Instructions for creating a local Windows 10 user account

Foreword:

This guide describes how to set up a local user account on the SetupWizzard netbook using the Windows 10 operating system. The individual steps are illustrated in the following instructions:

Instructions:

1. Starting from the desktop, go to the settings by clicking on the **"Windows"** button
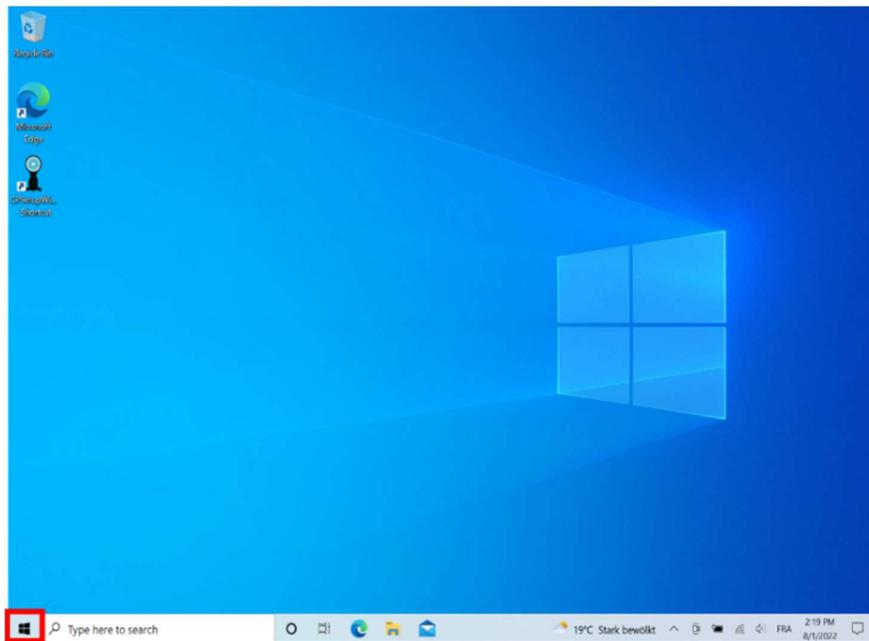
2. Select the **"Settings"** button from the opened menu.
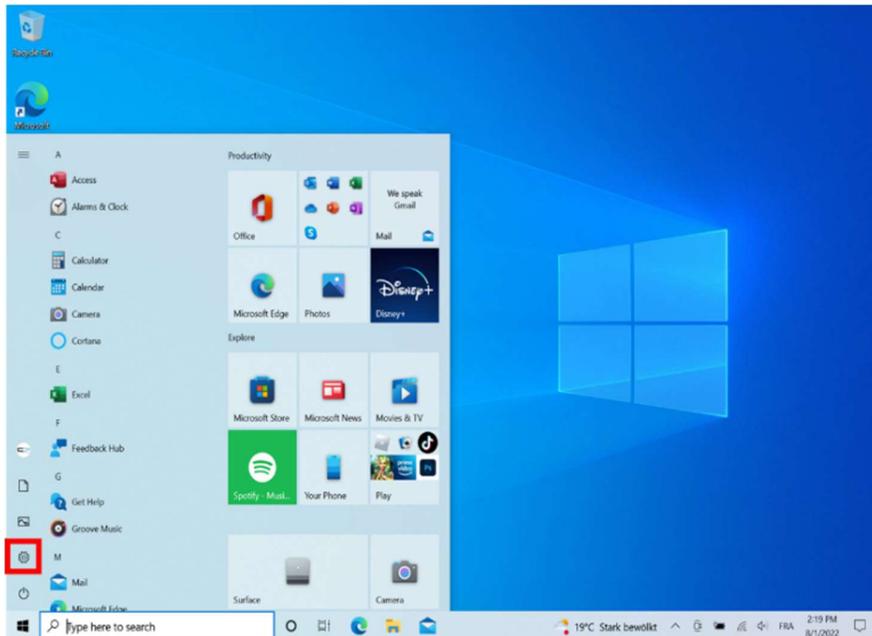
3. Click on **"Accounts"**
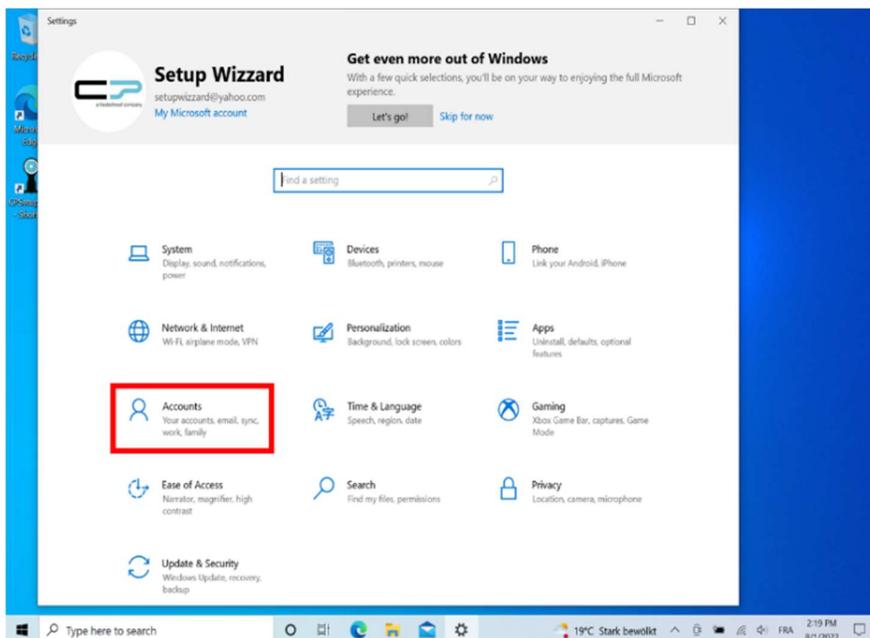
4. Then open **"Family and other users"** (you may also see **"Other users")**
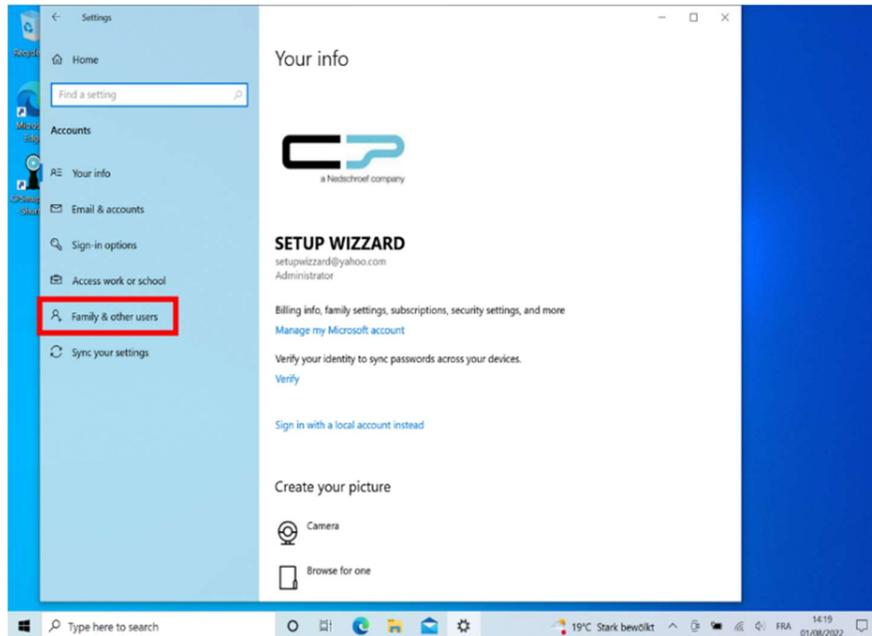
5. Add another person (add someone else) to this PC
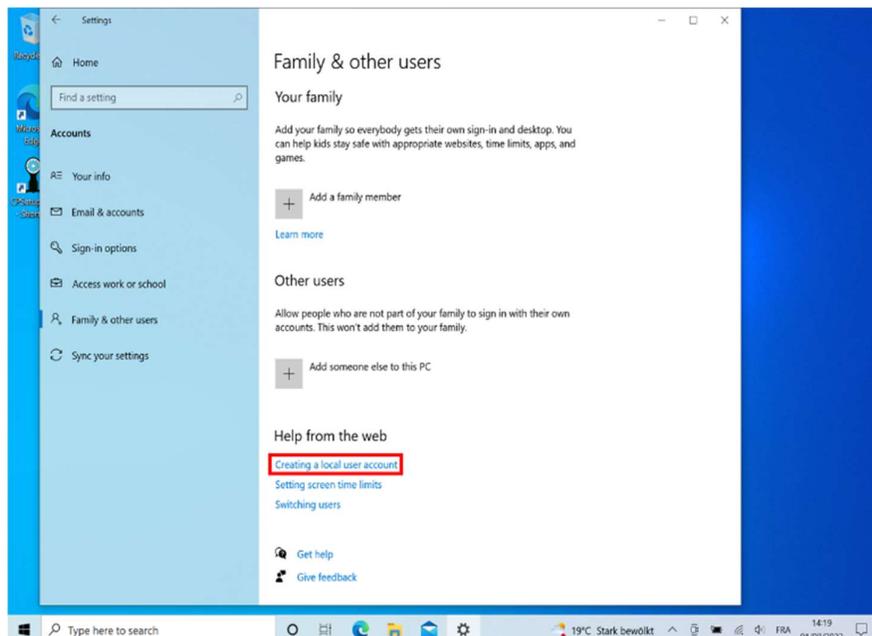
6. Click on "**I don't have this person's sign-in information**"
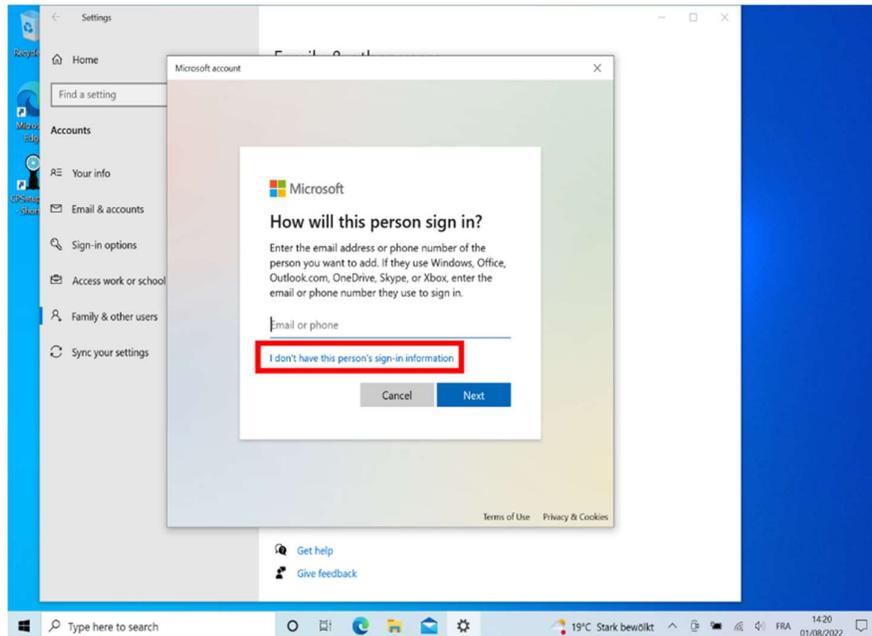
7. Click on "**Add a user without a Microsoft Account**".
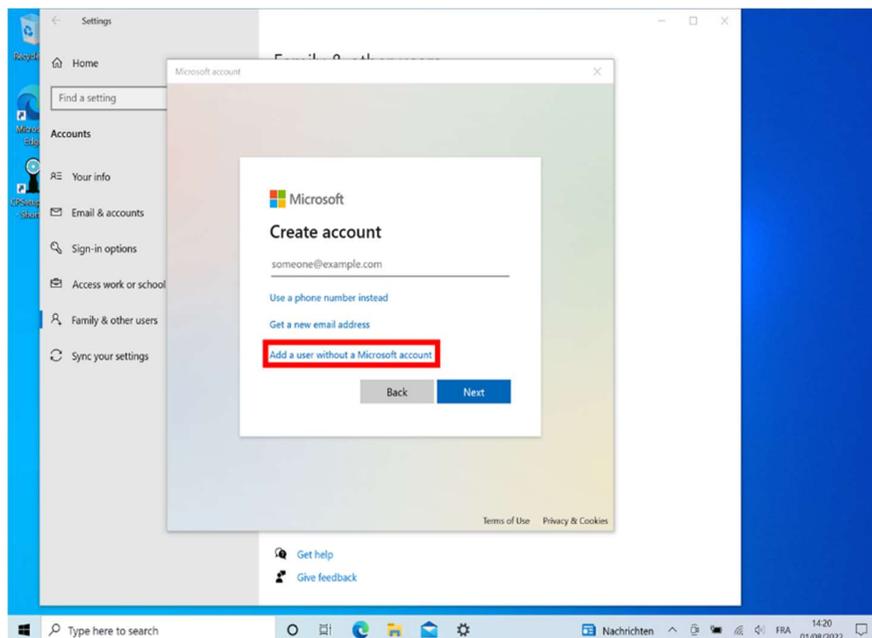
8. Create a new user by answering the question **"Who's going to use this PC?"**
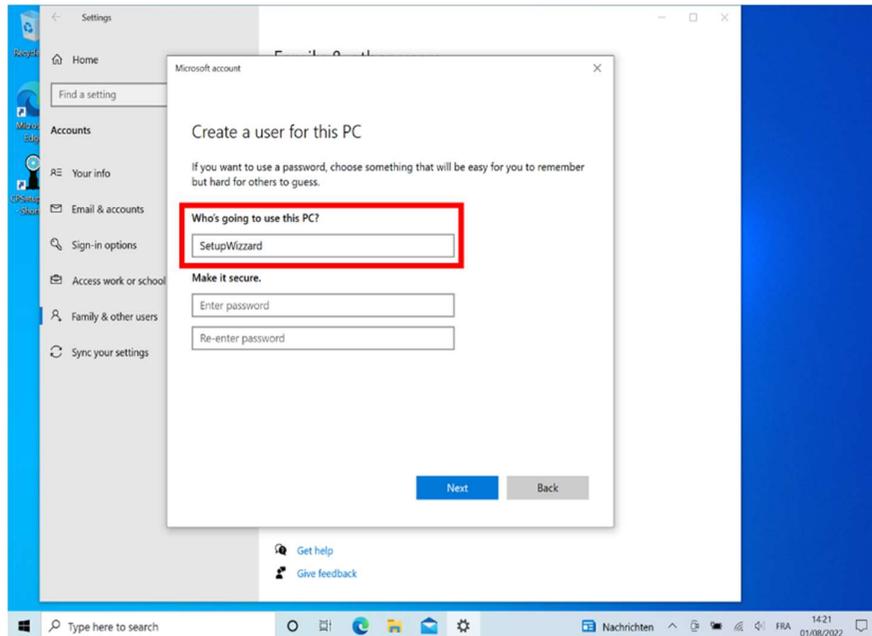
9. If necessary, create a **password** (optional – the fields can be left blank)
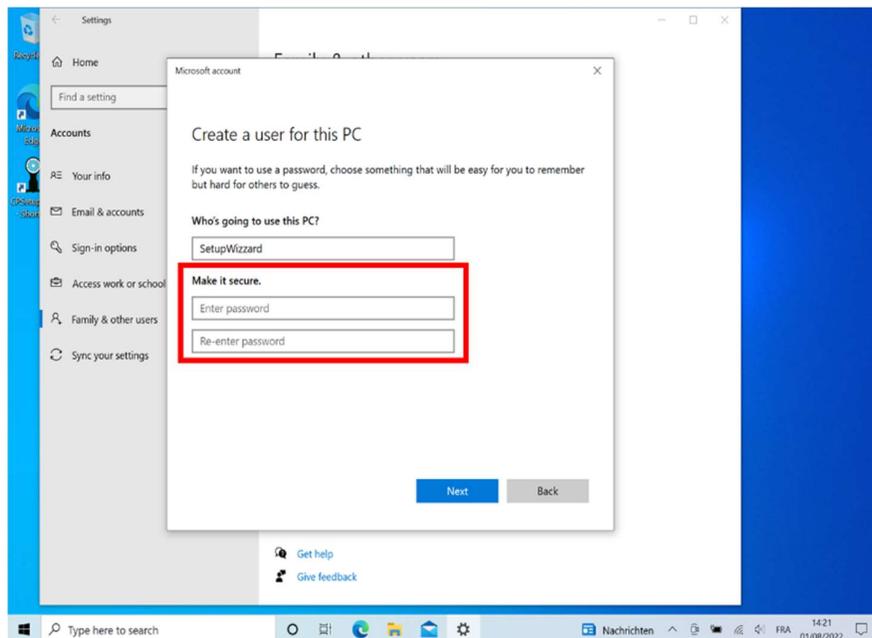
10. Select the **local user** (account) you just created
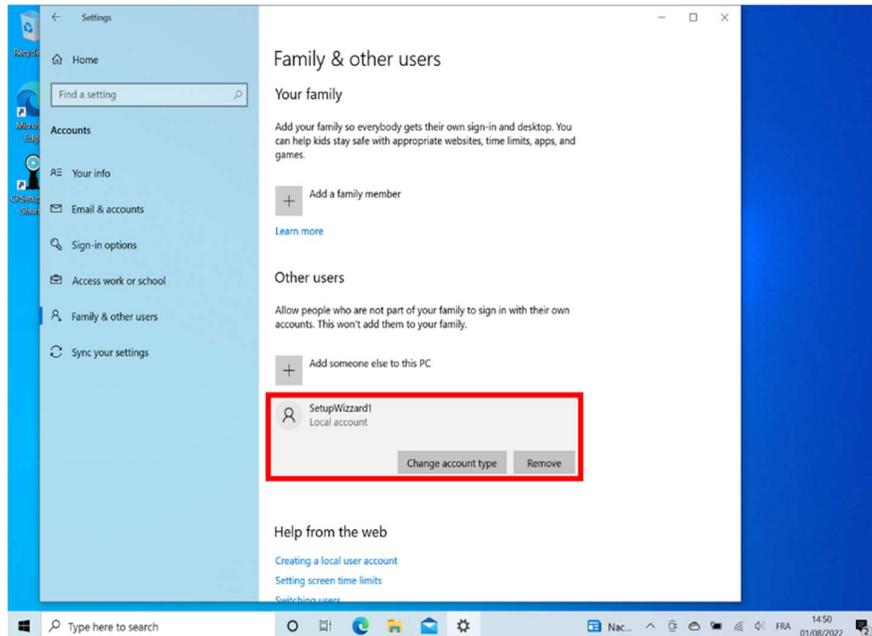
11. Change the **account type**
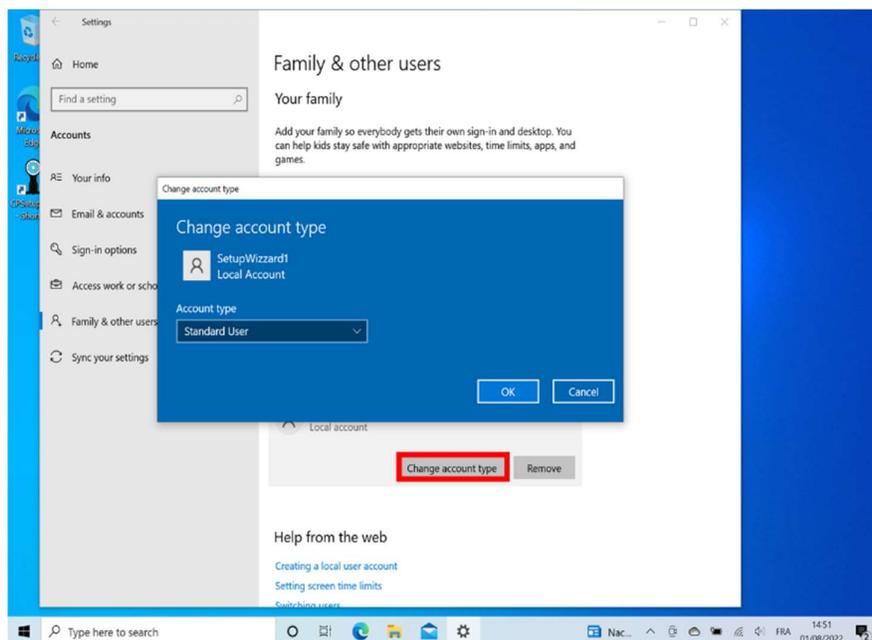
12. Select **"Administrator".** You hereby grant the created local user rights for the further procedures and steps
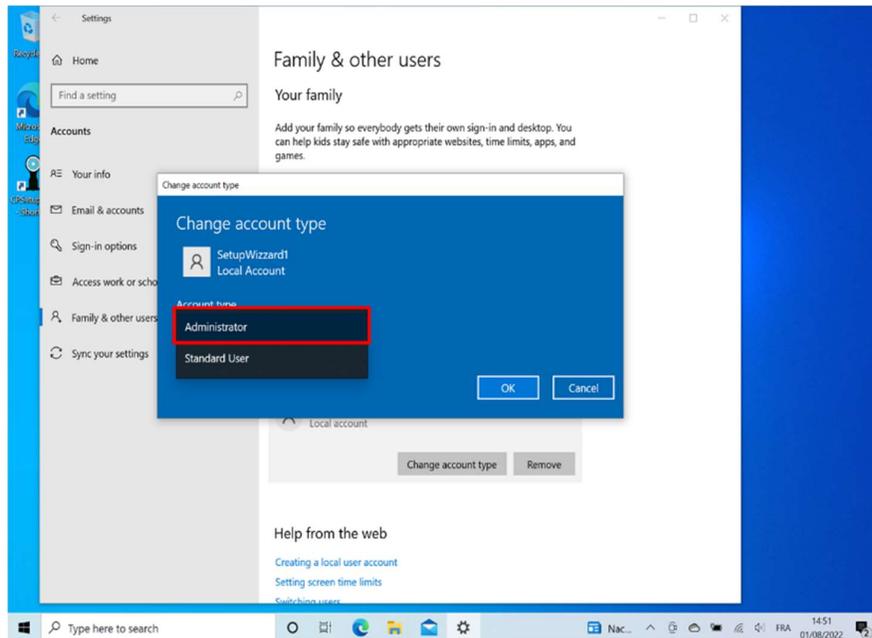
13. Confirm your selection with **"OK"**.
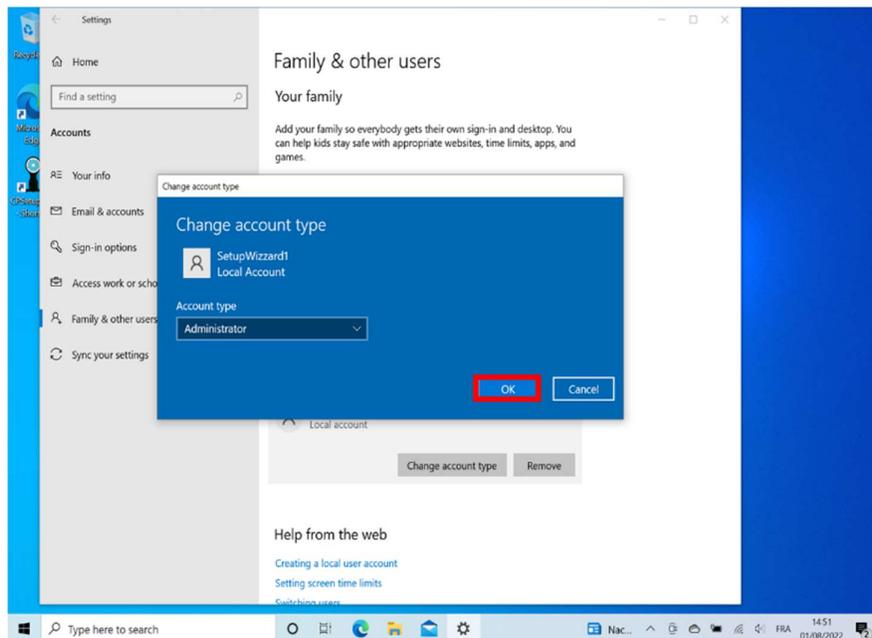
14. Select your **Windows user** by clicking the **"Windows"** button again
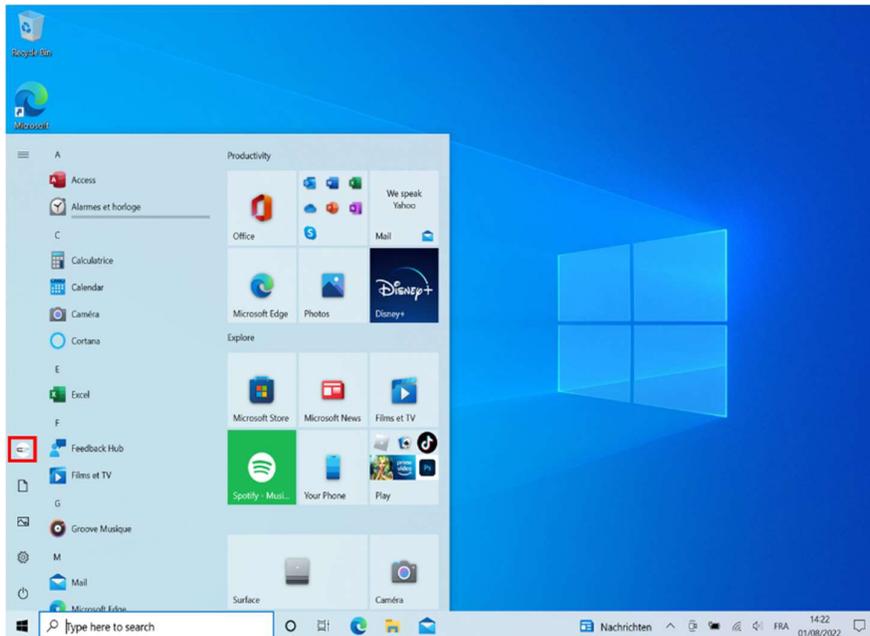
15. Log out the current **Windows user**
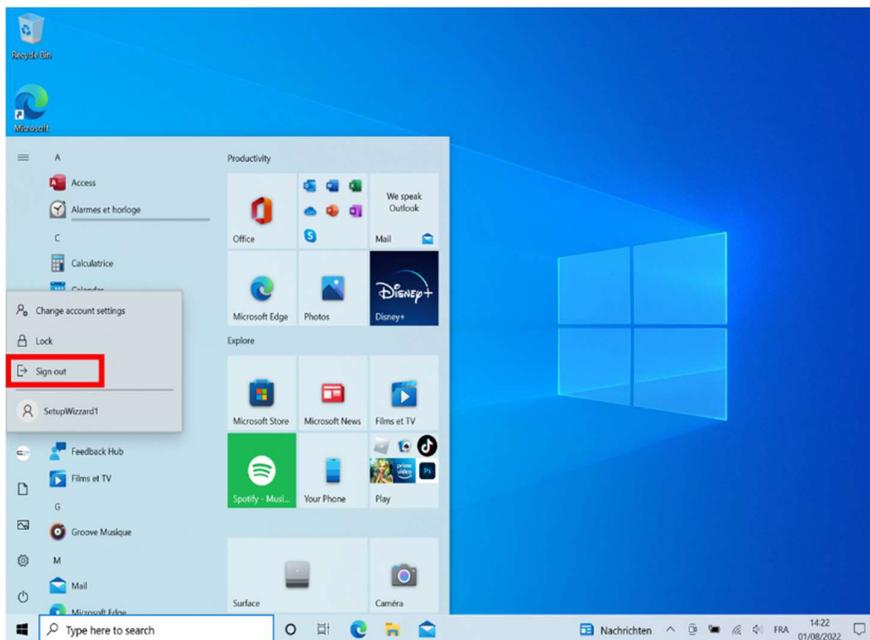
16. Then log into the newly created **local user**

To delete the Windows user:

17. At the end of the login process, you will be taken to the "Desktop" view (see screenshot). In the following steps, the previous Windows user "Setup Wizzard" will be removed.
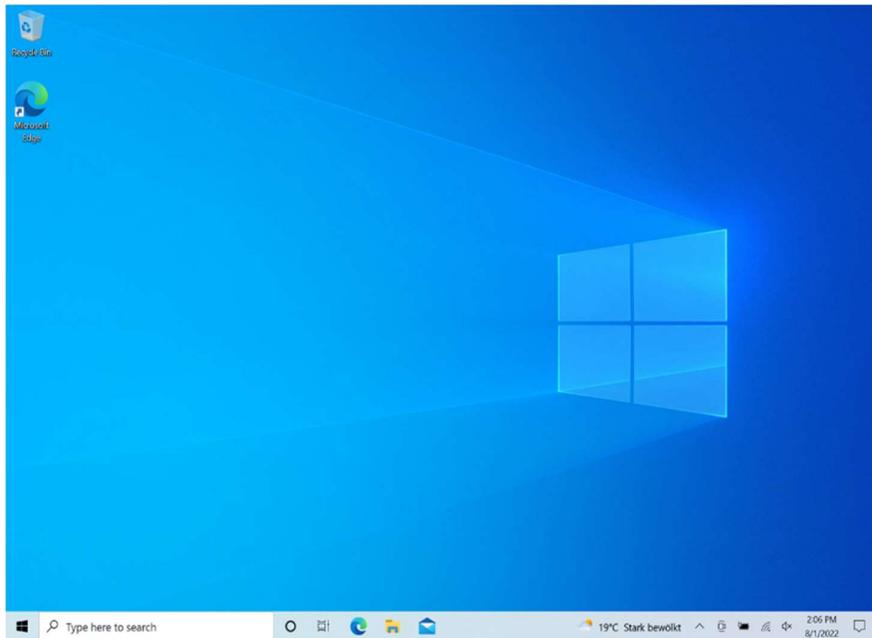
WARNING: Data stored locally under the user (e.g. on the desktop or under "Documents") will be lost after the user has been deleted. To avoid data loss, it must be backed-up and transferred to the newly created user.

To do this, proceed as follows:

18. Starting form the desktop, open Windows Explorer and click **"This PC"**
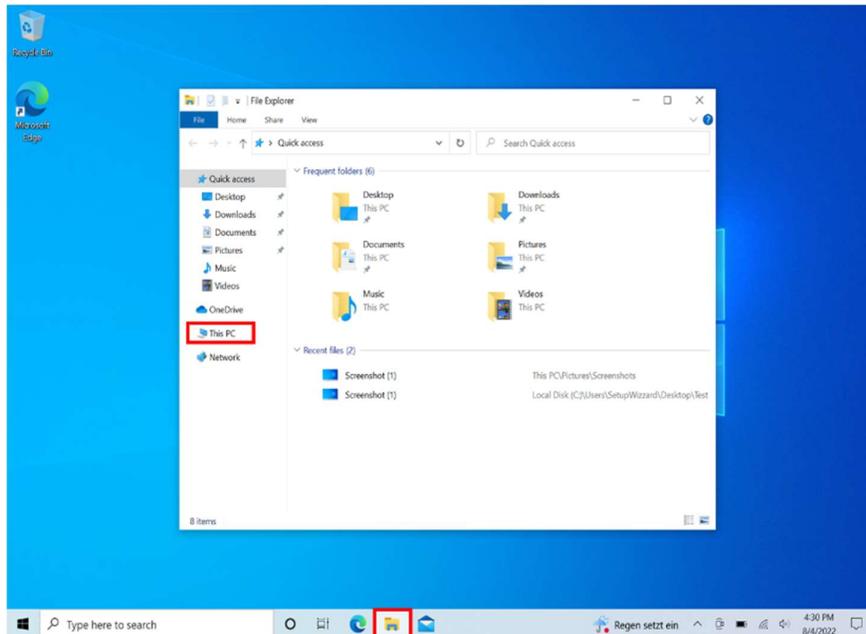
19. To access the data, open the **"Local Disk (C:)"** folder
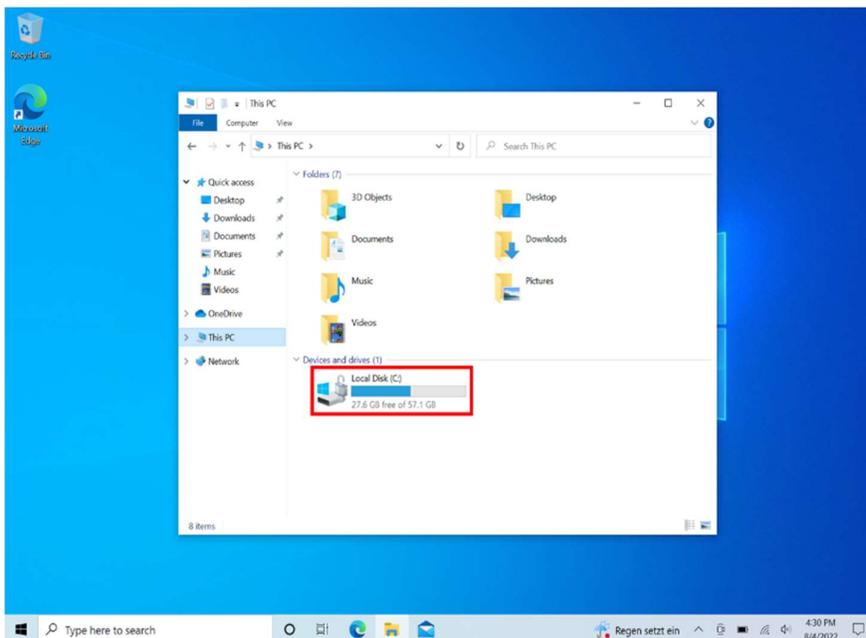
20. Follow the **"Users"** folder path
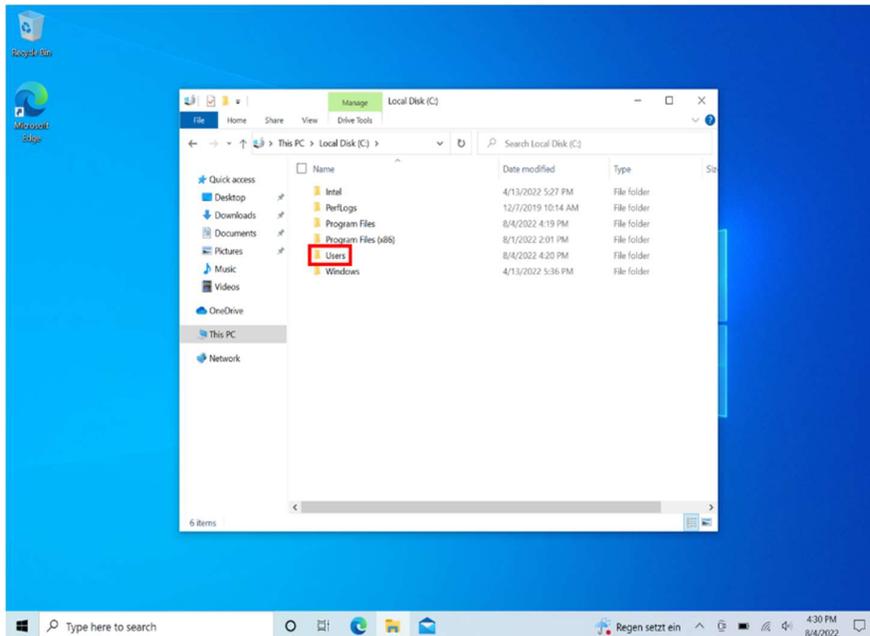
21. Select the previous user associated with Microsoft SetupWizzard
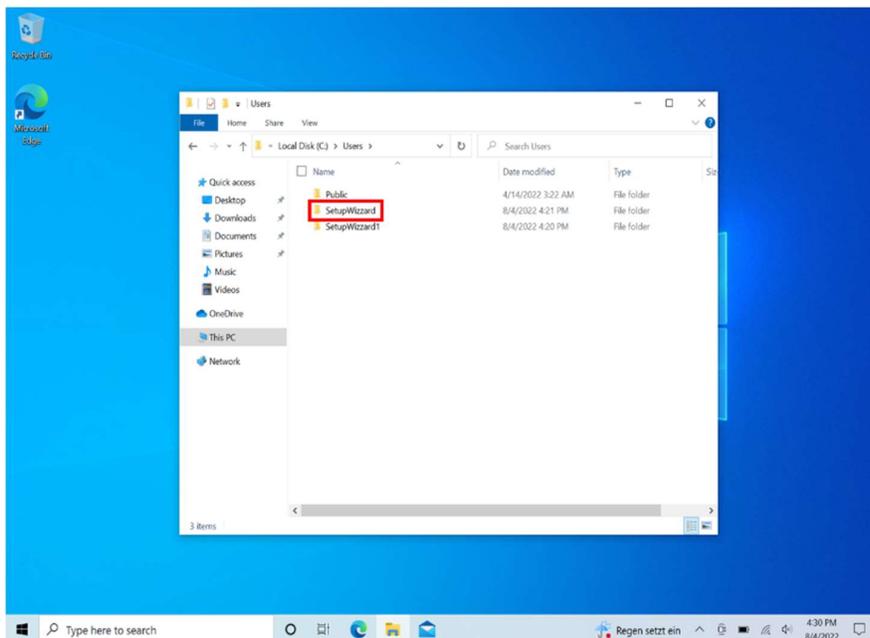
22. The following folders may now contain the user-related, locally stored data. These can then be copied to the new user
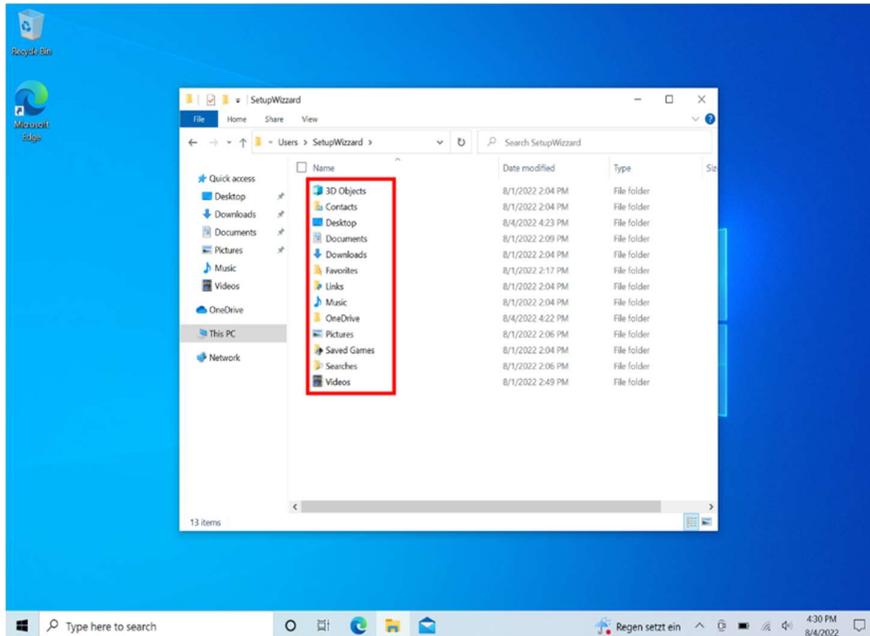
23. To do this, copy the data into the same **folder structure** of the new user
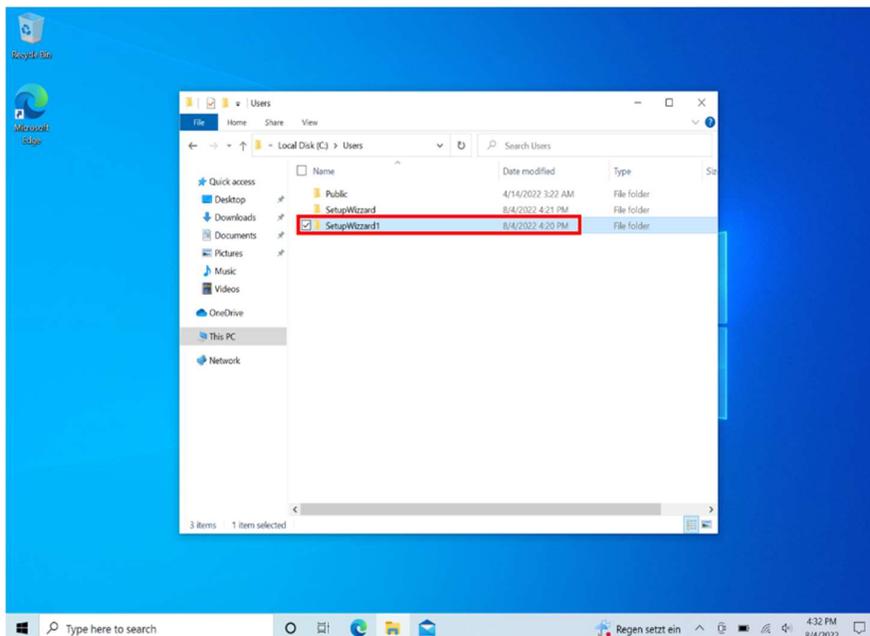
24. After the data has been backed up, use the **"Windows"** field to reopen the settings to
    delete the Windows user
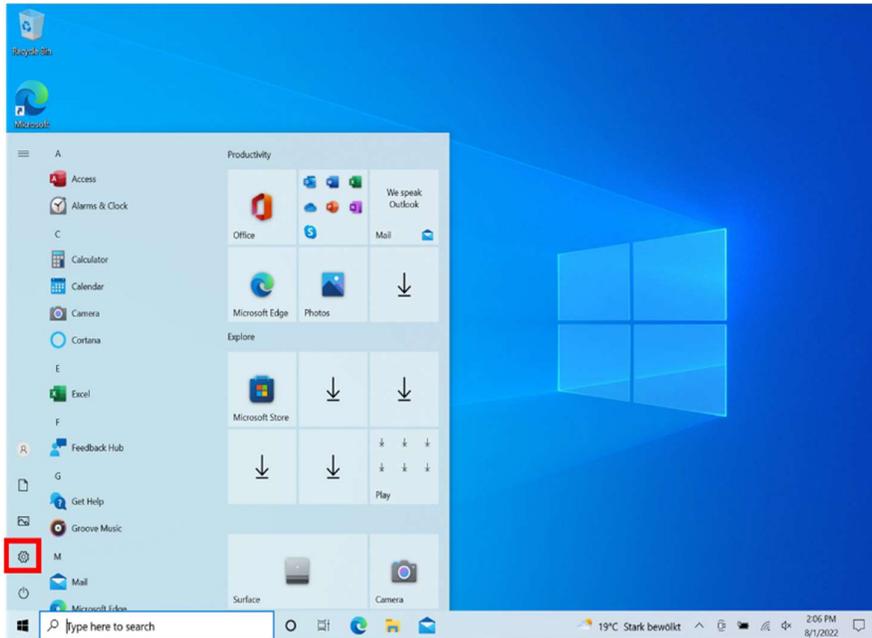
25. Select **"Accounts"**
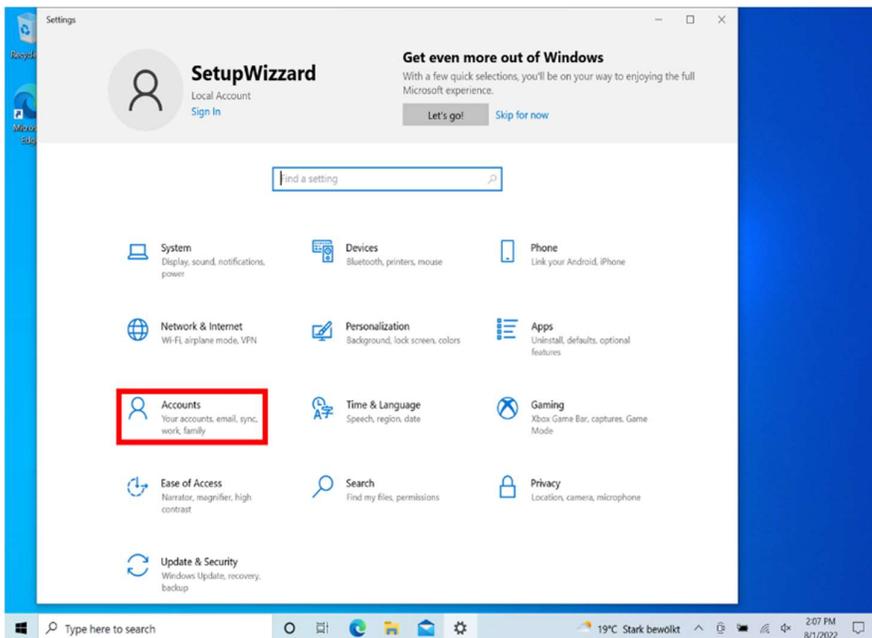
26. From the **"Family and Other Users"** tab, click on the Administrator account associated with the Microsoft SetupWizzard account.
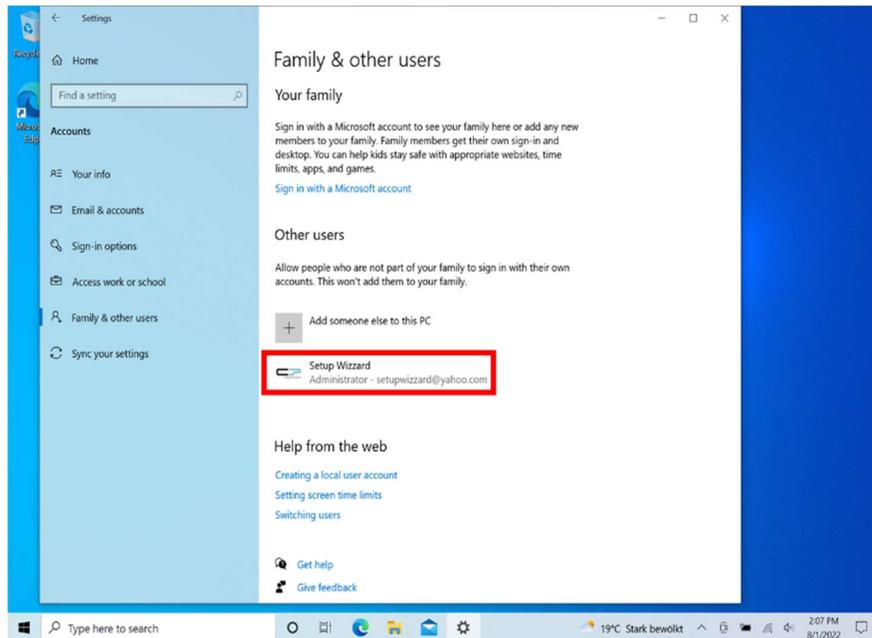
27. Click on **"Remove"**
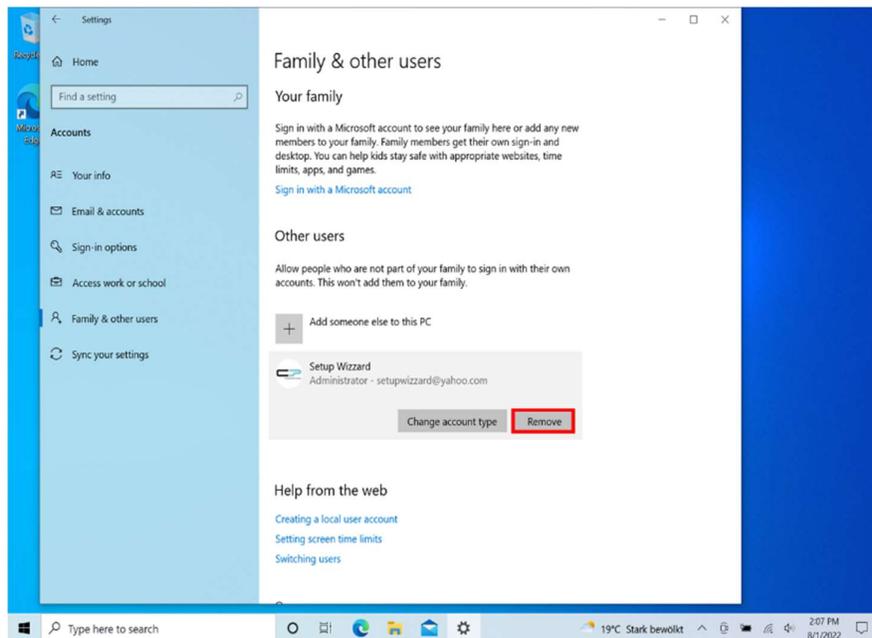
28. Confirm with **"Delete account and data"**

29. To create a shortcut to the SetupWizzard software on the desktop, first open **Explorer**
and then **"Local Disk (C:)"**
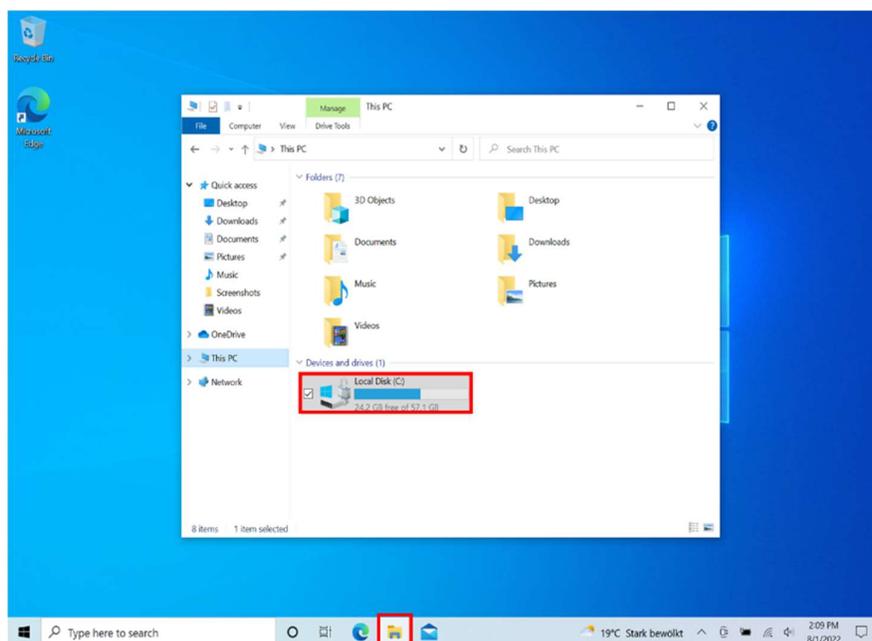
30. Open the folder **"Program Files"**
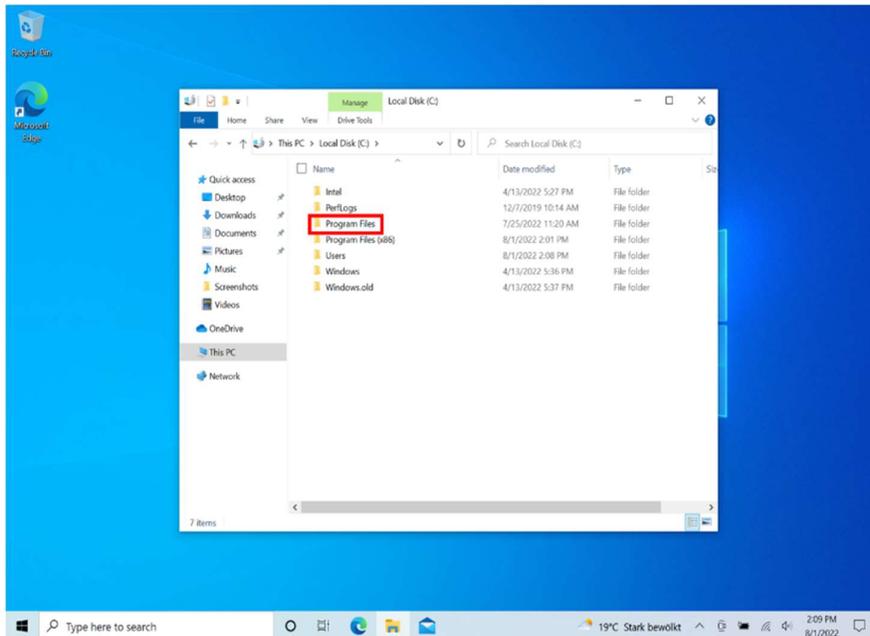
31. Right click to select **"CPSetupWizzard"**
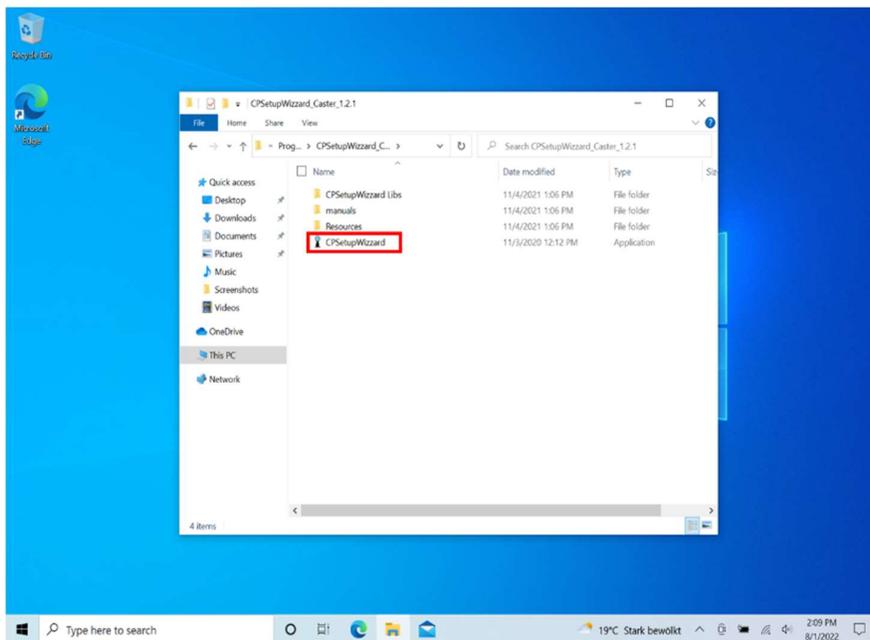
32. Click on **"Create a shortcut"**
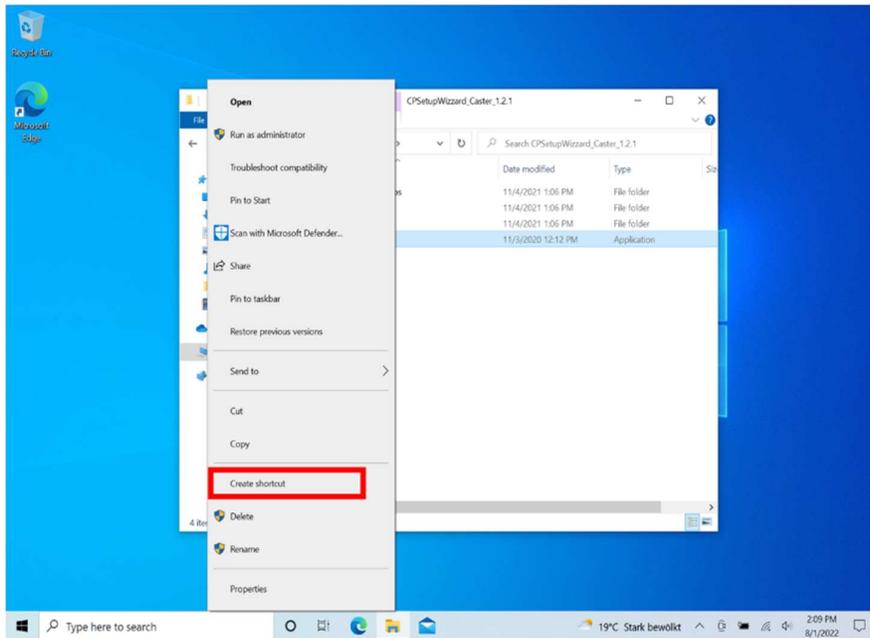
33. Confirm with **"Yes"**
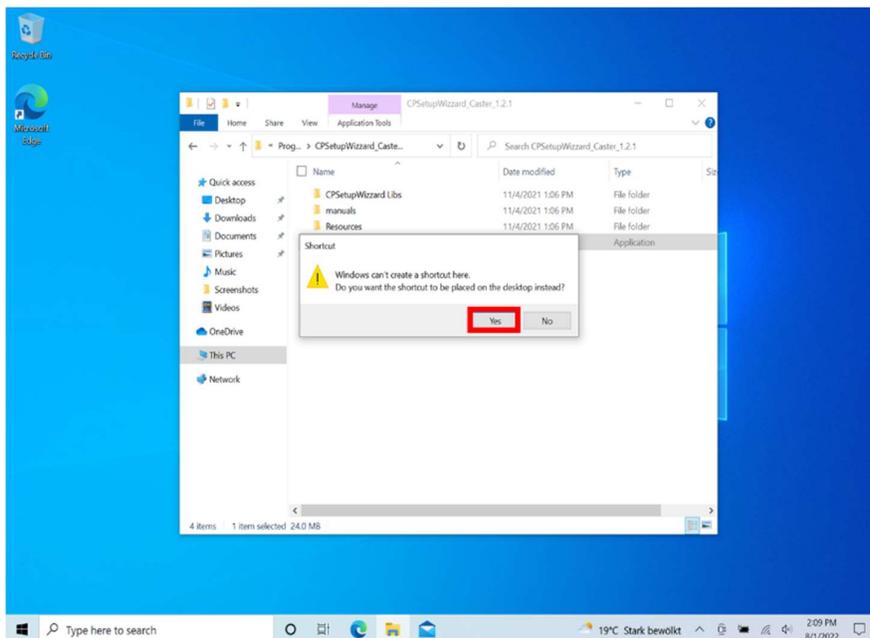
34. A shortcut to the SetupWizzard software will be created on the desktop
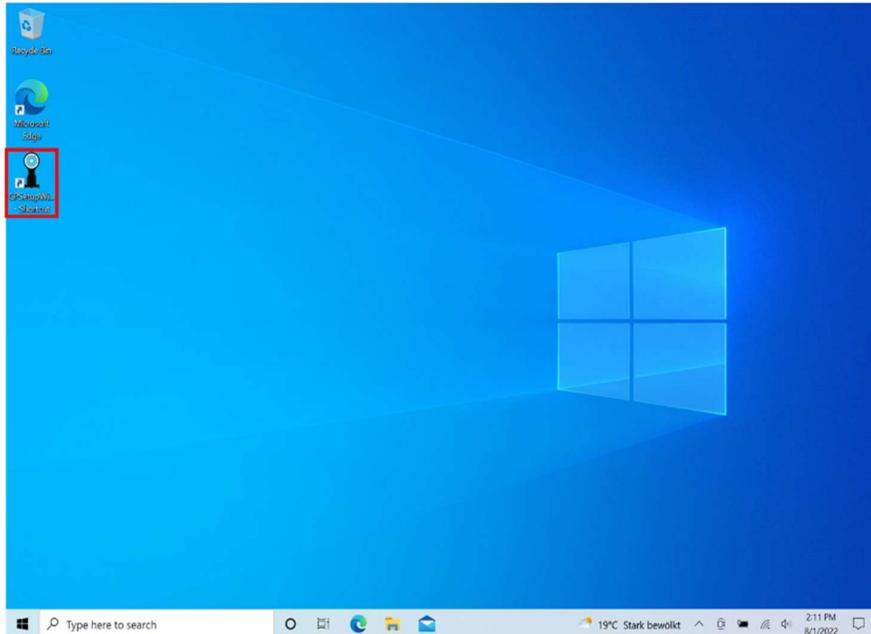
Windows Bluetooth-connection to Platforms:

You may need to reset the Bluetooth connection from your computer to the SetupWizzard platforms. Instructions can be found in our user manual on pages 34 and 35.

The user manual can be accessed via the SetupWizzard software under "Help" ➔ "Manual". Alternatively, you can find the manual on our homepage www.setupwizzard.com under **"Downloads".**

If you have any problems setting up your user account, please contact SetupWizzard Support:

Tel.:   **+49 2955 4849-553**

E-Mail: **support@setupwizzard.com**