Windows XP Quick Start Guide
- Advanced Topics
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A. Add a user to the Administrators Group
Members in the Administrators group have full access to the computer -- installing software, changing computer settings, reading / modifying /deleting files, and performing administrative tasks.

Before you can add a user to this group, you must have administrative rights -- you must be logged in as the local Administrator, or as a member of the Administrators group.

1. Click Start > Control Panel

![Control Panel screen shot]

2. Double-click User Accounts.
3. Click the **Add**

![User Accounts window](image)

4. In **User name**, enter the NUSNET Userid of the person you want to add
   In **Domain**, enter *NUSSTF* for staff, or *NUSSTU* for students and click **Next**.

![Add New User window](image)
5. Click **Other** and select **Administrators** and click **Finish**
B. Changing Administrator Password
If you have forgotten the local Administrator password, you can change this password if you are logged on as a member of the Administrators group.

1. **Click** Start > Control Panel.
2. **Double the User Account**
3. **Click on Administrator in the list and click** Reset Password...

4. In **New password** and **Confirm new password**, enter the new password and click **OK**
C. Changing Drive Letters

1. Click **Start > Control Panel**.
2. Double click the **Administrative tools**
3. Double click the **Computer management**
4. In the left panel, click **Storage > Disk Management**

5. To change the drive letter for a device (for example CD-ROM or Zip drive), right-click on the device and click **Change Drive Letter and Paths**...

6. Click **Change**...
7. Click **Assign the following drive letter** and select the drive letter you want.
   Click **OK**
8. Click **Yes** when prompted
D. Changing Computer Name

1. Click on Start > Control Panel
2. Double click the System.
3. Click Computer Name tab and click Change
4. Under the computer name option key in again the name for your computer
5. Reboot the computer