



# Windows XP Quick Start Guide - Advanced Topics

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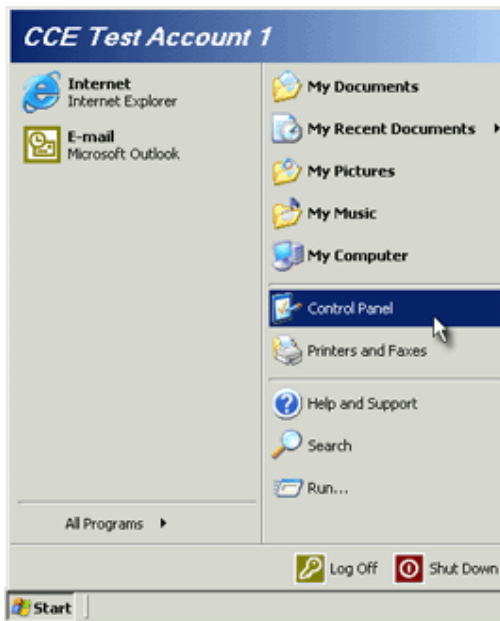
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### A. Add a user to the Administrators Group

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

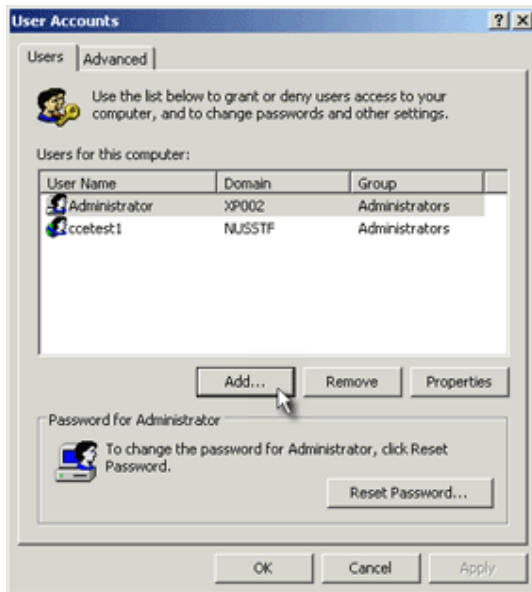


#### 2. Double-click **User Accounts**.

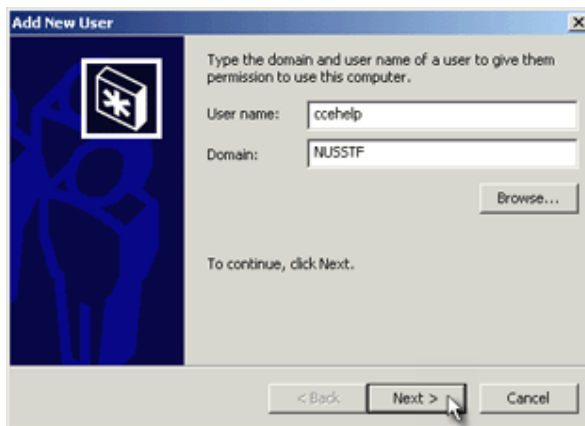


User Accounts

3. Click the **Add**



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**>.



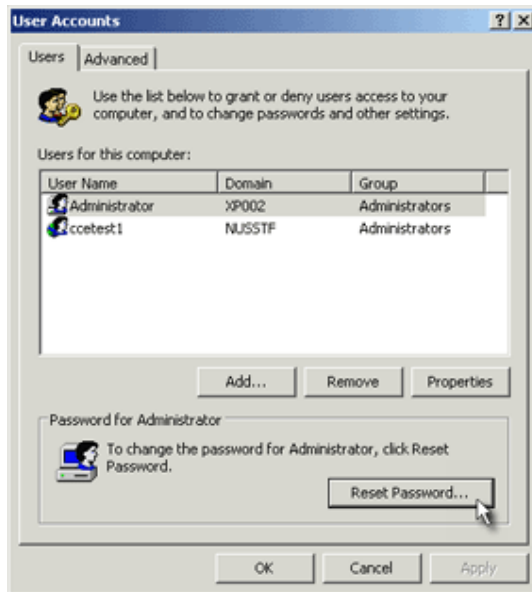
5. Click **Other** and select **Administrators** and click **Finish**



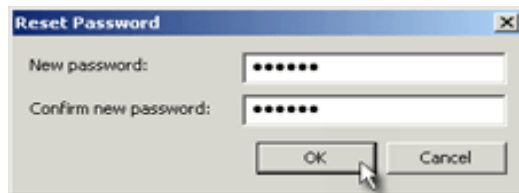
## B. Changing Administrator Password

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...

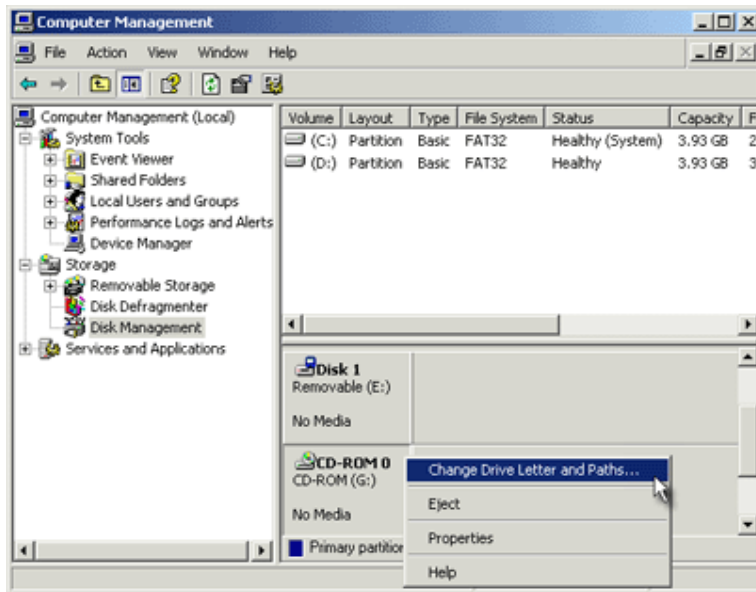


4. In **New password** and **Confirm new password**, enter the new password and click **OK**

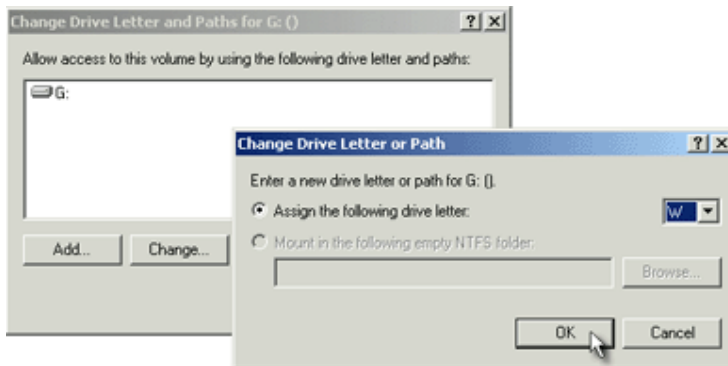


## C. Changing Drive Letters

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**



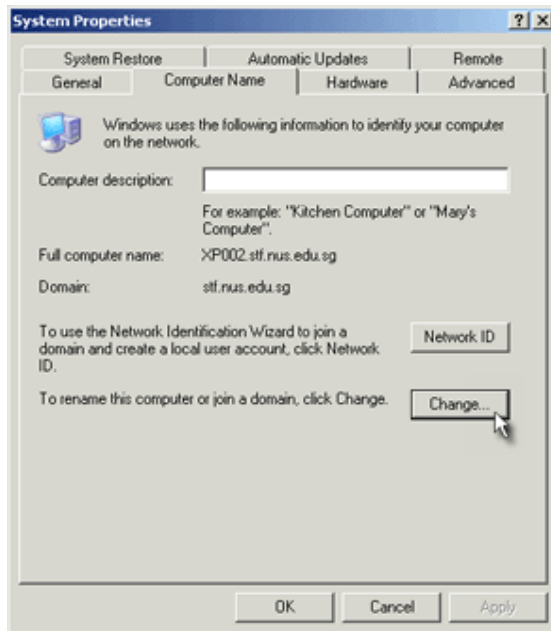
5. To change the drive letter for a device (for example CD-ROM or Zip drive), right-click on the device and click **Change Drive Letter and Paths...**



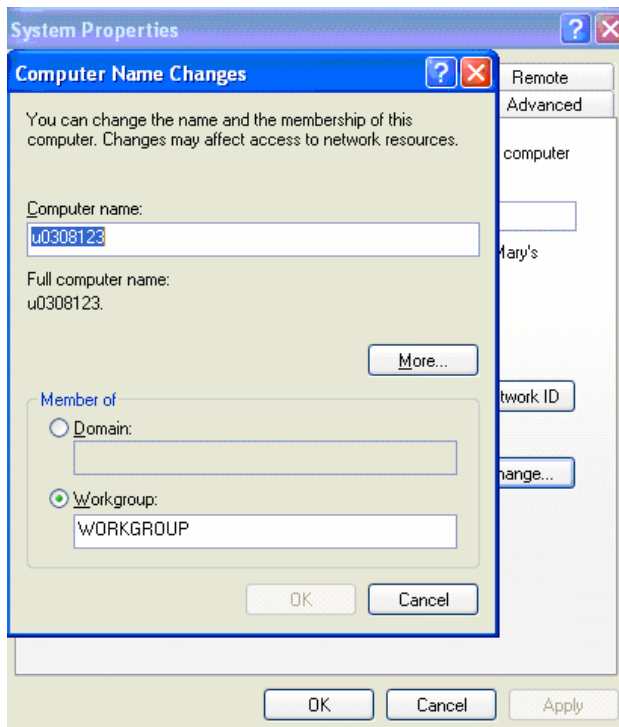
6. Click **Change...**
7. Click **Assign the following drive letter** and select the drive letter you want.  
Click **OK**
8. Click **Yes** when prompted

## 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



