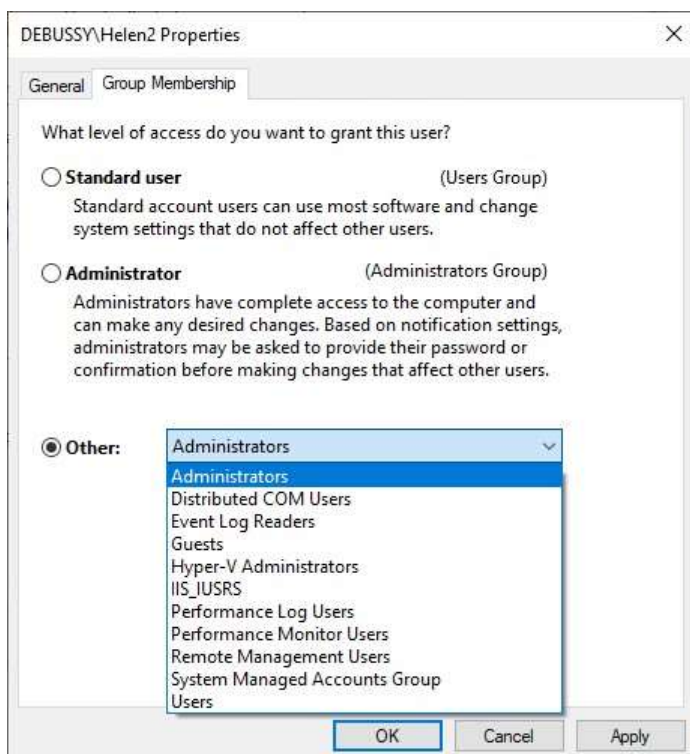
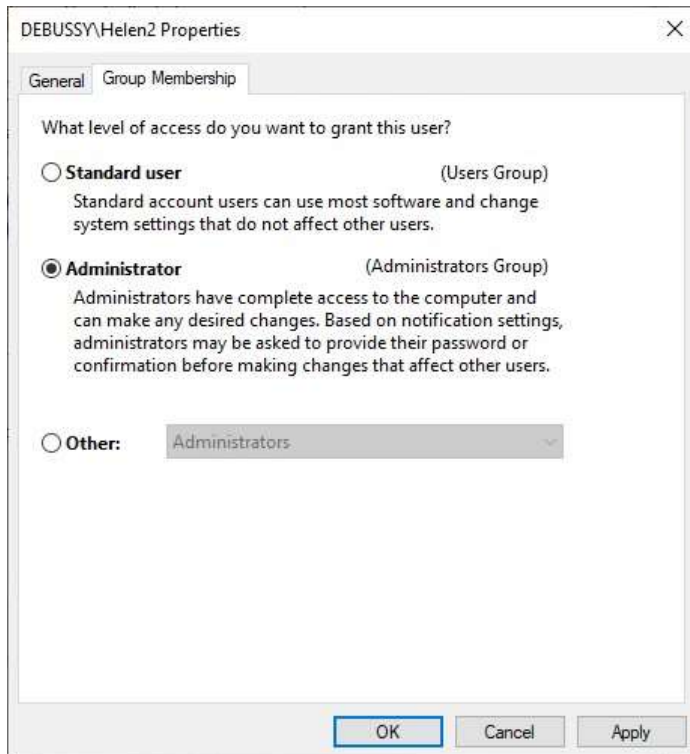
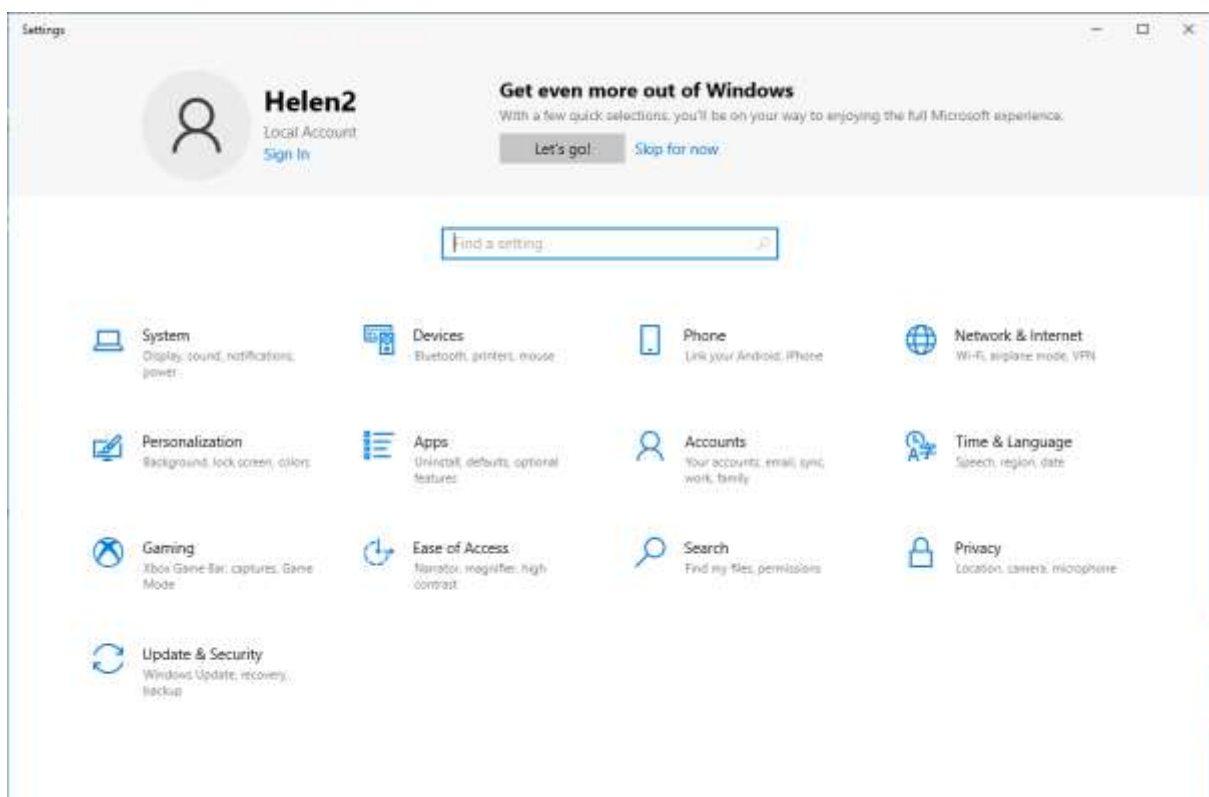


User privileges

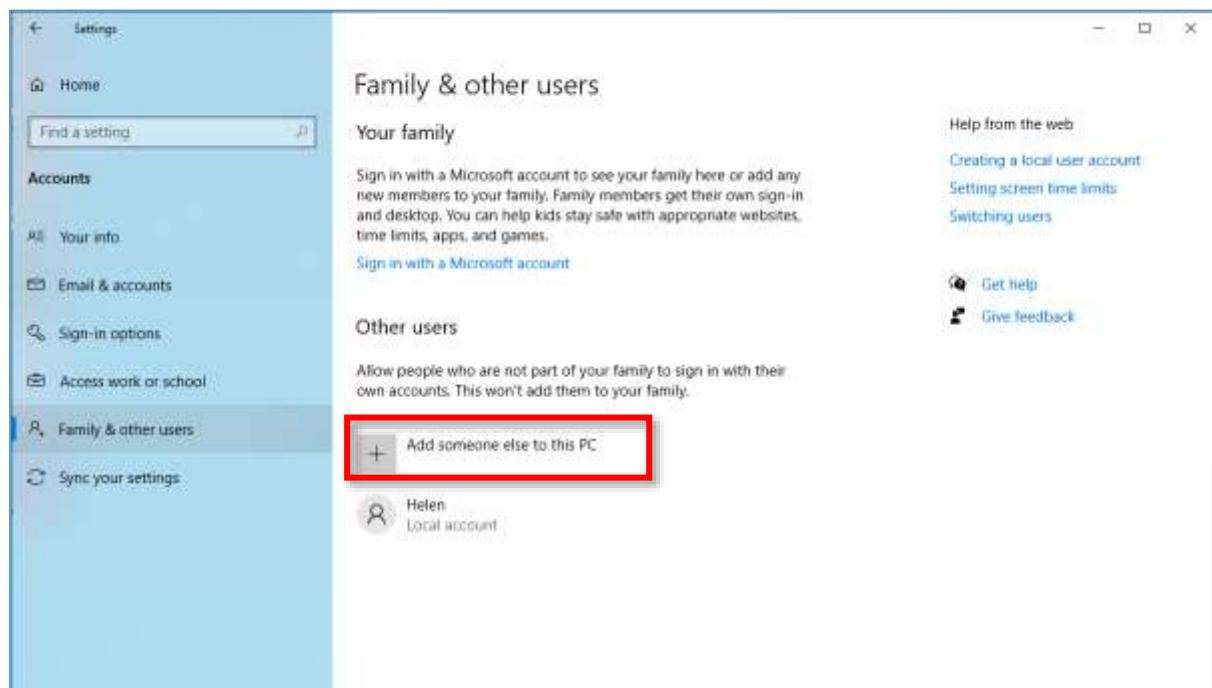
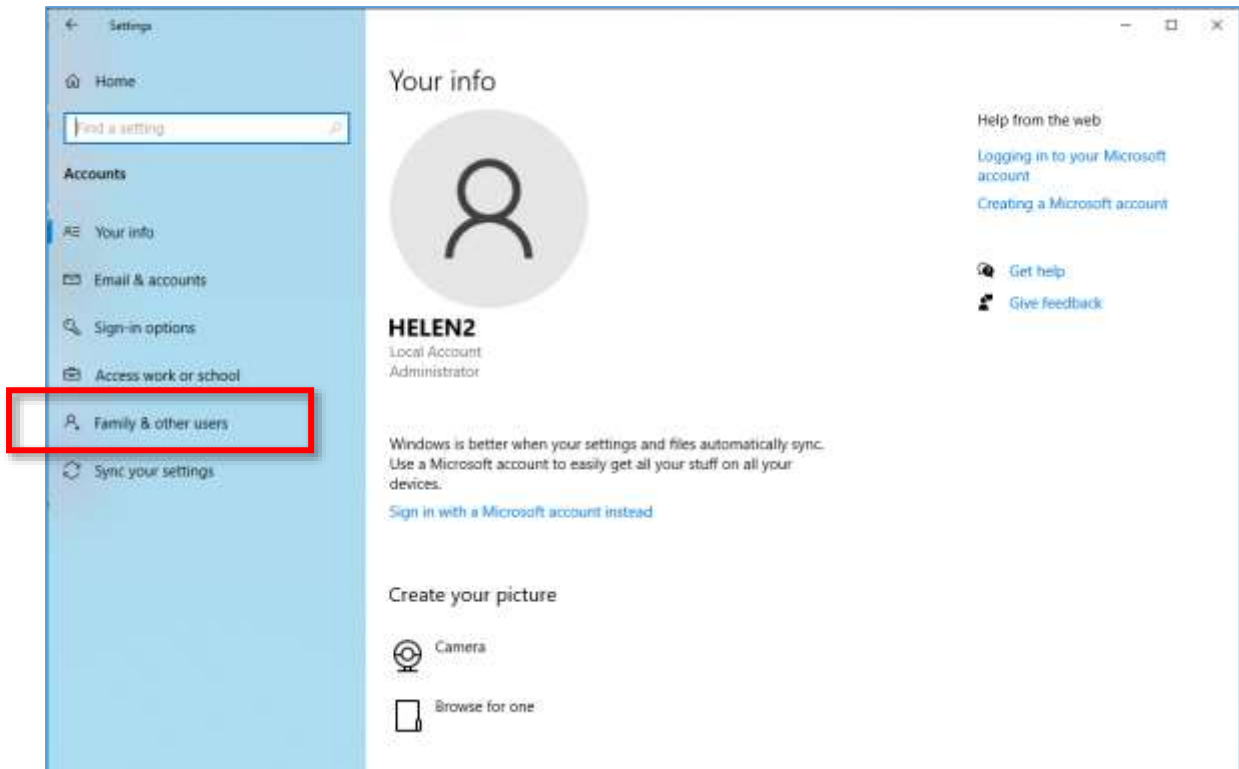


Convert your Admin level account to a 'normal' user account

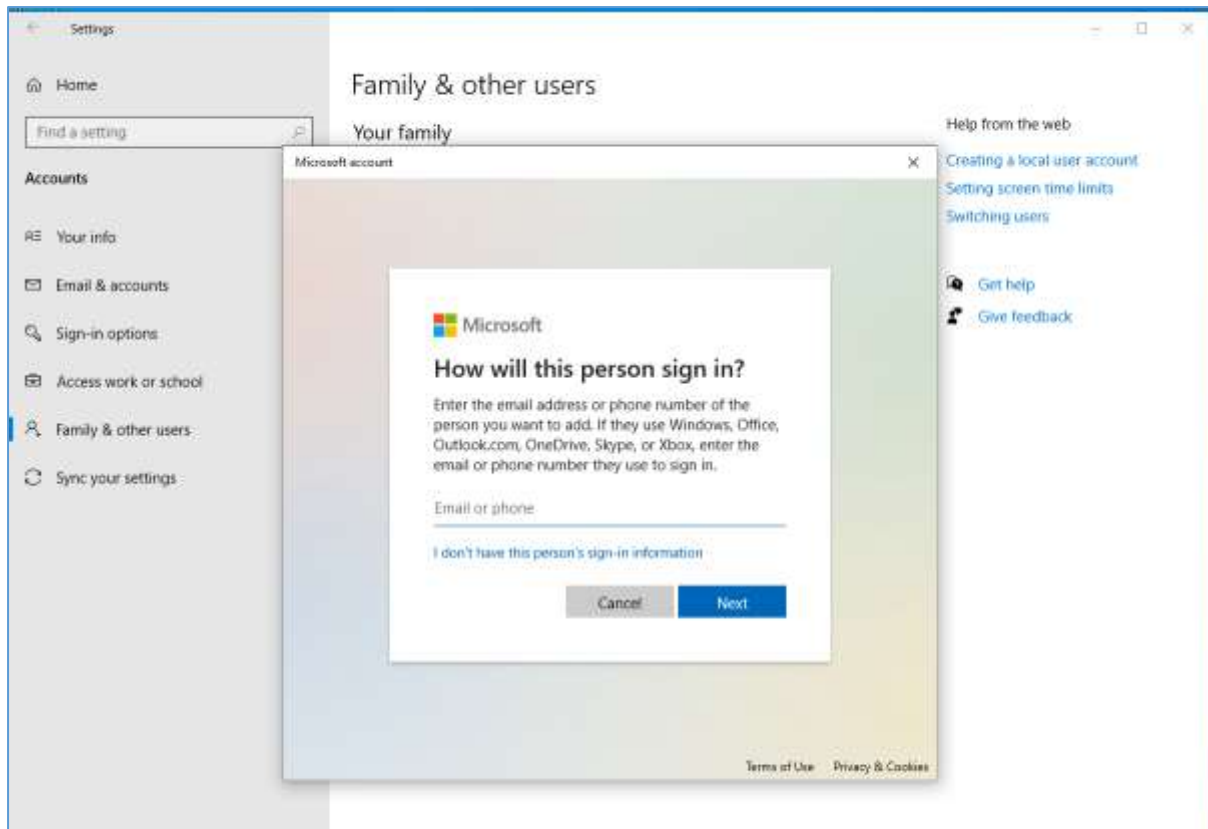
1. Create a new account to be the Admin – do this first! Make sure you can remember the password (you won't be able to access your password manager)
2. Log in to the new Admin account
3. View the other users in Settings and select your normal account – it is probably an Administrator
4. Change your normal account type to User instead of Admin
5. Log back into your normal account for day-to-day use.
6. If you need to do anything with Admin privileges (eg install software) you will need to enter the Admin password.



User privileges – Convert your Admin level account to a 'normal' user account

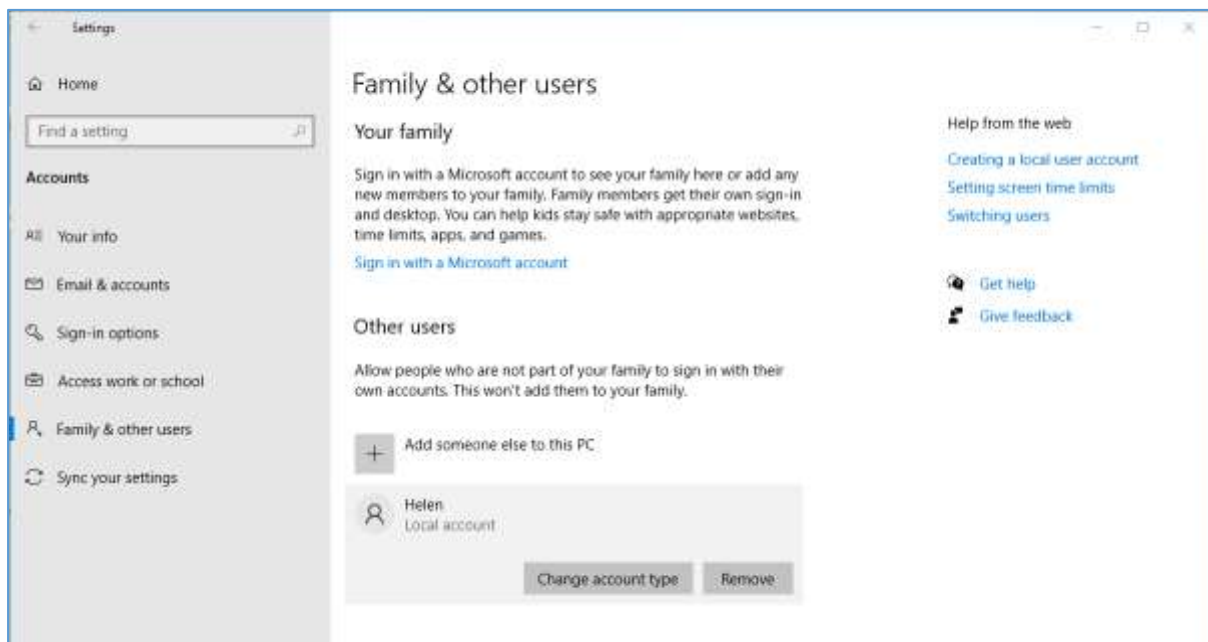


User privileges – Convert your Admin level account to a 'normal' user account

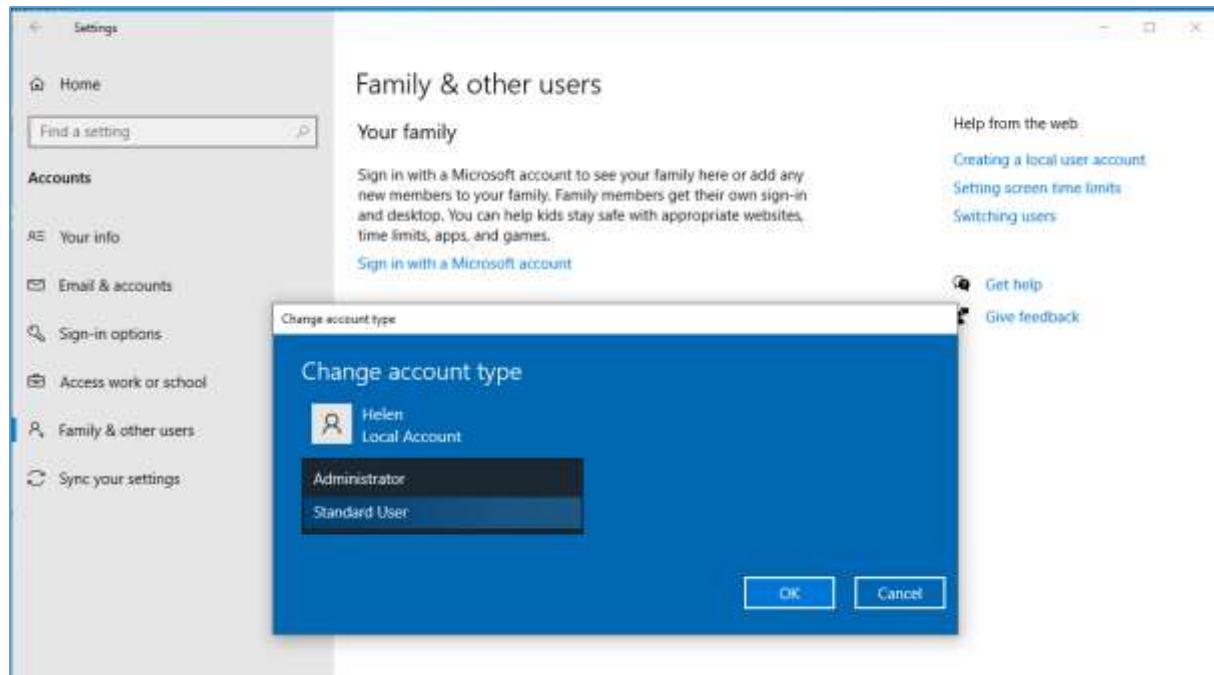


Fill in the details for your Admin person. They will need to use an email address with a Microsoft account. You can always make a new @outlook.com account for this purpose.

Make sure this NEW person is an administrator. Select their name and then click on Change account type.



User privileges – Convert your Admin level account to a 'normal' user account



You can then choose Administrator or Standard User. Choose Administrator for your new account. Repeat the process for your own normal account and choose Standard User for yourself.