

Computer Basics

**NOW
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Windows® 11

ABSOLUTE BEGINNER'S GUIDE

No experience necessary!



Tenth Edition



Michael Miller

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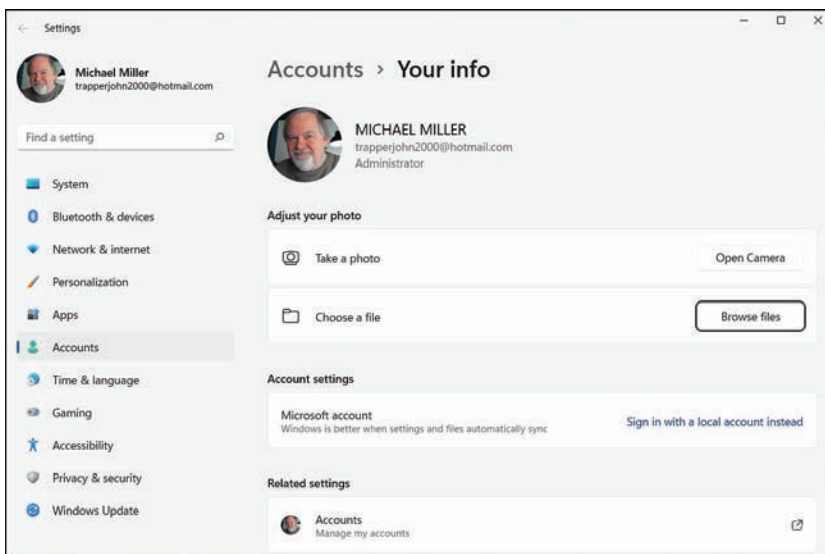
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**FIGURE 5.6**

Changing your account picture.

5. You can take a picture with your computer's webcam to use for your account picture. In the Take a Photo section, click Open Camera and follow the onscreen directions from there.

Setting Up Additional User Accounts

Chances are you're not the only person using your computer; it's likely that you'll be sharing your PC with your spouse or kids, at least to some degree. Fortunately, you can configure Windows so that different people using your computer sign on with their own custom settings—and have access to their own personal files.

The way to do this is to assign each user in your household their own password-protected *user account*. Anyone trying to access another user's account and files without the password is denied access.



NOTE When you set up an account, you can choose from several different ways to log in. You're probably used to signing in with a password, but Microsoft is now encouraging using more secure methods. If your PC is compatible, fingerprint or facial recognition are the most secure ways to log in. Absent those, Microsoft recommends using a five-digit PIN instead of a password because the PIN is more difficult for hackers to guess.

Creating a New User Account

You create one user account when you first launch Windows on your new PC. At any time, you can create additional user accounts for other people using your computer.

By default, Windows uses an existing Microsoft account to create your new Windows user account. So, if you have an Outlook.com, OneDrive, Skype, Xbox Live, or other Microsoft account, you can use that account to sign in to Windows on your computer.

Follow these steps:

1. Open the Start menu and click or tap the Settings icon to open the Settings app.
2. Click or tap Accounts to display the Accounts page.
3. Click or tap Family & Other Users.
4. Scroll to the Other Users section and click or tap Add Account to display the Microsoft Account window.
5. Click or tap I Don't Have This Person's Sign-In Information.
6. Click or tap Get a New Email Address to display the Create Account page.
7. Click to pull down the domain list and make sure Outlook.com is selected.
8. Enter the desired email username into the New Email field and then click Next. (You might have to try several names to get one that isn't already taken.)
9. Enter the desired password into the Create a Password box.



NOTE Passwords must be at least eight characters long and contain at least two of the following: uppercase letters, lowercase letters, numbers, and symbols.

10. If you don't want this person to receive Microsoft junk mail, uncheck the I Would Like Information, Tips, and Offers About Microsoft Products and Services box; then click Next.
11. Enter the person's first and last name and then click Next.
12. Select the region where this person lives, enter the person's birthdate, and then click Next. The new account is created, and the new user can now sign in to Windows from the Lock screen.

Switching Users

If other people use your computer, they might want to log in with their own accounts. To switch users on a Windows 11 computer, follow these steps:

1. Click or tap the Start button to display the Start menu.
2. Click or tap your name or picture at the bottom of the Start menu to display a list of other users, as shown in Figure 5.7.

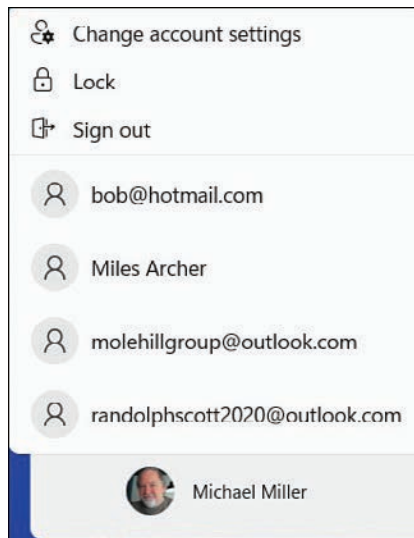


FIGURE 5.7

Switching users from the Start menu.

3. Click or tap the desired user's name.
4. When prompted, enter the new user's sign-in information and then press Enter.

Signing Out

When you switch users, both accounts remain active; the original user account is suspended in the background. If you'd rather log out completely from a given account and return to the Windows Lock screen, follow these steps:

1. Click or tap the Start button to display the Start menu.
2. Click or tap your name or picture.
3. Click or tap Sign Out.

Signing In with Multiple Users

In Chapter 3, “Getting to Know Windows 11,” you learned how to sign in to Windows when your computer first starts up. If you have more than one user assigned to Windows 11, however, the sign-in process is slightly different. After you power up your computer, follow these steps:

1. When the Windows Lock screen appears, press any key on your keyboard, click the mouse, touch the touchpad, or swipe the touchscreen display (if you have one) to display the sign-in screen. All users of this computer are displayed here.
2. Click or tap your username to display your personal sign-in screen.
3. Enter your PIN or password (or use another sign-in option); then press the Enter key to display your personal desktop.

Configuring Other Windows Settings

There are many other Windows system settings that you can configure. In most cases, the default settings work fine, and you don’t need to change a thing. However, you can change these settings, if you want to or need to.

You configure the most common Windows settings from the Settings app, shown in Figure 5.8. This tool offers a series of options that present different types of settings. You open the Settings app by clicking the Settings icon on the Start menu.

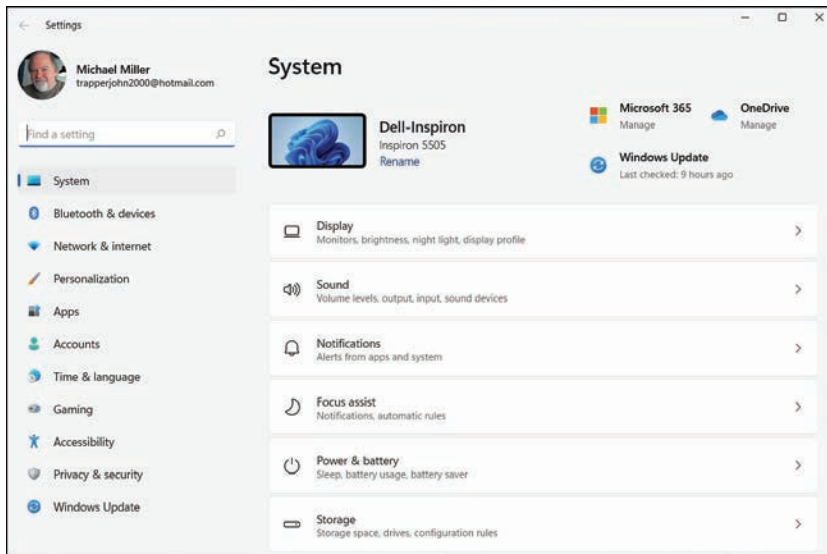


FIGURE 5.8

Configuring Windows from the Settings window.

In Windows 11, there are 11 main configuration options available from the left-side navigation panel of the Settings app. Table 5.1 details these settings.

TABLE 5.1 Windows Settings

Option	Settings	
System	Display	Multitasking
	Sound	Activation
	Notifications	Troubleshoot
	Focus Assist	Recovery
	Power & Battery	Projecting to This PC
	Storage	Remote Desktop
	Nearby Sharing	Clipboard About
Bluetooth & Devices	Bluetooth	Touchpad
	Devices	Touch
	Printers & Scanners	Pen & Windows Ink
	Your Phone	AutoPlay
	Cameras	USB
	Mouse	
Network & Internet	Wi-Fi	Airplane Mode
	Ethernet (if your computer is connected via Ethernet)	Proxy
	VPN	Dial-Up
	Mobile Hotspot	Advanced Network Settings
Personalization	Background	Start
	Colors	Taskbar
	Themes	Fonts
	Lock Screen	Device Usage
	Touch Keyboard	
Apps	Apps & Features	Apps for Websites
	Default Apps	Video Playback
	Offline Maps	Startup
	Optional Features	
Accounts	Your Microsoft Account	Family & Other Users
	Your Info	Windows Backup
	Email & Accounts	Access Work or School
	Sign-In Options	
Time & Language	Date & Time	Typing
	Language & Region	Speech

Gaming	Xbox Game Bar Captures Game Mode	
Accessibility	Text Size Visual Effects Mouse Pointer and Touch Text Cursor Magnifier Color Filters Contrast Themes	Narrator Audio Captions Speech Keyboard Mouse Eye Control
Privacy & Security	Windows Security Find My Device Device Encryption For Developers General Speech Inking and Typing Personalization Diagnostics & Feedback Activity History Search Permissions Searching Windows Location Camera Microphone Voice Activation Notifications Account Info Contacts	Calendar Phone Calls Call History Email Texts Messaging Radios Other Devices App Diagnostics Automatic File Downloads Documents Downloads Folder Music Library Pictures Videos File System Screenshot Borders Screenshots and Apps
Windows Update	Check for Updates Pause Updates Update History	Advanced Options Windows Insider Program
