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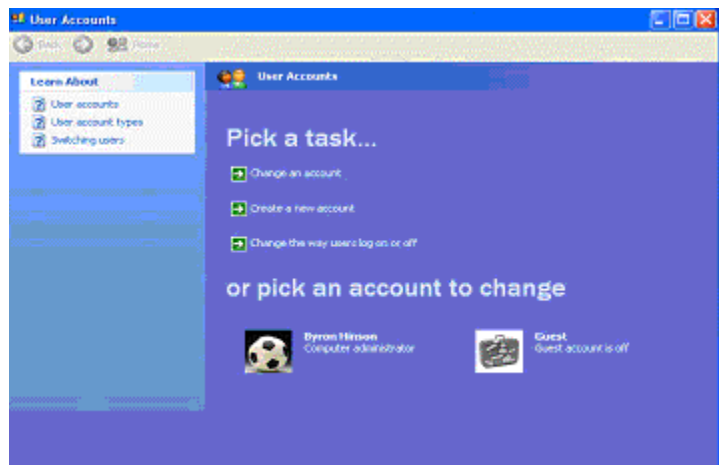
Windows XP User Profiles

Windows XP lets you the ability to create user profiles, which allows each user on your computer to have a separate login. For instance, instead of having to use multiple identities in Outlook Express, you can have your own customized version of Outlook Express with your own folders for your login. There are also additional benefits, such as allowing each user to have their own document folders and personal settings such as desktop icons, start menu items, favorites, etc. This also allows for greater privacy and less hassle of changing individual preferences for each user.

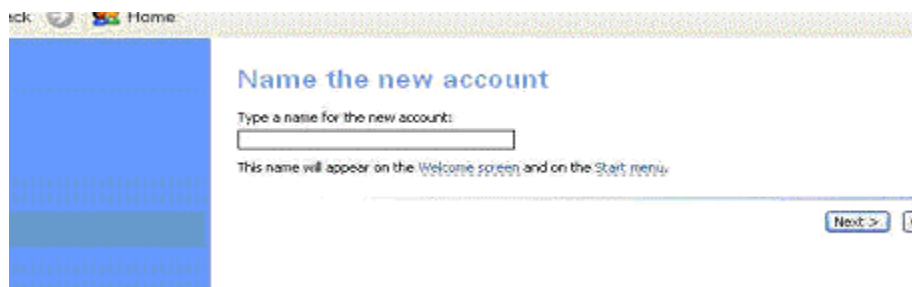
You must have a computer administrator account on the computer and be logged in as an administrator to add a new user to the computer.

To Create a New User Account

1. To open the User Accounts tool, open Control Panel from the **Start** menu, and then double click **User Accounts**.
2. Click **Create a new account** in the **Pick a task** list box.



3. Type the name that you want to use for the account, and then click **Next**.

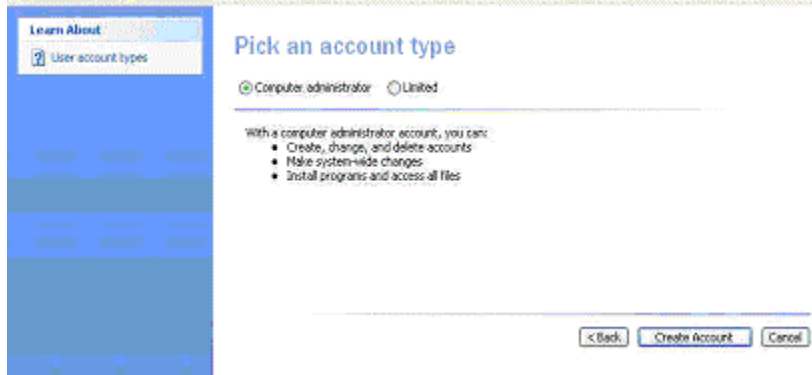


4. Click **Computer administrator** or **Limited**, depending on the type of account you want to assign to the new user, and then click **Create Account**.

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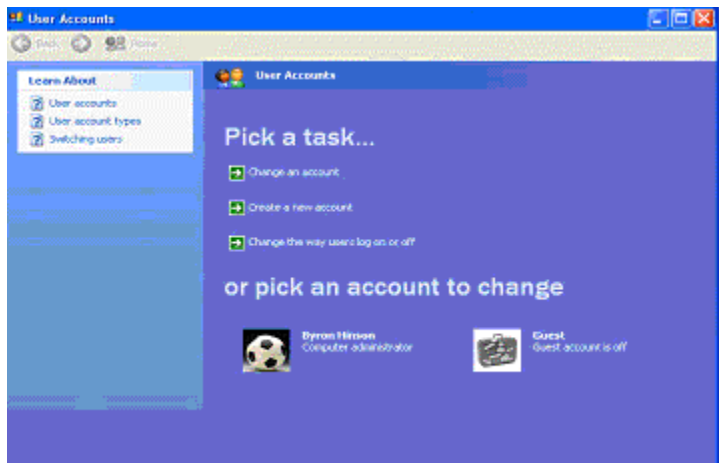


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To Make Changes To An Account

1. To open the User Accounts tool, open Control Panel from the **Start** menu, and then double click **User Accounts**.
2. Click **Change an account** in the **Pick a task** list box.



3. Click the account that you want to change.
4. Select the item that you would like to change:

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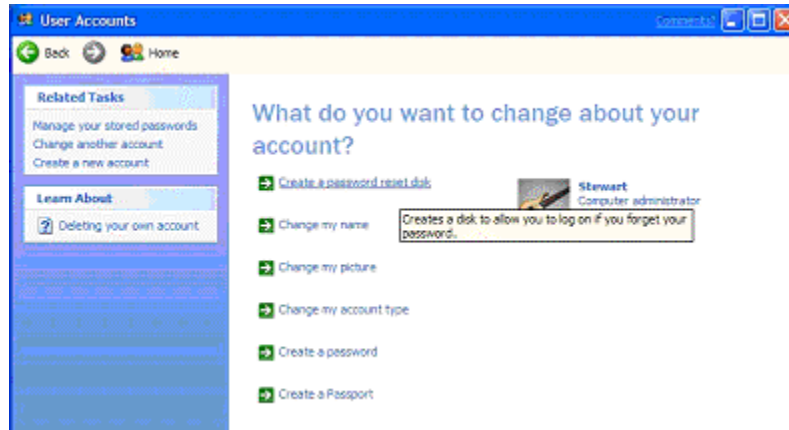
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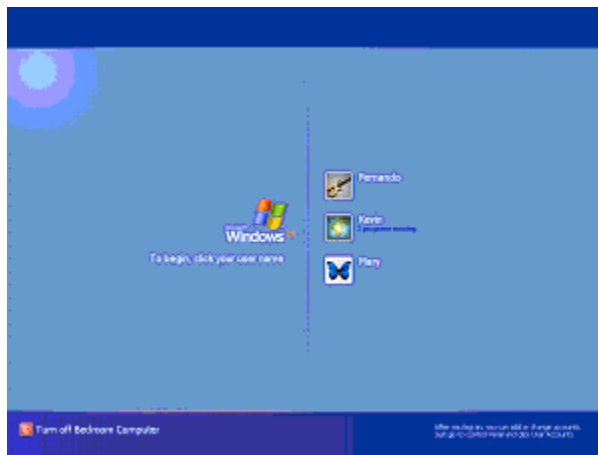
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- a. Click **Change the name** to change the name that appears on the Welcome screen for the account.
- b. Click **Change the picture** to change the picture that is used to represent the user account. You can use any image file on the computer for the user's picture.
- c. Click **Change the account type** to change the account type to increase or decrease the user's rights on the computer.
- d. Click **Create/change the password** to create or change the password for the user and create or change the password hints.
- e. Click **Delete the account** to delete the user account from the computer. When you delete the account, you are given the option to save the user's files on the computer.

Note: *You cannot delete the account for a user that is currently logged on to the computer.*

5. Now, whenever you start windows, you will come to a login screen. Just click on the icon for the user account that you will be using, and enter a password, if you have specified one.



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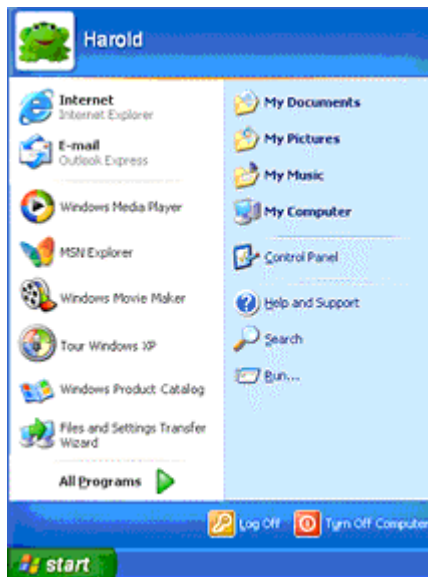


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To change users without logging off

1. Click **Start**, click **Log off**, and then click **Switch User**.
2. On the Welcome screen, click another user account icon.

Note: Windows displays the new user's desktop and settings.



To logoff

1. Click **Start**, click **Log off**, and then click **Log off**.
2. On the Welcome screen, either click another user account icon, or click on **Turn off computer** to shutdown.

Note: You can identify the current user account by clicking Start and then reading the account name located on the Start menu.

To enable Internet Connection Sharing on a network connection

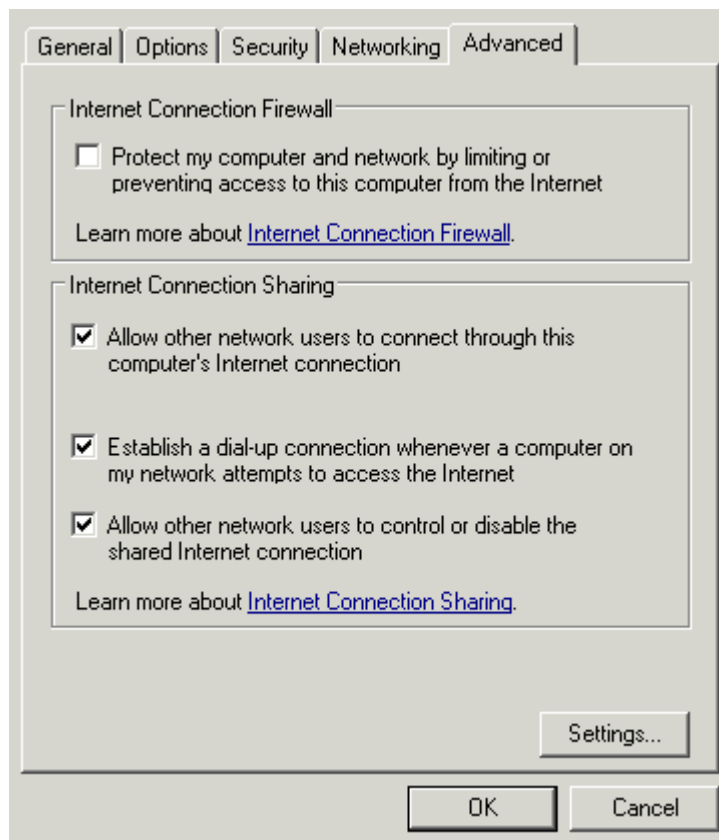
There is one last step to configuring your XP user profiles. You have to allow other users on the computer access to the Internet. XP has a built in feature that allows you to share the current Internet connection with other users on the computer or network. You must be logged on to your computer with an owner account in order to complete this procedure.

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1. **Open Network Connections:** Click **Start**, click **Control Panel**, and then double-click **Network Connections**.
2. Click the dial-up, local area network, PPPoE, or VPN connection you want to share, and then, under Network Tasks, click **Change settings of this connection**.
3. On the Advanced tab, select the **Allow other network users to connect through this computer's Internet connection** check box.
4. If you want this connection to dial automatically when another computer on your home or small office network attempts to access external resources, select the **Establish a dial-up connection whenever a computer on my network attempts to access the Internet** check box.
5. If you want other network users to enable or disable the shared Internet connection, select the **Allow other network users to control or disable the shared Internet connection** check box.



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