Windows:Managing User Accounts and File Permissions on Windows

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- To access the updated handouts, please click on the following link:
  https://yasirbhutta.github.io/sna/docs/windows-users-permissions.html

Lab Task #1: Create a New User with Limited Permissions on Windows

Objective: Create a new user account on a Windows system with restricted access (limited permissions).

1. **Step 1: Open Control Panel**

   - Open the Start menu and type "Control Panel" in the search bar. Click on it.

2. **Step 2: Navigate to User Accounts**

   - In the Control Panel, go to **User Accounts**.
   - Click on **Manage another account**.

3. **Step 3: Add a New User**

   - Select **Add a new user in PC settings**.
   - In the settings, go to **Family & other users**.
   - Under **Other users**, click **Add someone else to this PC**.
   - Choose **I don't have this person's sign-in information** if you want to create a local account.
   - Then click on **Add a user without a Microsoft account**.

4. **Step 4: Set Up User Details**

   - Enter the desired **username** and **password** for the new account.
   - Click **Next** to create the account.

5. **Step 5: Change Account Type to Standard User**

   - After creating the account, select it from the **Other users** section.
   - Click **Change account type** and set it to **Standard User** (this ensures limited permissions).

6. **Step 6: Log in with the New Account**

   - Log out of the Admin account and log in with the newly created account to verify that the permissions are limited.

Lab Task 2: Create a Folder on D Drive with Restricted Access

Objective: Students will create a folder on the D drive from the Admin account and restrict access to the newly created user.

1. **Step 1: Switch to Admin Account**

   - Ensure you are logged in with an **Admin** account.

2. **Step 2: Create a Folder on D Drive**

   - Navigate to the **D: drive** in **File Explorer**.
   - Right-click on an empty area, select **New**, and then **Folder**.
   - Name the folder (e.g., **RestrictedFolder**).

3. **Step 3: Set Folder Permissions**

   - Right-click on the newly created folder and select **Properties**.
   - Go to the **Security** tab.
   - Click on **Edit** under the group or user names section.

4. **Step 4: Add the Newly Created User**

   - Click on **Add**, then type in the username of the new user account you created.
   - Click **Check Names** to verify the user, then click **OK**.

5. **Step 5: Deny Access to the Folder**

   - Once the user is added, select the user in the list.
   - Under **Permissions for [user]**, check the **Deny** box for **Full control** (or any other permissions you want to restrict).
   - Click **Apply** and then **OK** to confirm the changes.

6. **Step 6: Test Access**

   - Log out of the Admin account and log in with the newly created user.
   - Navigate to the **D: drive** and try to access the restricted folder. You should receive an error message indicating that access is denied.

Lab Summary:

- Students should now understand how to create a user with limited permissions on Windows and how to use folder permissions to restrict access to specific files or directories.

Task #: Changing Password for a User Account

Objective: Change the password for an existing user account using the Admin account.

1. Log in with the Admin account.
2. Open **Control Panel** > **User Accounts** > **Manage another account**.
3. Select the user whose password you want to change.
4. Click **Change the password**, enter the new password, and confirm.
5. Log out and verify that the password change is successful.

Task #: Apply Read-Only Permissions to a Folder for a User

Objective: Set up a folder that a standard user can access but only with read-only permissions.

1. Log in with the Admin account.
2. Create a folder in **D: drive** (e.g., **ReadOnlyFolder**).
3. Right-click the folder and select **Properties** > **Security**.
4. Add the standard user account and set **Read & Execute** and **Read** permissions while denying **Write**.
5. Log in with the standard user account and verify that the user can only read the files but cannot modify them.

Task #: Create a Shared Folder with Specific Permissions for Multiple Users

Objective: Create a shared folder on the network with different permission levels for different users.

1. Log in with the Admin account.
2. Create a folder on the **D: drive** (e.g., **SharedFolder**).
3. Right-click the folder and select **Properties** > **Sharing** > **Advanced Sharing**.
4. Enable sharing and click **Permissions**.
5. Add multiple users and set different permissions (e.g., full control for one user, read-only for another).
6. Test by logging in as different users to verify permission levels.

Task : Auditing File Access Attempts

Objective: Set up auditing to track file access attempts for specific users.

1. Log in with the Admin account.
2. Right-click the folder (e.g., **SensitiveData**) and go to **Properties** > **Security** > **Advanced**.
3. Go to the **Auditing** tab and click **Add**.
4. Select the users whose access attempts you want to audit and choose which actions (e.g., read, write) should trigger an audit log.
5. Review the audit logs in **Event Viewer** to monitor access attempts.

Create new user using computer management

Access Shared folders in Computer management

Install Office 365

[Download and install or reinstall Microsoft 365 (for students)](#)