative priviledges.



Settings

Home

Find a setting

Accounts

- Your info
- Email & app accounts
- Sign-in options
- Access work or school
- Family & other people**
- Sync your settings

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

ts, apps, and games.

of your family to sign in with add them to your family.

his PC

This confirms the change is set.

tpreuss
Administrator - Local account

Change account type Remove



Recycle Bin

☰ Most used

- Command Prompt
- Get Started
- Skype Preview
- Maps
- Notepad
- Mozilla Firefox
- #
- 3D Builder
- A
- Access 2016

Life at a glance

11a 58° Moorhead	12p 60°	1p 61°	Microsoft Edge
Word 2016	Excel 2016		
Access 2016	PowerPoint 2016		

- Sleep
- Shut down
- Restart

← The presentation selects restart. Really, the presentation only needed to log off.





tpreuss

The presentation logs on using the new administration account.



```
Command Prompt
Microsoft Windows [Version 10.0.14393]
(c) 2016 Microsoft Corporation. All rights reserved.

C:\Users\tpreuss>whoami
win10-cptr1104\tpreuss

C:\Users\tpreuss>
```

The presentation uses the command line to prove the logon is the new administration account.



Recycle Bin

It is optional, but the presentation makes the background of administration logons red. This becomes a simple reminder the current logon is full administrator.



Settings

Windows Settings

Find a setting

- System**
Display, notifications, apps, power
- Devices**
Bluetooth, printers, mouse
- Network & Internet**
Wi-Fi, airplane mode, VPN
- Personalization**
Background, lock screen, colors
- Accounts**
Your accounts, email, sync, work, family
- Time & language**
Speech, region, date
- Ease of Access**
Narrator, magnifier, high contrast
- Privacy**
Location, camera
- Update & security**
Windows Update, recovery, backup

The presentation opens the "Accounts" window.

Settings

Home

Find a setting

Accounts

Your info

Email & app accounts

Sign-in options

Access work or school

Family & other people

Sync your settings

TPREUSS
Local Account
Administrator

The presentation selects "Family & other people" option to modify another account.

Home

Find a setting

Accounts

Your info

Email & app accounts

Sign-in options

Access work or school accounts

Family & other people

Sync your settings

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.

The presentation double clicks on the daily use/administration account. The presentation selects "Change account type".

preuss
Administrator - Local account

Change account type Remove

[Set up assigned access](#)

Settings

Home

Find a setting

Accounts

- Your info
- Email & app accounts
- Sign-in options
- Access work or school
- Family & other people
- Sync your settings

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](#)

Change account type

Change account type

preuss
Local Account

Account type

Standard User

OK Cancel

Since there is another administration account, the presentation may change the daily use account to "Standard User".

The presentation selects "OK" to continue.



Find a setting

Accounts

Your info

Email & app accounts

Sign-in options

Access work or school

Family & other people

Sync your settings

Your family

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[Sign in with a Microsoft account](#)

Other people

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

preuss
Local account

[Set up assigned access](#)

The daily use logon is no longer an administration account. This is good.



- Programs and Features
- Power Options
- Event Viewer
- System
- Device Manager
- Network Connections
- Disk Management
- Computer Management
- Command Prompt
- Command Prompt (Admin)

- Task Manager
- Control Panel
- File Explorer
- Search
- Run

- Shut down or sign out >
- Desktop

- Sign out ←
- Sleep
- Shut down
- Restart

The presentation right clicks on the Window symbol to get the menu shown. The presentation "Sign out" of the current logon session.



Recycle Bin

The presentation logs on as the daily account. Since the account is no longer an administration account, the background is changed.

The decision to change the background is up to the individual.



Recycle Bin

Start menu content:

- Sticky Notes
- Store
- V
- Voice Recorder
- W
- Weather
- Windows 10 Upgrade Assistant
- Windows Accessories
- Windows Administrative Tools
- Windows Ease of Access
- Windows PowerShell
- Windows System
- Command Prompt
- Control Panel
- Default Programs
- Devices
- File Explorer

Life at a glance

12p	1p	2p	Microsoft Edge
62°	63°	65°	

Moorhead

Word 2016	Excel 2016

Access 2016	PowerPoint 2016

The presentation opens the "Command Prompt".



Command Prompt

— □ ×

```
Microsoft Windows [Version 10.0.14393]
(c) 2016 Microsoft Corporation. All rights reserved.
```

```
C:\Users\preuss>cd documents
```

```
C:\Users\preuss\Documents>
```

The presentation enters the "cd" command as shown. This will change the default directory to the home directory documents.

The following commands will change the default directory.

```
C:
cd %HOMEPATH%\documents
```



Command Prompt

```
Microsoft Windows [Version 10.0.14393]  
(c) 2016 Microsoft Corporation. All rights reserved.
```

```
C:\Users\preuss>cd documents
```

```
C:\Users\preuss\Documents>cls
```

The presentation uses the "cls" command to clear the screen.



Command Prompt

```
C:\Users\preuss\Documents>net /?  
The syntax of this command is:
```

```
NET  
[ ACCOUNTS | COMPUTER | CONFIG | CONTINUE | FILE | GROUP | HELP |  
  HELPMMSG | LOCALGROUP | PAUSE | SESSION | SHARE | START |  
  STATISTICS | STOP | TIME | USE | USER | VIEW ]
```

```
C:\Users\preuss\Documents>_
```

The command shown returns the help information for the "net" command.

```
C:\Users\preuss\Documents>net /?
The syntax of this command is:
```

```
NET
[ ACCOUNTS | COMPUTER | CONFIG | CONTINUE | FILE | GROUP | HELP |
  HELPMMSG | LOCALGROUP | PAUSE | SESSION | SHARE | START |
  STATISTICS | STOP | TIME | USE | USER | VIEW ]
```

```
C:\Users\preuss\Documents>net user
```

```
User accounts for \\WIN10-CPTR1104
```

```
-----
Administrator          DefaultAccount          Guest
preuss                  tpreuss
```

The command completed successfully.

```
C:\Users\preuss\Documents>
```

The presentation issues the "net user" command as shown. This generates a list of all the logons on the local system.

```
C:\Users\preuss\Documents>net user >> accounts01.txt
```

```
C:\Users\preuss\Documents>notepad accounts01.txt
```

The presentation issues the "net user" command and redirects the output to the file "accounts01.txt".

The name of the file after the >> does not matter. It is recommended to end the name with .txt .

The "notepad accounts01.txt" will start notepad and automatically load the file.

```
accounts01.txt - Notepad
File Edit Format View Help

User accounts for \\WIN10-CPTR1104
-----
Administrator          DefaultAccount          Guest
preuss                  tpreuss

The command completed successfully.
```

This is the notepad file showing all the logons on the local machine.

```
C:\Users\preuss\Documents>wmic /output:accounts.txt useraccount_
```

This is another command to list all the logons on the local machine. The "/output:accounts.txt" is the file that contains the information.

```
C:\Users\preuss\Documents>wmic /output:accounts.txt useraccount
```

```
C:\Users\preuss\Documents>notepad accounts.txt
```

The "notepad accounts.txt" will start notepad and automatically load the file.

accounts.txt - Notepad

File Edit Format View Help

AccountType	Caption	Description
512	WIN10-CPTR1104\Administrator	Built-in account for administering the computer/domain
512	WIN10-CPTR1104\DefaultAccount	A user account managed by the system.
512	WIN10-CPTR1104\Guest	Built-in account for guest access to the computer/domain
512	WIN10-CPTR1104\preuss	
512	WIN10-CPTR1104\tpreuss	

This is a partial view of "wmic /output:accounts.txt useraccount" command.

C:\User
C:\User
C:\User

```
C:\Users\preuss\Documents>net /?  
The syntax of this command is:
```

```
NET  
[ ACCOUNTS | COMPUTER | CONFIG | CONTINUE | FILE | GROUP | HELP |  
  HELPMMSG | LOCALGROUP | PAUSE | SESSION | SHARE | START |  
  STATISTICS | STOP | TIME | USE | USER | VIEW ]
```

```
C:\Users\preuss\Documents>net localgroup
```

The presentation issues the "net localgroup" command as shown. This generates a list of all the groups on the local system.

```
C:\Users\preuss\Documents>net localgroup >> grouplist01.txt
```

The presentation issues the "net localgroup" command and redirects the output to the file "grouplist01.txt".

The name of the file after the >> does not matter. It is recommended to end the name with .txt .

```
C:\Users\preuss\Documents>net localgroup >> grouplist01.txt
```

```
C:\Users\preuss\Documents>notepad grouplist01.txt_
```

The presentation issues the "net localgroup" command and redirects the output to the file "grouplist01.txt".

The name of the file after the >> does not matter. It is recommended to end the name with .txt .

The "notepad grouplist01.txt" will start notepad and automatically load the file.

```
C:\Users\preuss\Documents>wmic /?
```

```
[global switches] <command>
```

```
The following global switches are available:
```

```
/NAMESPACE      Path for the namespace the alias operate against.
/ROLE            Path for the role containing the alias definitions.
/NODE            Servers the alias will operate against.
/IMPLEVEL        Client impersonation level.
/AUTHLEVEL        Client authentication level.
/LOCALE          Language id the client should use.
/PRIVILEGES       Enable or disable all privileges.
/TRACE           Outputs debugging information to stderr.
/RECORD          Logs all input commands and output.
/INTERACTIVE     Sets or resets the interactive mode.
/FAILFAST        Sets or resets the FailFast mode.
/USER            User to be used during the session.
/PASSWORD        Password to be used for session login.
/OUTPUT          Specifies the mode for output redirection.
/APPEND          Specifies the mode for output redirection.
/AGGREGATE        Sets or resets aggregate mode.
/AUTHORITY        Specifies the <authority type> for the connection.
/?[:<BRIEF|FULL>] Usage information.
```

This is the first screen of the "wmic /?" or wmic help system.

```
For more information on a specific global switch, type: switch-name /?
```

```
The following alias/es are available in the current role:
```

```
ALIAS            - Access to the aliases available on the local system
BASEBOARD        - Base board (also known as a motherboard or system board) management.
BIOS             - Basic input/output services (BIOS) management.
BOOTCONFIG       - Boot configuration management.
```

```
Press any key to continue, or press the ESCAPE key to stop.
```

```
C:\Users\preuss\Documents> wmic /output:grouplist02.txt group
```

This is another command to list all the groups on the local machine. The "/output:grouplist02.txt" is the file that contains the information.

```
C:\Users\preuss\Documents> wmic /output:grouplist02.txt group  
C:\Users\preuss\Documents>notepad grouplist02.txt_
```

The "notepad grouplist02.txt" will start notepad and automatically load the file.

```

grouplist02.txt - Notepad
File Edit Format View Help
Caption Description
WIN10-CPTR1104\Access Control Assistance Operators Members of this group can remotely query authoriza
WIN10-CPTR1104\Administrators Administrators have complete and unrestricted acce
WIN10-CPTR1104\Backup Operators Backup Operators can override security restriction
WIN10-CPTR1104\Cryptographic Operators Members are authorized to perform cryptographic op
WIN10-CPTR1104\Distributed COM Users Members are allowed to launch, activate and use Di
WIN10-CPTR1104\Event Log Readers Members of this group can read event logs from loc
WIN10-CPTR1104\Guests Guests have the same access as members of the User
WIN10-CPTR1104\Hyper-V Administrators Members of this group have complete and unrestrict
WIN10-CPTR1104\IIS_IUSRS on Service
WIN10-CPTR1104\Network Configuration Operators Administrative
WIN10-CPTR1104\Performance Log Users g of perfor
WIN10-CPTR1104\Performance Monitor Users nce count
WIN10-CPTR1104\Power Users mpabiliti
WIN10-CPTR1104\Remote Desktop Users ht to log
WIN10-CPTR1104\Remote Management Users urces ove
WIN10-CPTR1104\Replicator system.
WIN10-CPTR1104\System Managed Accounts Group l or inter
WIN10-CPTR1104\Users

```

This is a partial view of "wmic /output:grouplist02.txt group" command.


```
C:\Users\preuss\Documents>net /?
```

```
The syntax of this command is:
```

```
NET
```

```
[ ACCOUNTS | COMPUTER | CONFIG | CONTINUE | FILE | GROUP | HELP |  
  HELPMMSG | LOCALGROUP | PAUSE | SESSION | SHARE | START |  
  STATISTICS | STOP | TIME | USE | USER | VIEW ]
```

```
C:\Users\preuss\Documents>net user administrator
```

The presentation issues the "net user administrator" command as shown. This generates a list of attributes for the logon named administrator.

Replacing the name administrator with another logon name will produce information about that logon.

Command Prompt

```
[ ACCOUNTS | COMPUTER | CONFIG | CONTINUE | FILE | GROUP | HELP |
  HELPMMSG | LOCALGROUP | PAUSE | SESSION | SHARE | START |
  STATISTICS | STOP | TIME | USE | USER | VIEW ]
```

C:\Users\preuss\Documents>net user administrator

```
User name Administrator
Full Name
Comment Built-in account for administering the computer/domain
User's comment
Country/region code 000 (System Default)
Account active No
Account expires Never

Password last set 7/10/2015 7:22:01 AM
Password expires Never
Password changeable 7/10/2015 7:22:01 AM
Password required Yes
User may change password Yes

Workstations allowed All
Logon script
User profile
Home directory
Last logon 7/10/2015 7:21:56 AM

Logon hours allowed All

Local Group Memberships *Administrators
Global Group memberships *None
The command completed successfully.
```

This is a partial view of the data provided after running "net user administrator".

C:\Users\preuss\Documents>

```
C:\Users\preuss\Documents>for /f %G IN ('wmic useraccount get name') DO net user %G_
```

The presentation issues the command shown. What happens is the "wmic useraccount get name" command gives the "for" all the logon names. The "For" take each logon name one at a time and does the "DO" command. The %G represents the current logon name to be processed.

```

Password required          No
User may change password  Yes

Workstations allowed      All
Logon script
User profile
Home directory
Last logon                 9/20/2016 11:19:38 AM

Logon hours allowed       All

Local Group Memberships   *Administrators      *Users
Global Group memberships *None

The command completed successfully.

```

This is a partial listing of the information provided by the "for /f %G IN ('wmic useraccount get name') DO net user %G" command.

```

:\Users\preuss\Documents>net user
The syntax of this command is:

NET USER
[username [password | *] [options]] [/DOMAIN]
username {password | *} /ADD [options] [/DOMAIN]
username [/DELETE] [/DOMAIN]
username [/TIMES:{times | ALL}]
username [/ACTIVE: {YES | NO}]

```

C:\Users\preuss\Documents>

```
C:\Users\preuss\Documents>for /f %G IN ('wmic useraccount get name') DO net user %G >> accountinfo01.txt
```

The presentation issues the command shown. What happens is the "wmic useraccount get name" command gives the "for" all the logon names. The "For" take each logon name one at a time and does the "DO" command. The %G represents the current logon name to be processed.

The >> redirect the output to the file name "accountinfo01.txt" . The file may have any name, but adding .txt at the end is recommended.

Command Prompt

```
C:\Users\preuss\Documents>net user Name 1>>accountinfo01.txt
The user name could not be found.
```

```
More help is available by typing NET HELPMSG 2221.
```

```
C:\Users\preuss\Documents>net user Administrator 1>>accountinfo01.txt
```

```
C:\Users\preuss\Documents>net user DefaultAccount 1>>accountinfo01.txt
```

```
C:\Users\preuss\Documents>net user Guest 1>>accountinfo01.txt
```

```
C:\Users\preuss\Documents>net user preuss 1>>accountinfo01.txt
```

```
C:\Users\preuss\Documents>net user tpreuss 1>>accountinfo01.txt
```

```
1>>accountinfo01.txt ts>net user
The syntax of this command is:
```

NET USER

```
[username [password | *] [options]] [/DOMAIN]
username {password | *} /ADD [options] [/DOMAIN]
username [/DELETE] [/DOMAIN]
username [/TIMES:{times | ALL}]
username [/ACTIVE: {YES | NO}]
```

```
C:\Users\preuss\Documents>
```

This is a partial listing of the screen information provided by the "for /f %G IN ('wmic useraccount get name') DO net user %G >> accountinfo01.txt" command.

Command Prompt

```
C:\Users\preuss\Documents>net user Name 1>>accountinfo01.txt
The user name could not be found.
```

```
More help is available by typing NET HELPMSG 2221.
```

```
C:\Users\preuss\Documents>net user Administrator 1>>accountinfo01.txt
```

```
C:\Users\preuss\Documents>net user DefaultAccount 1>>accountinfo01.txt
```

```
C:\Users\preuss\Documents>net user Guest 1>>accountinfo01.txt
```

```
C:\Users\preuss\Documents>net user preuss 1>>accountinfo01.txt
```

```
C:\Users\preuss\Documents>net user tpreuss 1>>accountinfo01.txt
```

```
1>>accountinfo01.txt ts>net user
The syntax of this command is:
```

NET USER

```
[username [password | *] [options]] [/DOMAIN]
username {password | *} /ADD [options] [/DOMAIN]
username [/DELETE] [/DOMAIN]
username [/TIMES:{times | ALL}]
username [/ACTIVE: {YES | NO}]
```

```
C:\Users\preuss\Documents>notepad accountinfo01.txt
```

The "notepad accountinfo01.txt" will start notepad and automatically load the file.

accountinfo01.txt - Notepad

File Edit Format View Help

```

User name Administrator
Full Name
Comment Built-in account for administering the computer/domain
User's comment
Country/region code 000 (System Default)
Account active No
Account expires Never

Password last set 7/10/2015 7:22:01 AM
Password expires Never
Password changeable 7/10/2015 7:22:01 AM
Password required Yes
User may change password Yes

Workstations allowed All
Logon script
User profile
Home directory
Last logon 7/10/2015 7:21:56 AM

Logon hours allowed All

Local Group Memberships *Administrators
Global Group memberships *None
The command completed successfully.

User name DefaultAccount
Full Name
Comment A user account managed by the system.
User's comment
Country/region code 000 (System Default)
Account active No
Account expires Never

Password last set 9/21/2016 4:36:28 PM

```

This is a partial listing of the screen information provided in the accountinfo.txt file. The information was generated by the "for /f %G IN ('wmic useraccount get name') DO net user %G >> accountinfo01.txt" command.