

# Windows 10

## Controls & Settings guide

With Windows 10, parents can set up a Child Account to manage children's activity on devices and online to keep them safe.

Get automated reports and a weekly email breakdown of their activity to help understand how privacy settings can help them. Additionally, install the mobile app to monitor activity from there.

## What do I need?

Administrator access to your Windows 10 computer via a parent account

## Restrictions you can apply



Apps Access



Browser Access



Inappropriate content

## Step by Step instructions

These steps were recreated on a desktop PC:

[How to set up a child's account](#)

[Manage screen time](#)

[Set age filters](#)

[Monitor search activity](#)

[Block unwanted and inappropriate content](#)

[Microsoft Family Safety app](#)

## 1. How to set up a child's account

On shared devices, it's a good idea to create separate accounts for different family members. You can also set up accounts on personal devices to help keep children safe online.

### To set up a child's account:

Step 1 – Sign in to the administrator account (or your account if you are the only user).

Step 2 – Search account in the search bar in the bottom left of the screen. Click Manage your account.

Step 3 – Click Family & other users. This option is different on laptops set up for school or work. Speak to the organisation that set it up to ask about creating more accounts. Click Add a family member.

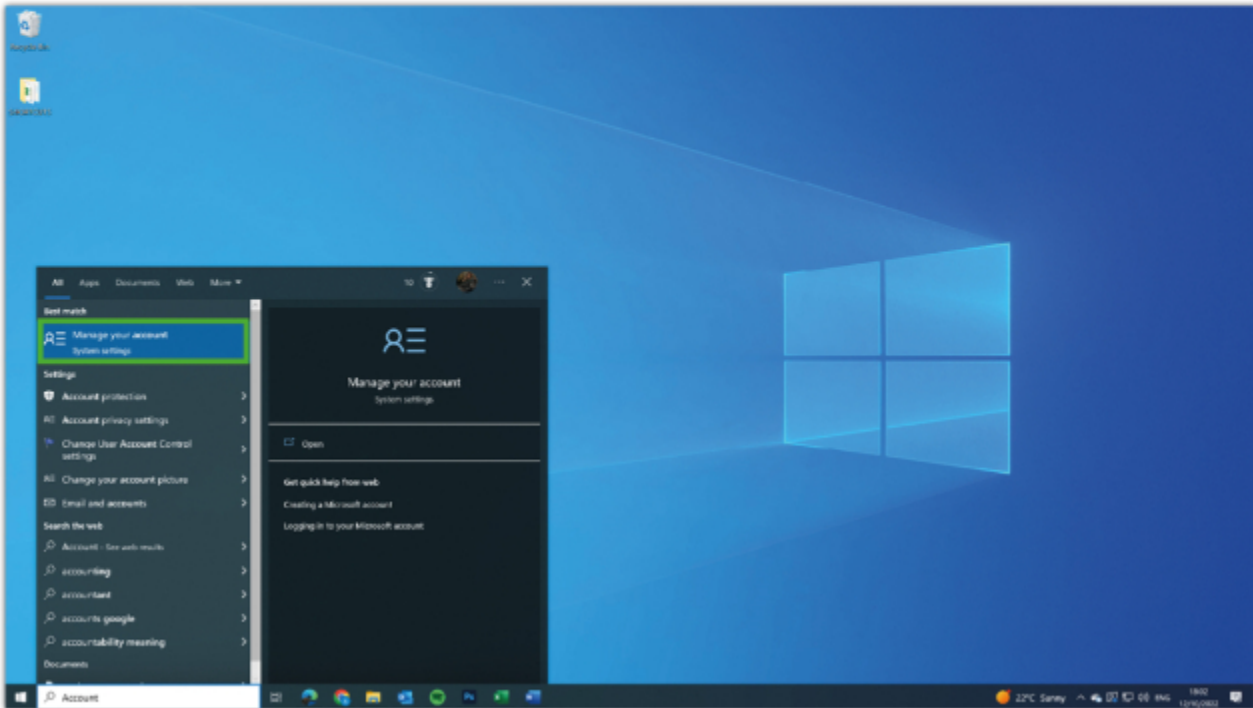
Step 4 – Create a Microsoft account email address for your child (or enter one they already use). This should be a personal account rather than a school account. Once added, you will get a notification that they have joined your family.

Step 5 – Under Your family, confirm that your child has been added. Then, login to their account.

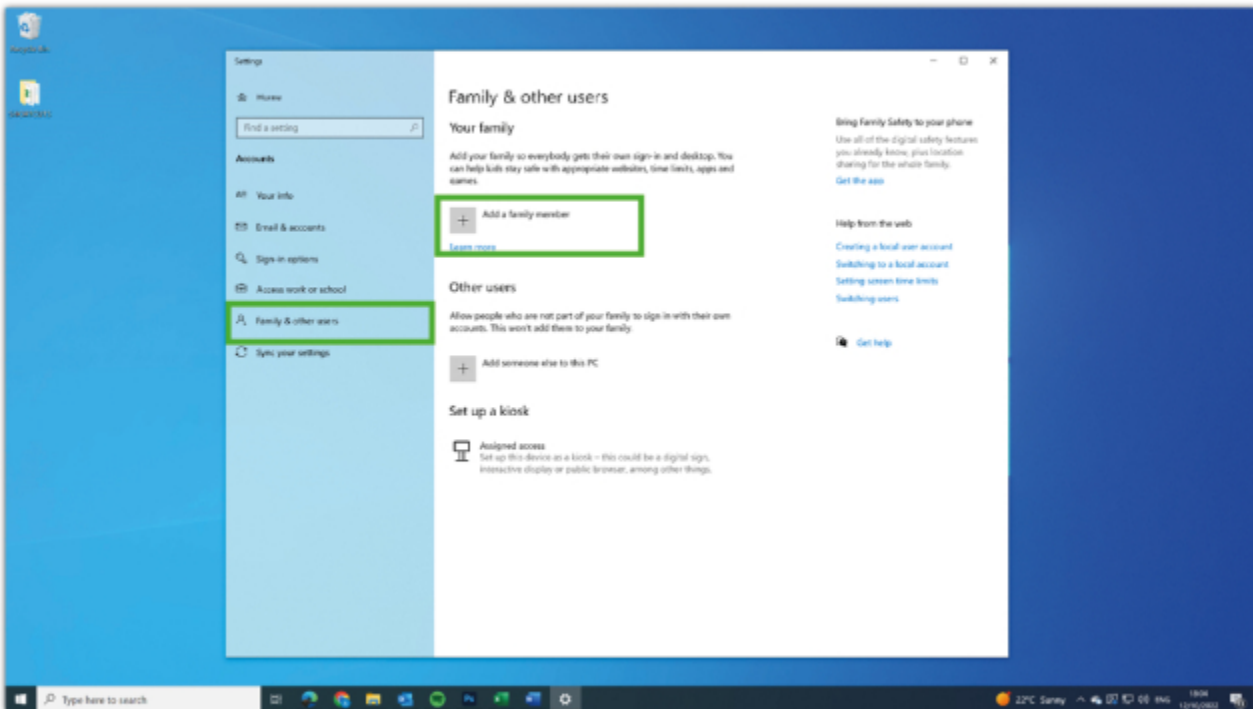
Step 6 – When you first sign in on your child's account, there are additional steps to complete setup. From your account, click the Windows icon in the bottom left-hand corner of the screen. Then, click your profile icon to select your child's account.

Step 7 – Enter their username and password to confirm their account and approve the sign-in. Then, open Microsoft Edge to complete the first-time open tasks before returning to your own account.

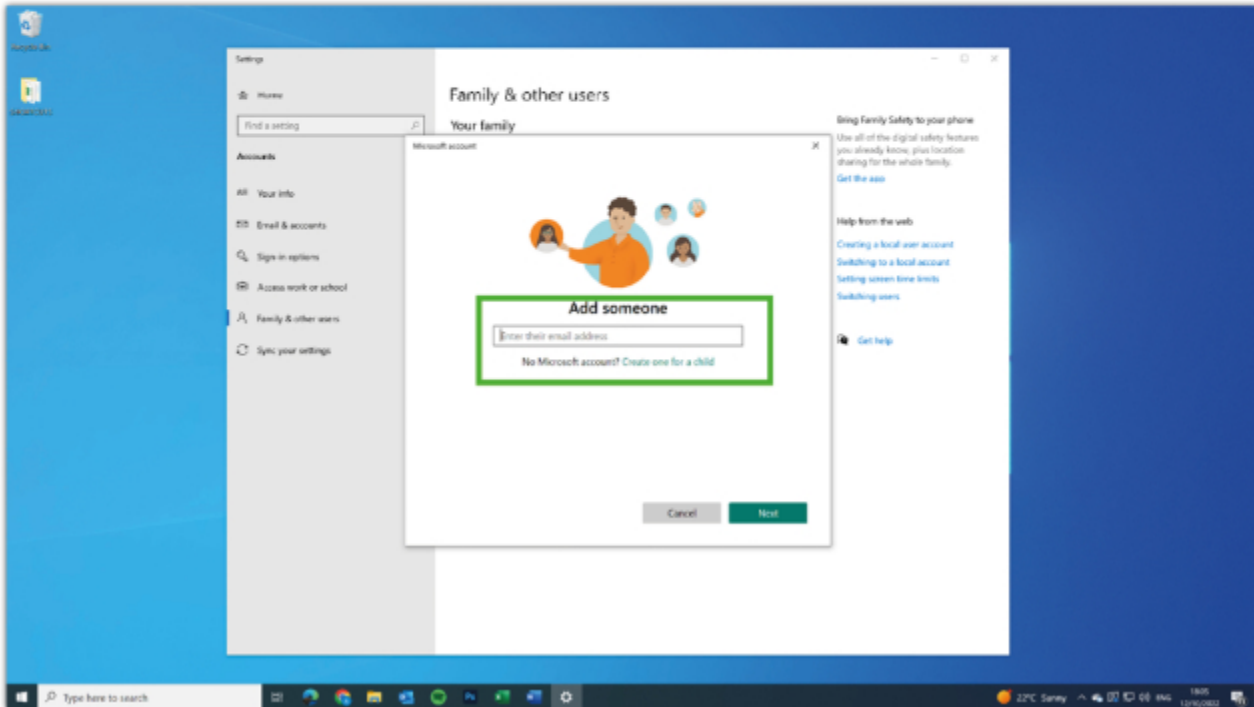
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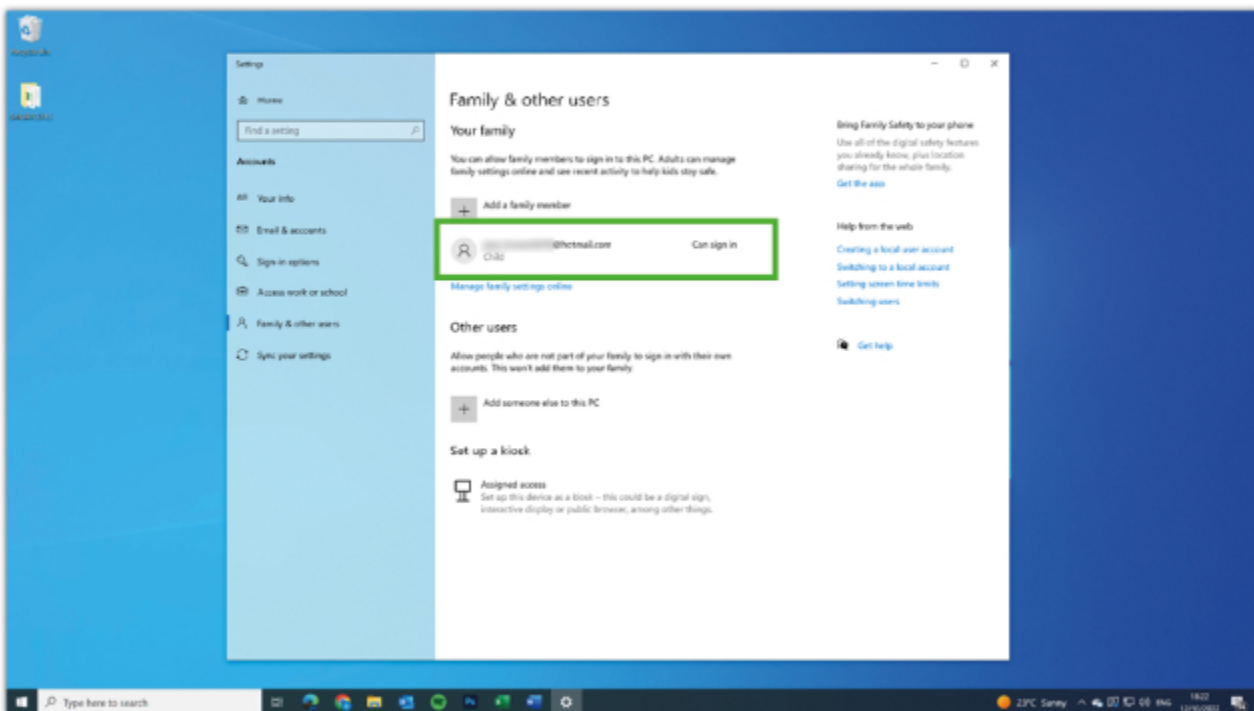
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## 2. Manage screen time

Windows 10 lets you track how much time your child spends on different apps. You can also set limits to help them balance their time online with offline activities.

### To set screen time limits:

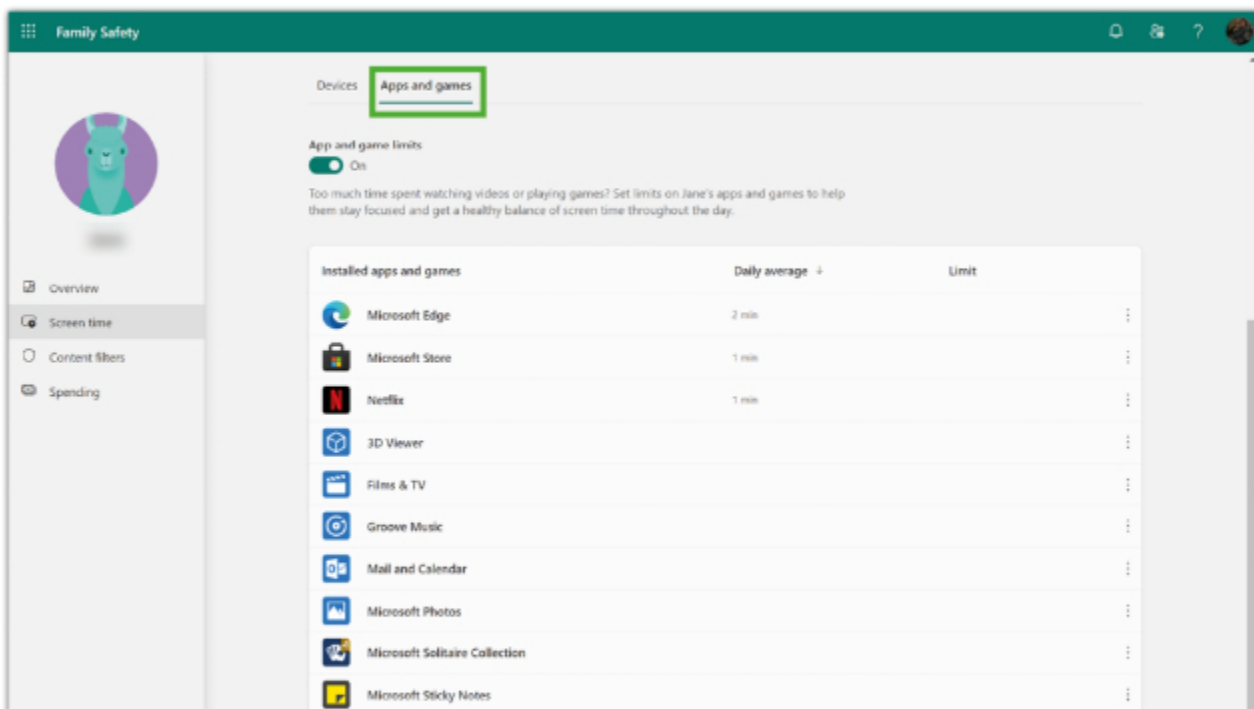
Step 1 – From your account, search family options in the left-hand search bar. Click Family options.

Step 2 – Click View family settings and click on your child's profile. Click Screen time from the left-hand menu.

Step 3 – Here, you'll see a breakdown of time spent on each device your child uses along with how that time is split among Apps and games. Scroll down and click Turn limits on to set screen time limits.

Step 4 – Choose and set how much time your child can spend on their devices or in specific apps and games per day. This is useful if you'd like to give them more time on weekends versus school nights. Review this around school breaks if relevant.

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The screenshot displays the 'Family Safety' interface, specifically the 'Apps and games' section. The 'App and game limits' toggle is turned on. Below this, a table lists installed apps and games with their daily average usage and a limit column.

Installed apps and games	Daily average	Limit
Microsoft Edge	2 min	
Microsoft Store	1 min	
Netflix	1 min	
3D Viewer		
Films & TV		
Groove Music		
Mall and Calendar		
Microsoft Photos		
Microsoft Solitaire Collection		
Microsoft Sticky Notes		

2

**Devices** Apps and games

Create healthy habits with screen time limits for Jane's devices. See how much time Jane has left for the day, give them more time, or decide time's up. Set or edit time limits for their Windows 10 devices and Xbox consoles below.

**Use one schedule on all devices**

On  Off

When on, your set screen time limit will be shared across all connected Windows 10 and Xbox devices. When off, you can set a limit to Windows or Xbox individually.

**Windows 10 devices**

Day	Time limit	Available times
Sunday	15 h	07:00 AM to 10:00 PM
Monday	15 h	07:00 AM to 10:00 PM
Tuesday	15 h	07:00 AM to 10:00 PM
Wednesday	15 h	07:00 AM to 10:00 PM
Thursday	15 h	07:00 AM to 10:00 PM
Friday	15 h	07:00 AM to 10:00 PM
Saturday	15 h	07:00 AM to 10:00 PM

**Xbox consoles**

3

**Devices** Apps and games

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When on, your set screen time limit will be shared across all connected Windows 10 and Xbox devices. When off, you can set a limit to Windows or Xbox individually.

**Edit time limit**

Choose which days to set limits on their Windows 10 devices

Sunday

Select a time limit for how long they can use them for

15 h

Set a schedule of available times for when they can use them

07:00 AM to 10:00 PM

+ Add a schedule

Done

**Windows 10 devices**

Day	Time limit	Available times
Sunday	15 h	07:00 AM to 10:00 PM
Monday	15 h	07:00 AM to 10:00 PM
Tuesday	15 h	07:00 AM to 10:00 PM
Wednesday	15 h	07:00 AM to 10:00 PM
Thursday	15 h	07:00 AM to 10:00 PM
Friday	15 h	07:00 AM to 10:00 PM
Saturday	15 h	07:00 AM to 10:00 PM

**Xbox consoles**



### 3. Set age filters

Setting age limits on Windows 10 can filter out age-inappropriate apps, games and media. These settings apply to both Windows 10 and Xbox devices. If children try to access content beyond the age limit, you will need to approve it.

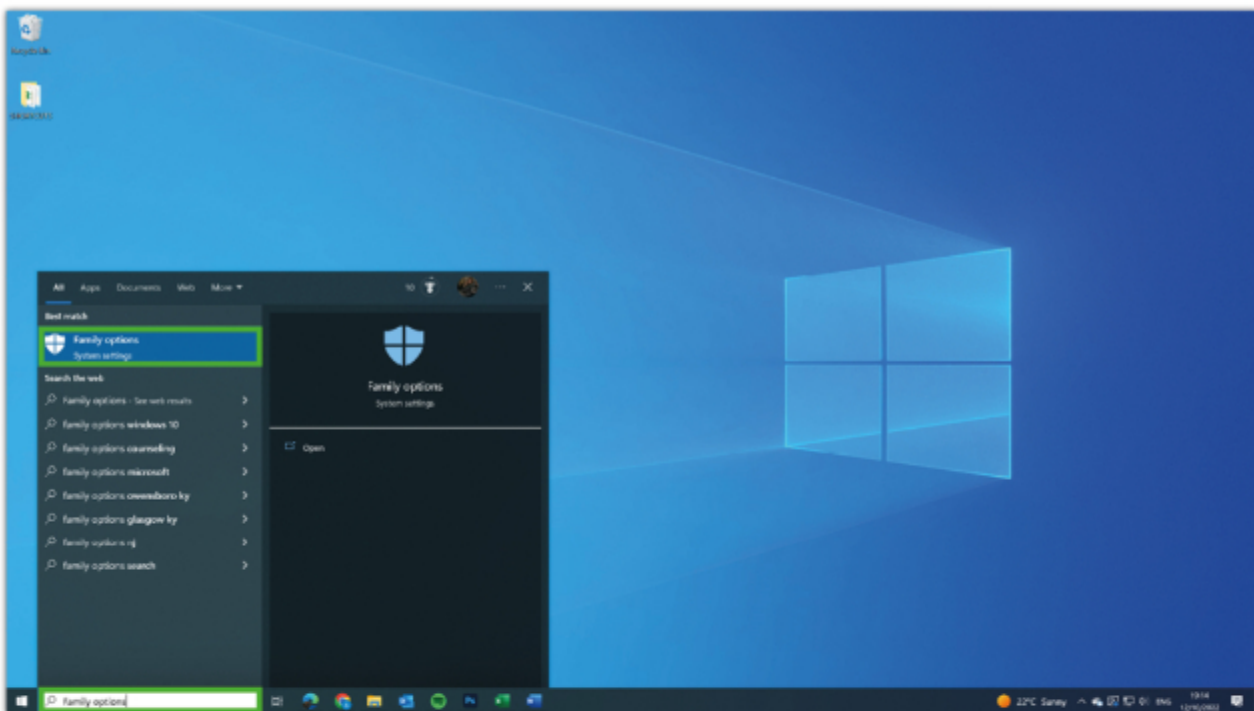
#### To set up age filters:

Step 1 – From your account, search family options in the left-hand search bar. Click Family options.

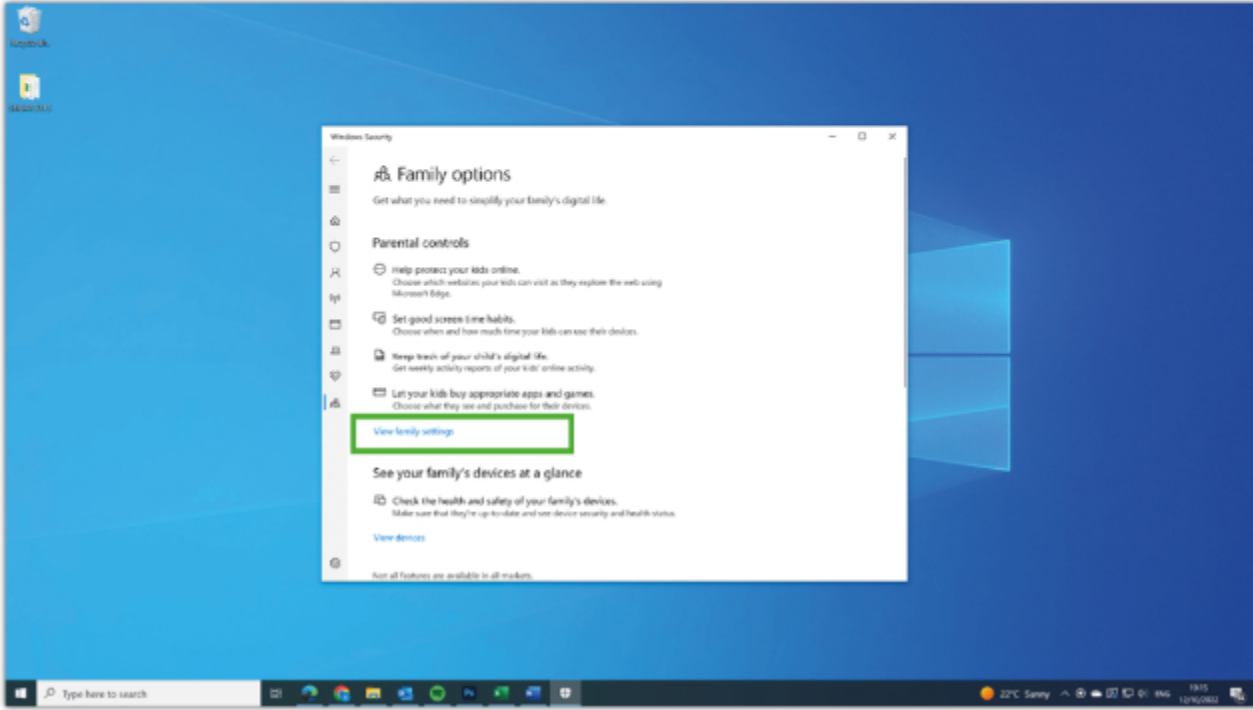
Step 2 – Click View family settings and click on your child's profile. Click Content filters from the left-hand menu.

Step 3 – Select up to which age your child can access content for in the right-hand dropdown menu.

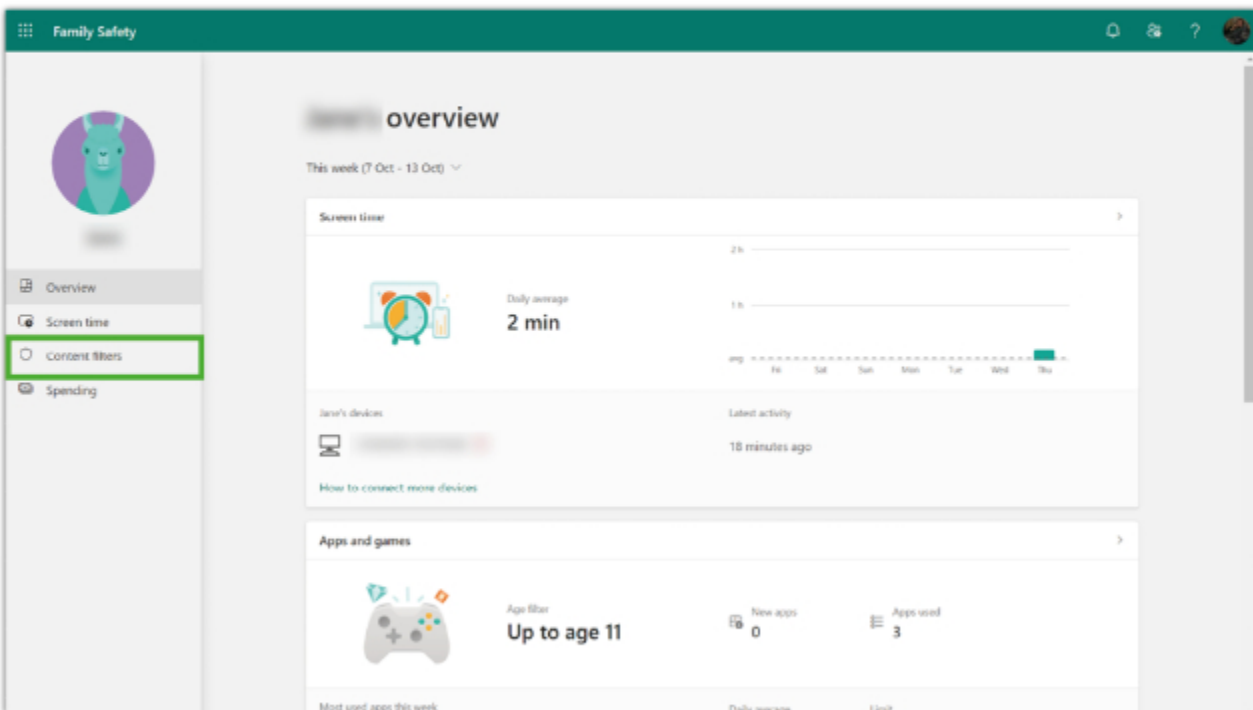
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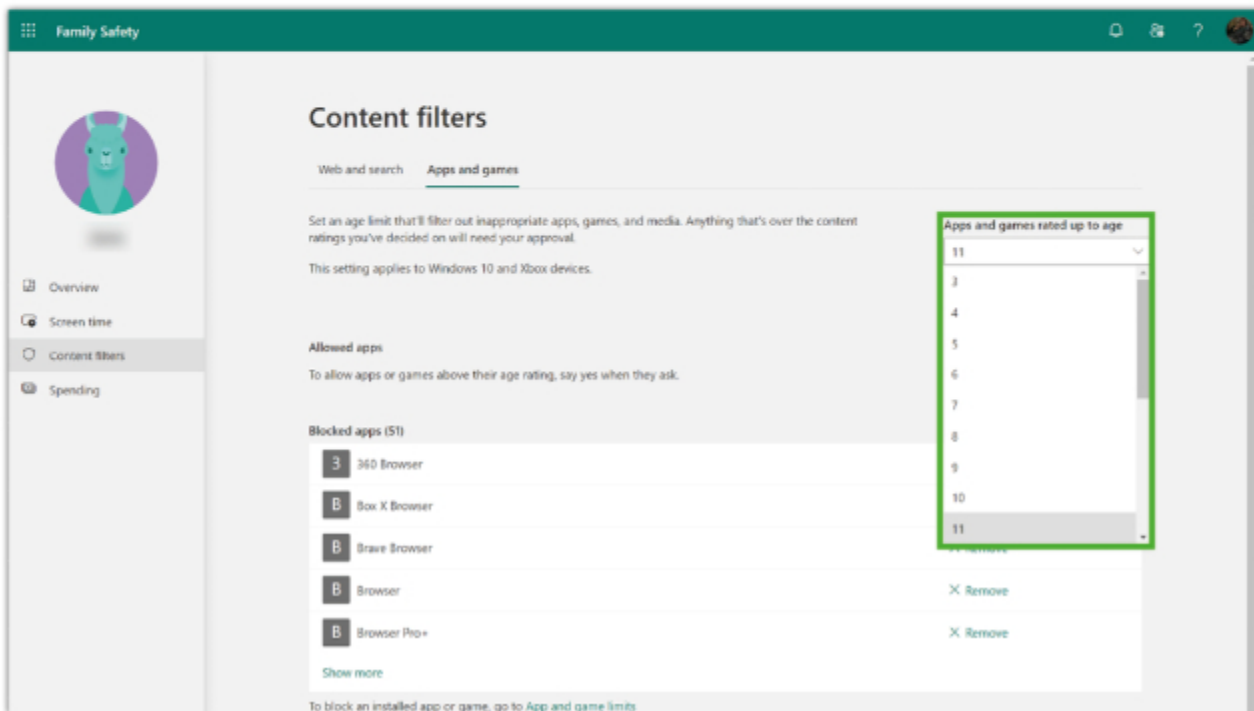


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## 4. Monitor search activity

To help you catch anything troubling or to help you start important conversations, you can monitor search activity with Windows 10 settings.

### To review search activity:

Step 1 – From your account, search family options in the left-hand search bar. Click Family options.

Step 2 – Click View family settings and click on your child's profile. From the Overview tab, scroll down.

Step 3 – Click on Web and search. Here, you can see potentially harmful search terms and which sites are visited with Microsoft Edge.

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Family Safety

Up to age 11

Most used apps this week

App	Daily average	Limit
Microsoft Edge	2 min	
Netflix	1 min	
Microsoft Store	1 min	

See all apps

Web and search

Web and search filter: **On**

Searches: 3 | Sites blocked: 0 | Sites visited: 15

Searches this week: roblox (3) | england (2) | fishing

Most visited sites this week

Site	Time	Visits
msn.com	Thu at 11:48 AM	16 visits
microsoft.com	Thu at 11:47 AM	11 visits
bing.com	Thu at 11:35 AM	7 visits
live.com	Thu at 11:47 AM	5 visits
youtube.com	Thu at 11:12 AM	4 visits


See all Microsoft Edge activity

Spending

Microsoft account balance

Feedback

Family Safety



- Overview
- Screen time
- Content filters**
- Spending

## Content filters

Web and search   Apps and games

### Web safety with Microsoft Edge

Filters and activity reporting only work when Jane is using the Microsoft Edge browser. [Learn more](#)

Connected devices: 1

### Activity

This week (7 Oct - 13 Oct)

Flagged search terms (0) [Preview](#)






Search terms from Microsoft Edge that may be potentially concerning will be flagged and brought to your attention below. Select a flagged search to see more details. Only search terms in English will be detected. [Give feedback](#)

Other search terms (3)

roblox (1)   england (2)   fishing

### Websites

Site visits (15)

>	 msn.com	Thu at 11:45 AM	16 visits	⋮
>	 microsoft.com	Thu at 11:47 AM	11 visits	⋮
>	 live.com	Thu at 11:47 AM	5 visits	⋮
>	 roblox.com	Thu at 11:40 AM	3 visits	⋮
>	 wikipedia.org	Thu at 11:40 AM	2 visits	⋮

[Show more](#)

[Feedback](#)

## 5. Block unwanted and inappropriate content

Depending on your child's age, you may want to block their access to certain content. Windows 10 allows you to do that through Family settings.

### To block content:

Step 1 – From Family settings, choose your child's profile and click on Content filters in the left-hand menu. Then, select the Apps and games tab.

Step 2 – Add apps that you'd like to block to the list. Browsers other than Edge can be blocked to ensure they can't access content that is blocked on Microsoft Edge elsewhere.

The screenshot shows the Windows Family Safety interface. The top bar is green with 'Family Safety' on the left and icons for notifications, settings, help, and a profile picture on the right. The left sidebar contains a profile picture of a llama and navigation options: Overview, Screen time, Content filters (selected), and Spending. The main area is titled 'Content filters' and has two tabs: 'Web and search' and 'Apps and games' (selected). Below the tabs, there is a description: 'Set an age limit that'll filter out inappropriate apps, games, and media. Anything that's over the content ratings you've decided on will need your approval. This setting applies to Windows 10 and Xbox devices.' To the right, a dropdown menu titled 'Apps and games rated up to age' is open, showing a list of age ratings from 3 to 11, with '11' selected. Below the dropdown, there are 'X Remove' buttons for the selected '11' rating and for the '10' rating. The 'Allowed apps' section has a heading 'Allowed apps' and a note: 'To allow apps or games above their age rating, say yes when they ask.' The 'Blocked apps (5)' section lists five items: '360 Browser', 'Box X Browser', 'Brave Browser', 'Browser', and 'Browser Pro+', each with a 'B' rating icon and an 'X Remove' button. A 'Show more' link is below the list. At the bottom, there is a link to 'App and game limits' and a 'View screen time activity' button. The footer contains 'English (United States)', 'Privacy & cookies', 'Terms of use', 'Contact us', 'Feedback', 'Manage cookies', and '© Microsoft 2022'. A 'Feedback' button is in the bottom right corner.

## 6. Microsoft Family Safety app

For ease of use, Microsoft created the Family Safety app, which can be used with Windows 10 and across devices.

### To set up Family Safety:

Step 1 – Download and install the app on all devices you want to include. It's free unless you want additional features like location and driving alerts.

Step 2 – Sign in to each device using your family members' Microsoft details. Then, you'll be able to monitor activity across devices and use the same features outlined in the instructions above.

