Creating Users and Computers

- 1. Open the Active Directory Users and Computers Tool
- 2. Expand the current Domain to list the objects contained within in.
- 3. Right click the Users Container and click New \rightarrow User: Fill in the following information

	A	ctive Directory Use	ers and Computer	s	-	x
File Action View Help						
🦛 🌒 📰 🙆 📦 🚺	886	7 🔎 🐍				
Active Directory Users and Com	Name	Туре	Description			
Saved Queries	Saved C	Jueries	Folder to store y	our favo		
a serverzorz.com b ■ Builtin	server20	J12.c Domain				
Computers						
Domain Controllers						
ForeignSecurityPrincipal: Managed Service Accourt						
		1				
Delegate Contro	l					
Find						
New	+	Computer				
All Tasks	•	Contact				
Properties		Group				
Help		InetOrgPerson				
		msDS-Resource	ropertyList			
		msimaging-PSPs				
		MSMQ Queue A	las			
		Printer				
		User				
< 111 >		Shared Folder				
Create a new object						

First Name: Edward Initial: P Last Name: Massiah Full Name: Leave as Default User Logon Name: epmassiah (leave default domain) **Click Next** to Continue

	New Object - User
Create in:	server2012.com/Users
First name:	Edward Initials: P
Last name:	Massiah
Full name:	Edward P. Massiah
User logon name:	
epmassiah	@server2012.com V
User logon name (pre	-Windows 2000):
SERVER2012\	epmassiah
	< Back Next > Cancel

4. Enter in "P@ssw0rd" for the password for this user and the confirm it. Note that you can also make changes to password settings here. **Click Next**

New Object - User
Create in: server2012.com/Users
Password: Confirm password:
 User must change password at next logon User cannot change password Password never expires Account is disabled
< Back Next > Cancel

5. You will see a summary of the user information. Click Finish to create the user.

New Object - User
Create in: server2012.com/Users
When you click Finish, the following object will be created:
Full name: Edward P. Massiah
User logon name: epmassiah@server2012.com
The user must change the password at next logon.
✓
< Back Finish Cancel

- 6. Create another user in the Users container with the following information:
- 7. First Name: Sue
- 8. Initial: L
- 9. Last Name: Greene
- 10. Full Name: Leave as Default
- 11. User Logon Name: slgreene (leave default domain)
- 12. Passwowrd: "P@ssw01rd"

Create another user in the Users container with the following information:

- 13. First Name: Carol
- 14. Initial: D
- 15. Last Name: Briggs
- 16. Full Name: Leave as Default
- 17. User Logon Name: cdbriggs (leave default domain) Passwowrd: "P@ssw01rd

Create an Organization unit

- 1. Open the Active Directory Users and Computers Tool
- 2. Expand the current Domain to list the objects contained within in.

- Right click the Domain and click New -> Organizational Unit : Fill in the following information
 OU Name: Financial OU
- 4. Click OK

Ξ		Active D	Directory	Users	and Computers		_	x
File Action View H	Help							
In Internet in Int	? 🖬 🤋	1 2 1 7 2	8					
Active Directory Users Saved Queries Saved Queries Saved Queries Saved Queries Builtin Compu Compu Saved Queries Compu Saved Queries Compu Saved Queries Compu Saved Queries Saved Querie	s and Com Delegate Con Find Change Dom Change Dom Raise domain	Name Saved Queries trol ain ain Controller functional level	Type		Description Folder to store your fav	o		
	Operations M	lasters				_		
1	New		+	Co	mputer			
1	All Tasks		•	Co	ntact			
F	Refresh			Gro	oup			
F	Properties			Ine	tOrgPerson			
1	Help			ms MS	Imaging-PSPs MQ Queue Alias			
				Or	ganizational Unit			
				Pri	nter			
				Us	er			
				Sh	ared Folder			
Create a new object								
create a new object								

	Ne	v Object - Organi	zational Unit	x
N	Create in:	server2012.com/		
Name:				
Financial	OU			
Protec	t container fr	m accidental deletion		

Creating a Group in the financial OU

- 18. Open the Active Directory Users and Computers Tool
- 19. Expand the current Domain to list the objects contained within in.
- 20. Right click the Financial OU and click New \rightarrow Group
- 21. Name the Group "Finance Members"
- 22. Leave the Defaults and **Click OK**

	Active Di	rectory Users and Computers	
File Action View H	lelp		
🗢 🔿 🖄 🖬 🐇 🕻	1 🗙 🗐 🝳 🗟 🛐	浅 🐮 🍞 🔟 😵	
 Active Directory Users a Saved Queries Server2012.com Builtin Computers Domain Contro ForeignSecurity Managed Service Users Financial O 	and Com Name	Type Description There are no items to sh	ow in this view.
< 111	New All Tasks View Cut Delete Rename Refresh Export List	Computer Contact Group InetOrgPerson msImaging-PSPs MSMQ Queue Alias Organizational Unit Printer	
Create a new object	Properties Help	User Shared Folder	
Create a new object			

Nev	v Object - Group
Create in: server2	012.com/Financial OU
Group name:	
Finance members	
Group name (pre-Windows 2000	0.
Finance members	<i>"</i> ·
C	Cours have
Group scope	Group type
O Domain local	 Security
 Global 	 Distribution
🔾 Universal	
	OK Cancel

Add two of the users you created to the Financial OU

- 1. Expand the users container and right click on the first user then Ctrl+Click on the second user
- 2. Select Add to Group
- 3. Type the group name and click on OK. If you don't remember the group name do the following:
- \longrightarrow Click on Advanced \longrightarrow Find Now. Select the group name from the list
- 4. Click on OK to Exit

To see if you added the users to the Finance member group, do the following:

- 1. Double click on the Financial OU
- 2. Right click on the Finance Members Group and click on properties

Active Directory Us	sers and Computers
File Action View Help	
🗢 🔿 📶 🠇 📋 🗙 🖼 🧟 🕞 🖬 🖏 %	3 🝸 🚨 🍇
☐ Active Directory Users and Com Name Type ▷ ☐ Saved Queries Image: Security Grow ▲ # server2012.com	Add to a group
 ▷ I Builtin ▷ I Computers 	Move Send Mail
Domain Controllers Financial OU	All Tasks
ForeignSecurityPrincipal: Managed Service Accour Users	Cut Delete
	Rename
	Properties
	Help
Opens the properties dialog box for the current selection.	

3. Click on the members tab to see the users

Finance members Properties ?	X	t
General Members Member Of Managed By		
Members:		
Name Active Directory Domain Services Folder		
Carol D. Briggs server2012.com/Users		
Add Remove		
OK Cancel A	pply	

4. Click on OK to Exit

2	Active	Directory Users	and Co	omputers		X
File Action View Help						
🗢 🔿 🙋 🖬 🐇 🖾 🖻	b 🛛 🖬 🔧	🚴 🛅 🍸 🗾 🎕	2			
 Active Directory Users and Com Saved Queries server2012.com Builtin Computers Domain Controllers Financial OU ForeignSecurityPrincipal: Managed Service Accour Users 	Name Administrator Administrator Allowed RO Carol D. Brig. Cort Publish Cort Publish Cort Publish Cort Publish Donain RO Donain Ad Domain Co Domain Co Domain Co Domain Gue Domain Gue Cort Domain Gue Cort Domain Gue Cort Domain Gue Cort Domain Gue Cort Cor	Type User Security Group Disable Account Move Open Home Page	Descrip Built-in Membe Membe DNS Ac DNS cli Designa All wor All don	tion account for ad ers in this group c ers of this group t ers of this group t ers in this group c dministrators Gro ents who are per ated administrato kstations and ser nain controllers i nain guests nain users ted administrato rs of this group rs of this group c account for gue rs of this group		
< III >	RAM A	Send Mail		rs of Address-Sp rs of the IP Audit		~
Allows you to add the selected objects	s to a group	All Tasks	•	-		
		Cut				

Remove a user from a group

Remove Carol Briggs from the Finance Members Group

- 1. Expand the Financial Ou
- 2. Expand the Finance Members Group
- 3. Click on the Member Tab
- 4. Select Carol Briggs
- 5. Click on Remove
- 6. Click OK

Note: Note that Carol Briggs still exist in the Users Container.

Add Carol Briggs back to the Finance Members Group

Take a look at the actions that can be performed on a user when you right click on the user.

- 1. Open the users container
- 2. Right click one of the user accounts your created

	_
Сору	
Add to a group	
Name Mappings	
Disable Account	
Reset Password	
Move	
Open Home Page	
Send Mail	
All Tasks	
Cut	
Delete	
Rename	
Properties	
Help	

Setting Logon Hours

Set the logon hours for Sue from 8:00 – 4:00 p.m. Monday to Friday

- 1. Open the Users Container
- 2. Right click on Sue's account
- 3. Click on properties
- 4. Click on the **Account** tab

	-							_
		Sue L. Gree	ene Prop	perties			?	x
Published Certifi	cates	Member Of	Password Replication		tion	Dial	-in	Object
Security	Er	vironment	Sess	Sessions		Remote control		ntrol
Remote Des	Remote Desktop Services Profile		COM+		1	Attribute Editor		
General Ad	dress	Account	Profile	Teleph	ones	ones Organiza		nization
		- ,						
User logon name:								
slgreene			@etech	eforest.c	om			~
User logon nan	ne (pre-	Windows 2000	D) :					
Logon Hour	s	Log On To)					
		_						
	ount							
Accession								
Account option	Account options:							
User mus	t chan	ge password at	t next logor	n				<u>^</u>
User cannot change password								
Password	l never	expires						
Store password using reversible encryption							\sim	
							_	
Account exp	res							
Never								
O End of:	O End of: Monday , February 15, 2016							r
	-							
OK Cancel Apply Help						Help		
Cancer Apply Help								

5. Click on the Logon Hours tab



- 6. Click on Logon Denied
- 7. Shade the area from 8 am to 4 pm Monday to Friday
- 8. Click on Logon Permitted



Log on to a specific computer

On the Account member tab for Sue there was also a **Log on to** tab. Using this tab you could specify that Sue could only log on to certain computers by actually adding the computers. Note that by Default Sue can log on to **All Computers**.

- 1. Click on the Account tab
- 2. Click on the Log on to tab
- 3. Type compone
- 4. Click OK

Create A computer Object in the Computers Container

- 1. Right click on the Computers Container
- 2. Click on New, Click on Computer
- 3. Type "computerA" as the name of the computer

Active Directory Users ar	nd Computers [WIN-CH	IGTERST4UP	Name			
🔉 🚞 Saved Queries			& Access-Denied Assistance	Use		
🛛 🟥 etecheforest.com			& AD RMS Auditors			
👂 📔 BitLocker Compu	iters		& AD RMS Enterprise Admini	stra		
👂 💼 Bscotia			& AD RMS Service Group			
Builtin			& AD RMS Template Adminis	stra		
Class Exercise			👗 admin1			
classou			8 Administrator			
Com Deleo	uate Control]	Å Adrm serviceaccount			
Dom Find			& ADRMS SuperUsers			
	··		Allowed PODC Decement P	epl		
New	•	Compu	uter			
b 🧧 Forei 🛛 All Ta	isks 🕨 🕨	Contac	t			
⊳ 🛅 HRR€ Refre	sh	Group		lers		
D LostA Prope	erties	InetOrg	gPerson			
▷ Mani		msDS-	ResourcePropertyList	plic		
b MCla Help		mslma	Imaging-PSPs			
▷ MCSA Restricted			O Queue Alias			
MCSACIass		Duinter	Queuernus			
message		Printer				
p i north coast		User				
Distances		Shared	Folder			
p 🔛 Program Data	L		as Domain Controllers			

	New Object - Computer
Create i	n: etecheforest.com/Computers
Computer name:	
ComputerA	
Computer name (pr	e-Windows 2000):
COMPUTERA	
The following user	or group can join this computer to a domain.
User or group:	
Default: Domain A	dmins Change
Assign this com	puter account as a pre-Windows 2000 computer
[< Back Next > Cancel Help

Notice that only the Default Admin can join the computer to a Domain. However you can change that by clicking on **Change** above and giving someone else the ability to join this computer to the domain.

4. Click Next

You have the option of selecting the computer account as a managed computer by clicking the check box.

5. Click Finish

	Managed	x
N	Create in: etecheforest.com/Computers	
If you are check box may be fo	creating a computer account for a managed computer, select the x below, and then type the computer's complete GUID. The GUID und in the system BIOS or posted on the computer case.	
Comp	uter's unique ID (GUID/UUID):	