Welcome to the Mac!

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**Set up a User Account**

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**Setting up an account**

1. Click on **Apple Menu**
2. Choose **System Preferences > Users & Groups**
3. Click the **padlock** to unlock, type in **password**
4. Click the + to add account
5. **Enter Full Name** and click **Tab**. *Note: the Account name will be entered for you. If you don't like it, change it now (you cannot change it later)*
6. Enter **password** and repeat then click **Create User**

**Beware**

Make sure you are happy with the short account name that the Mac suggests for you. It is very difficult to change this once you create the account.