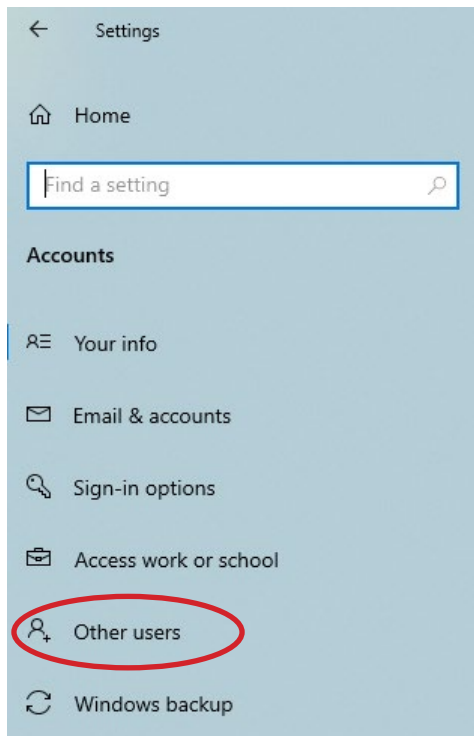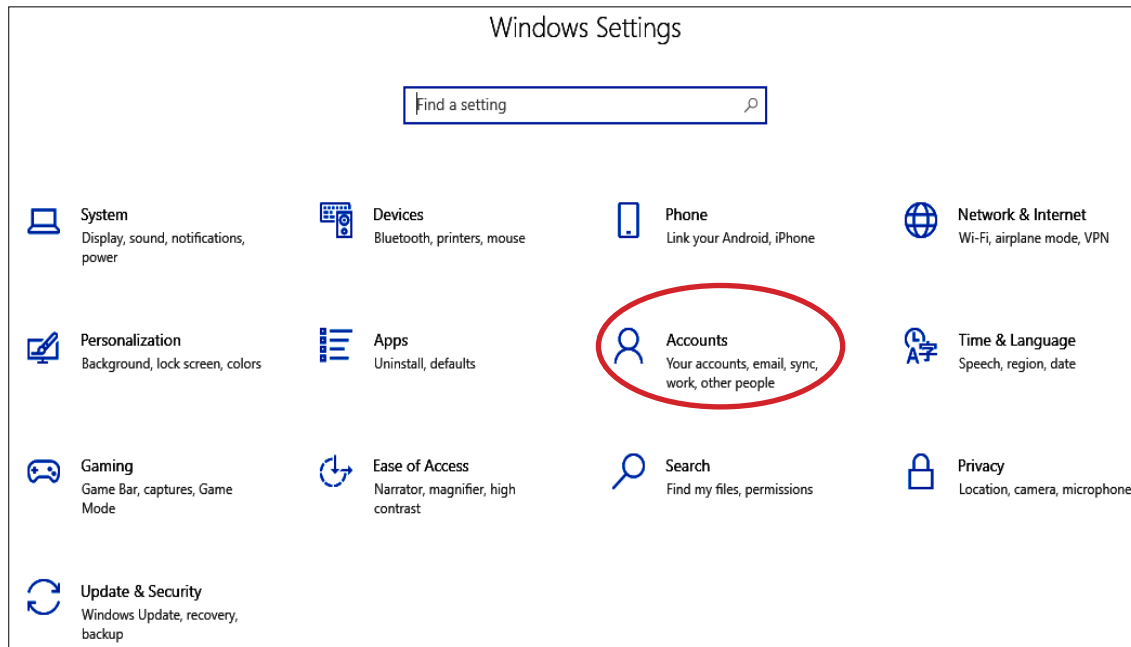# Quick steps to Change to Administrator Setting on a Laptop running Win 10-11
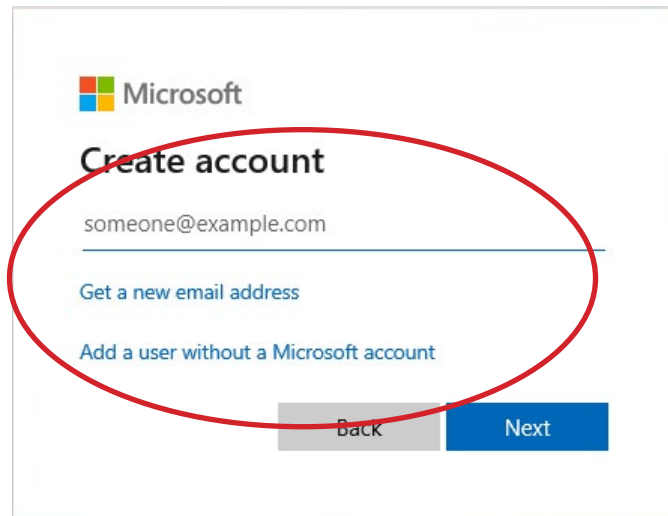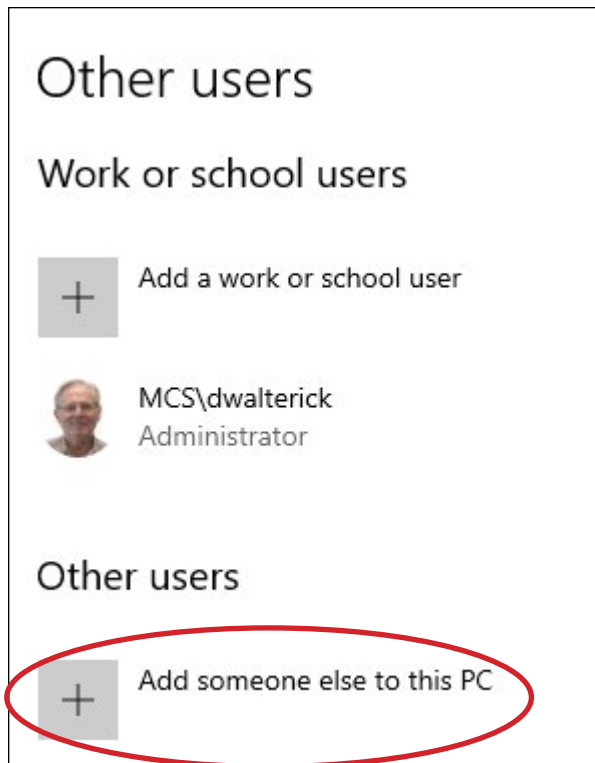
Using Settings

To add a User or change the account type with Settings, use these steps:

1. Open Settings.
2. Click on Accounts.
3. Click on Family & other users.
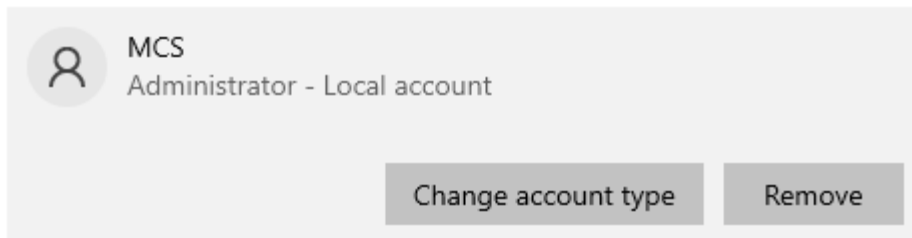
Follow along to change:

4. Under the "Your family" or "Other users" section, select the user account. or 'ADD SOMEONE ELSE TO THIS PC
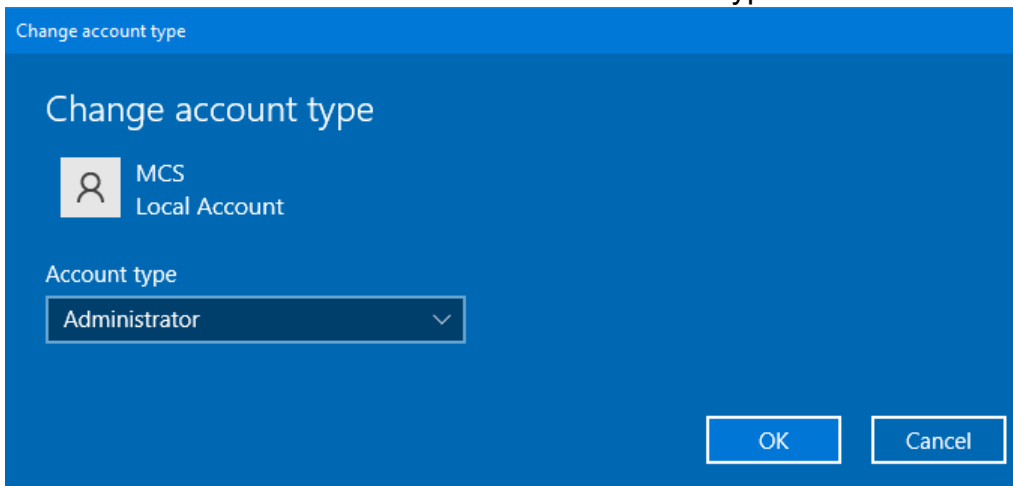

After adding the new User Account, click on:
5. Click the Change account type button.

6. Select the Administrator or Standard User account type.

7. Click the OK button.

Once you complete the steps, restart your computer to start using the account with the new privilege level.