

The purpose of this document is to provide you with a quick reference on how to add a new user and how to delete an existing user on MAC OS X.

This example has been created by using MAC OS X 10.2.8.

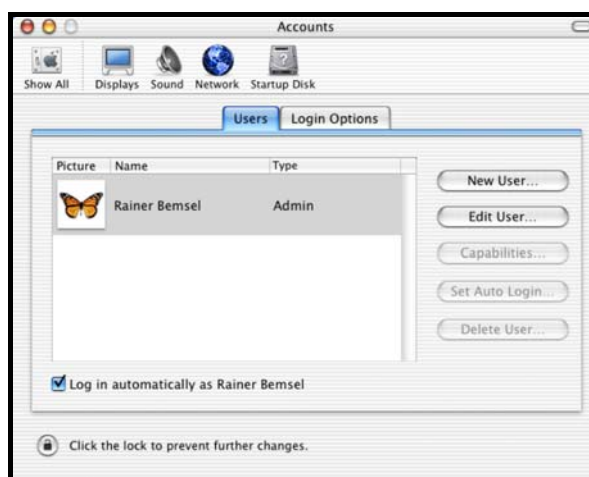
**Note:** You need administrative privileges to create a new user. If you are logged in with a non-administrative account, first click the lock icon at the bottom of the window and enter an administrator name and password to make changes.

## How to add a new User

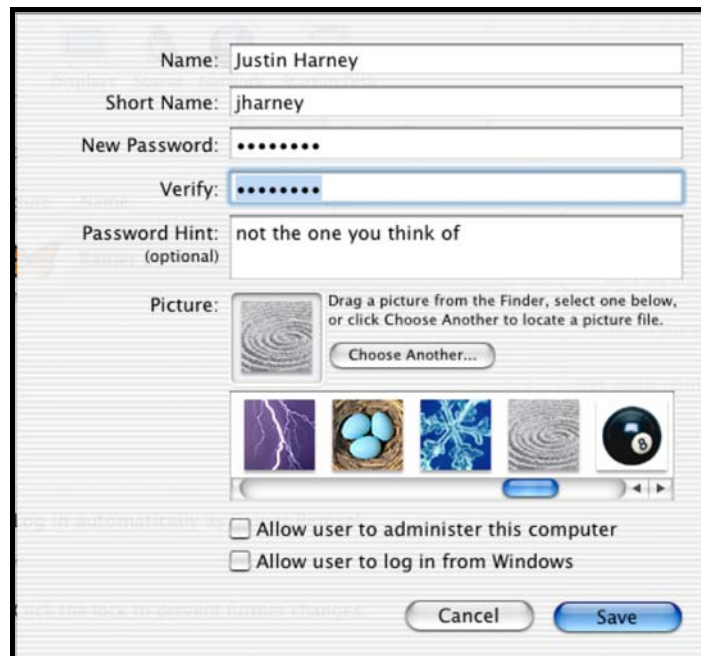
1. Select menu item: Apple Menu > System Preferences.



2. Click on the Show All icon to ensure all preferences are visible.
3. Single click on the Accounts icon.



4. Enter the User's name, short name, password and password hint (optional). Check "Allow user to administer this machine" if the user should act as administrator.

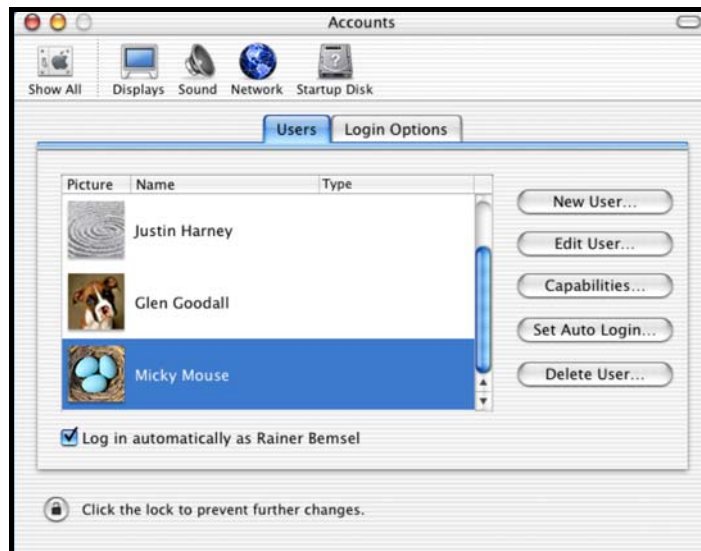


5. Click on the Save button.
6. Quit the System Preferences application by selecting menu item: System Preferences > Quit System Preferences



## How to delete an existing User

1. Select menu item: Apple Menu > System Preferences.
2. Click on the Show All icon to ensure all preferences are visible.
3. Single click on the Accounts icon.
4. Single click on the user you wish to delete.



5. Click on the Delete User button.



6. Click on OK to confirm the deletion.
7. Quit the System Preferences application by selecting menu item: System Preferences > Quit System Preferences

