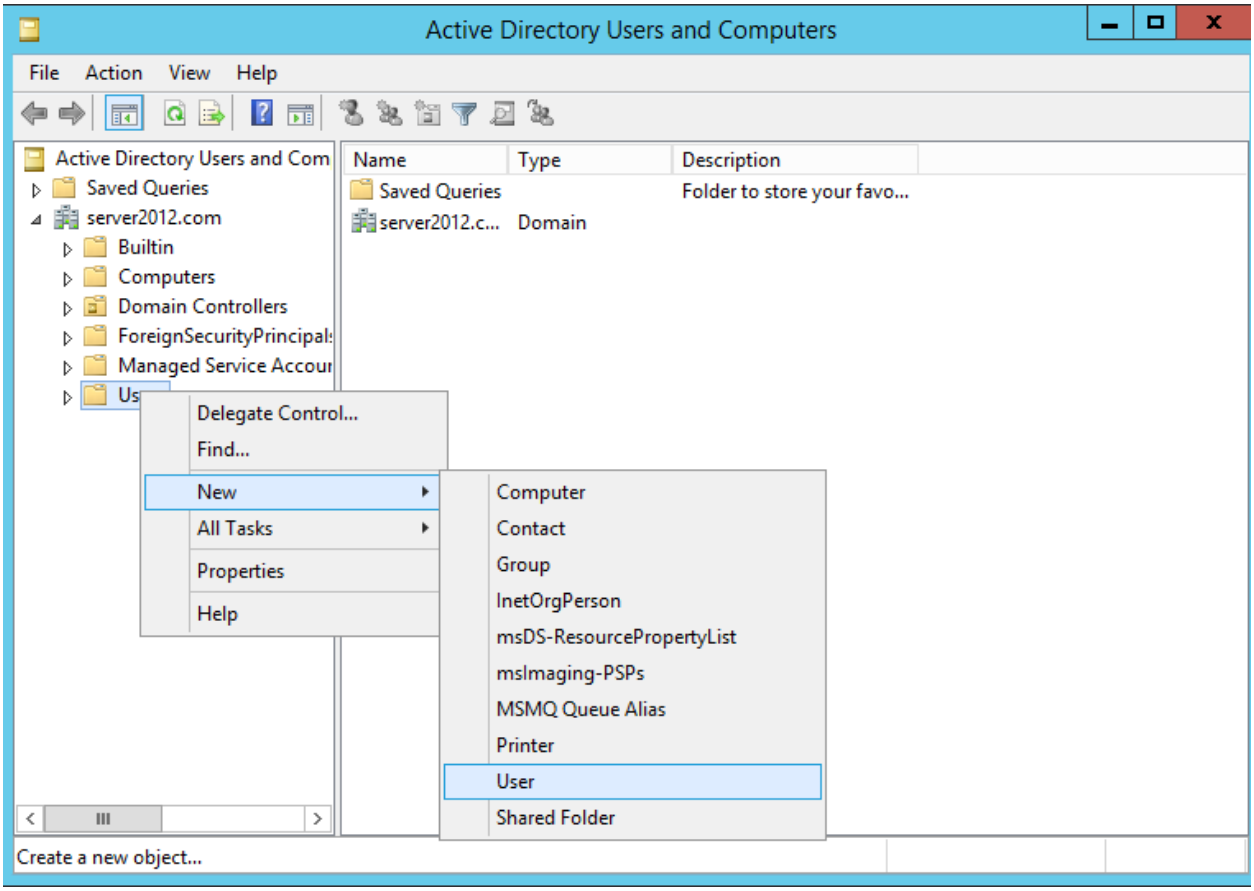
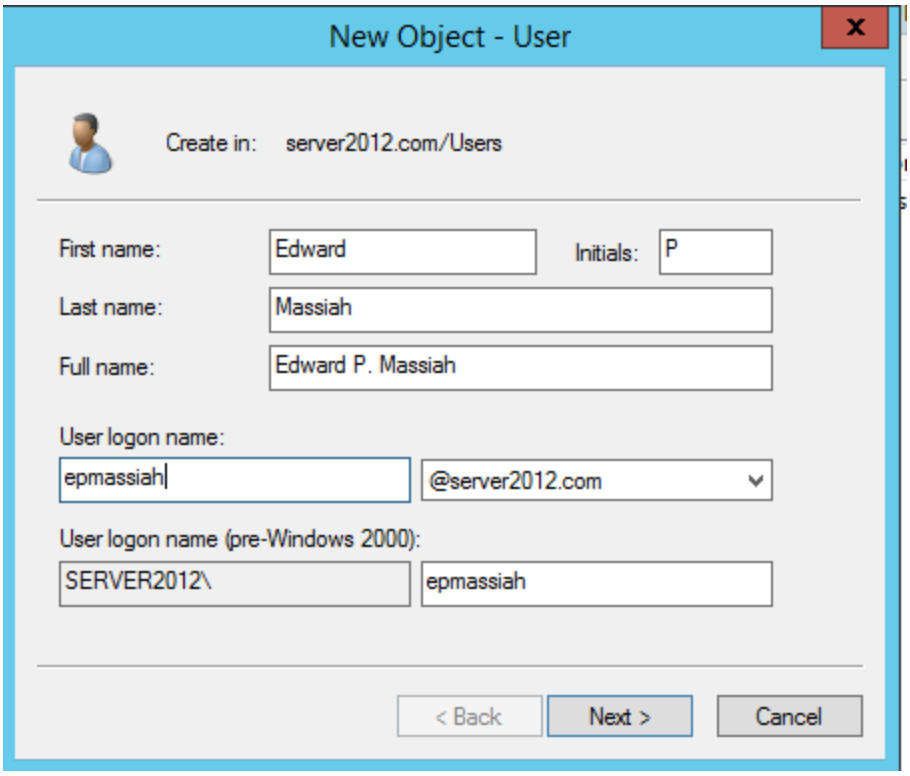
Creating Users and Computers

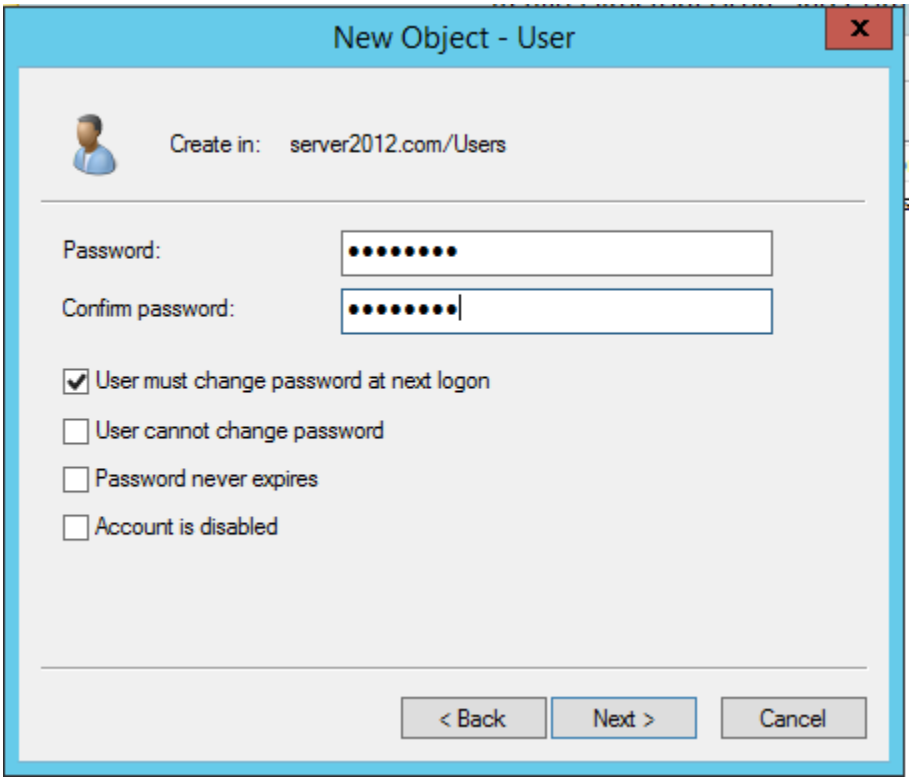
1. Open the Active Directory Users and Computers Tool
2. Expand the current Domain to list the objects contained within in.
3. Right click the Users Container and click New → User: Fill in the following information



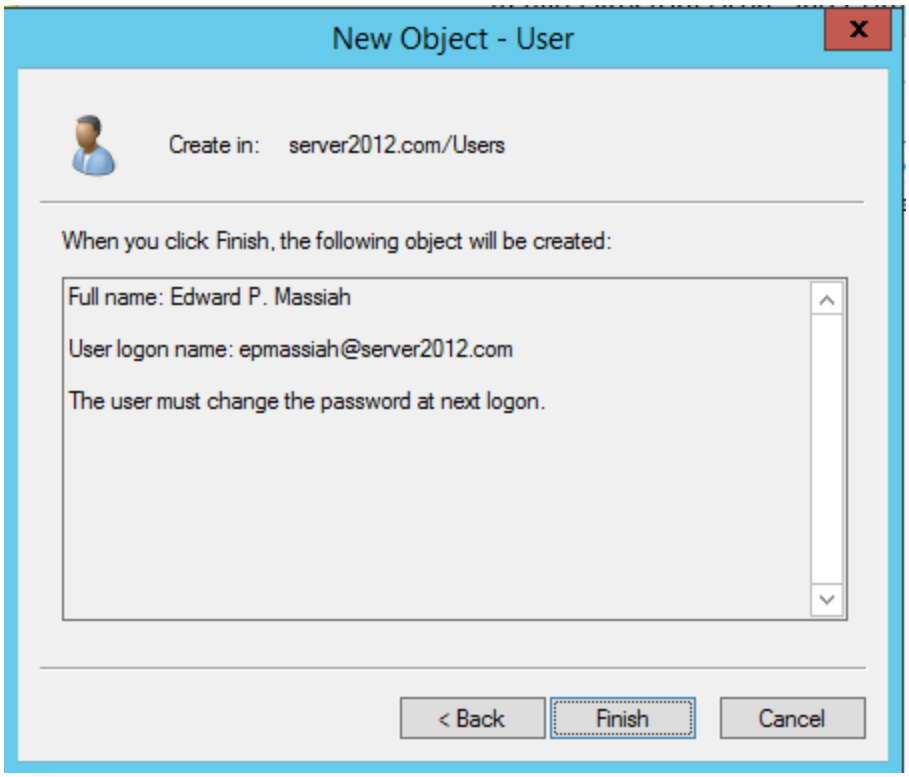
First Name: Edward
Initial: P
Last Name: Massiah
Full Name: Leave as Default
User Logon Name: epmassiah (leave default domain)
Click Next to Continue



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**



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



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”

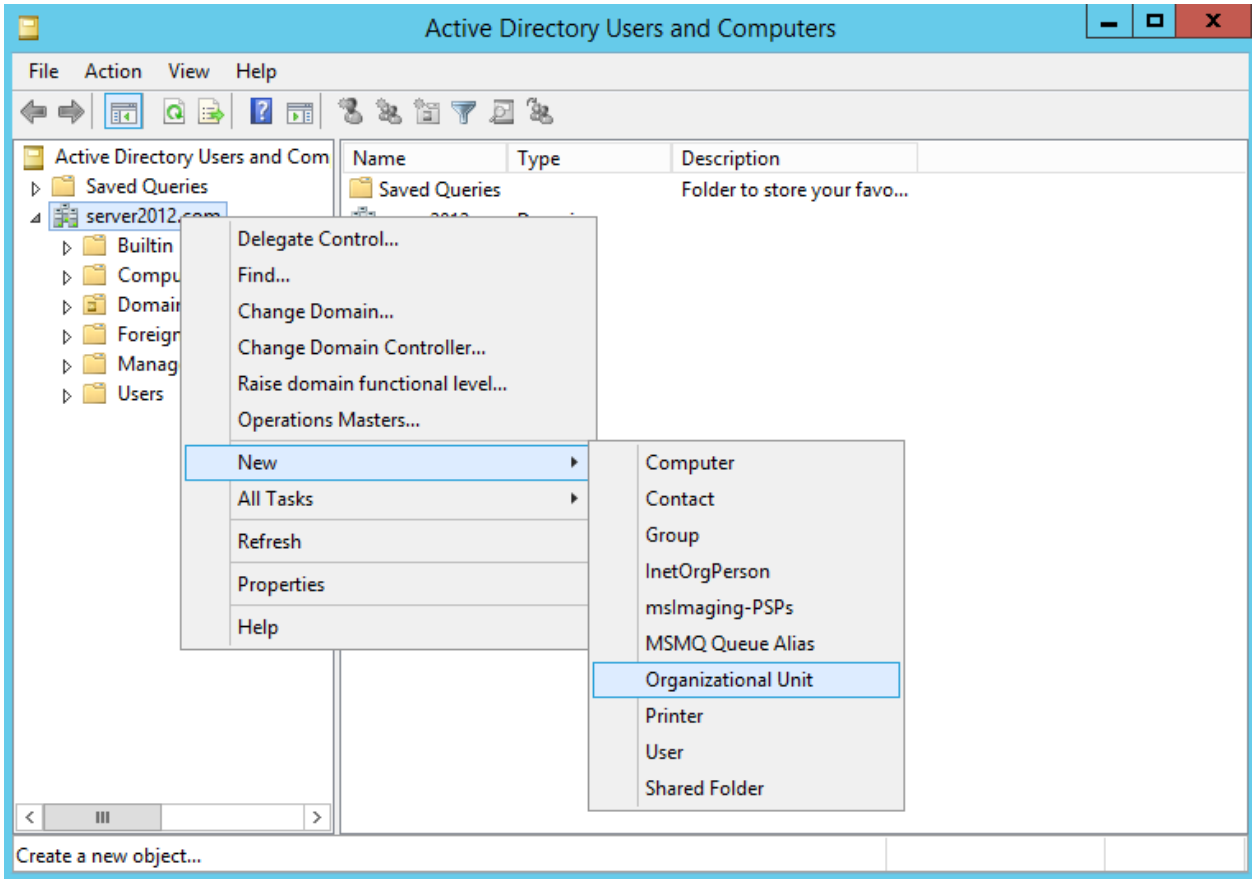
Create another user in the Users container with the following information:

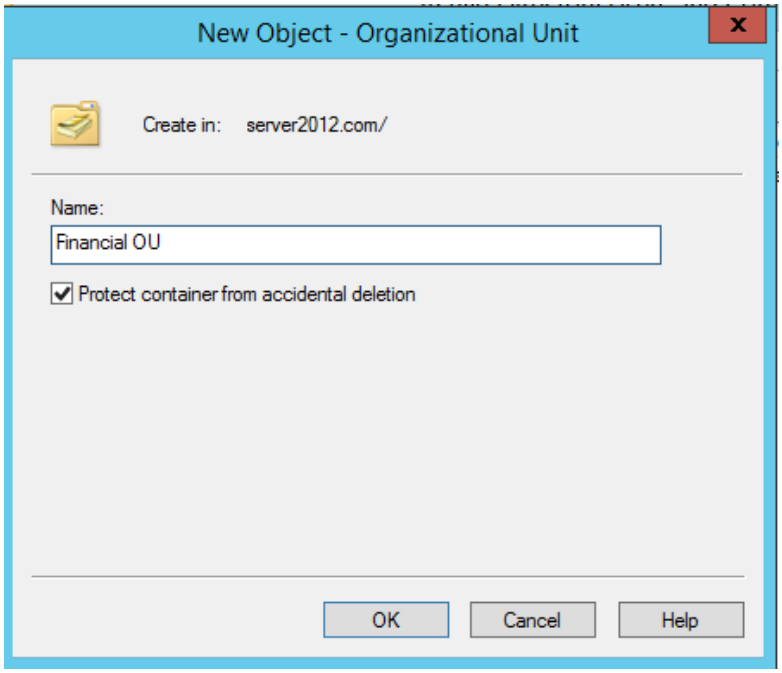
13. First Name: Carol
14. Initial: D
15. Last Name: Briggs
16. Full Name: Leave as Default
17. User Logon Name: cdbriggs (leave default domain)
    Passwowrd: “P@ssw01rd

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.

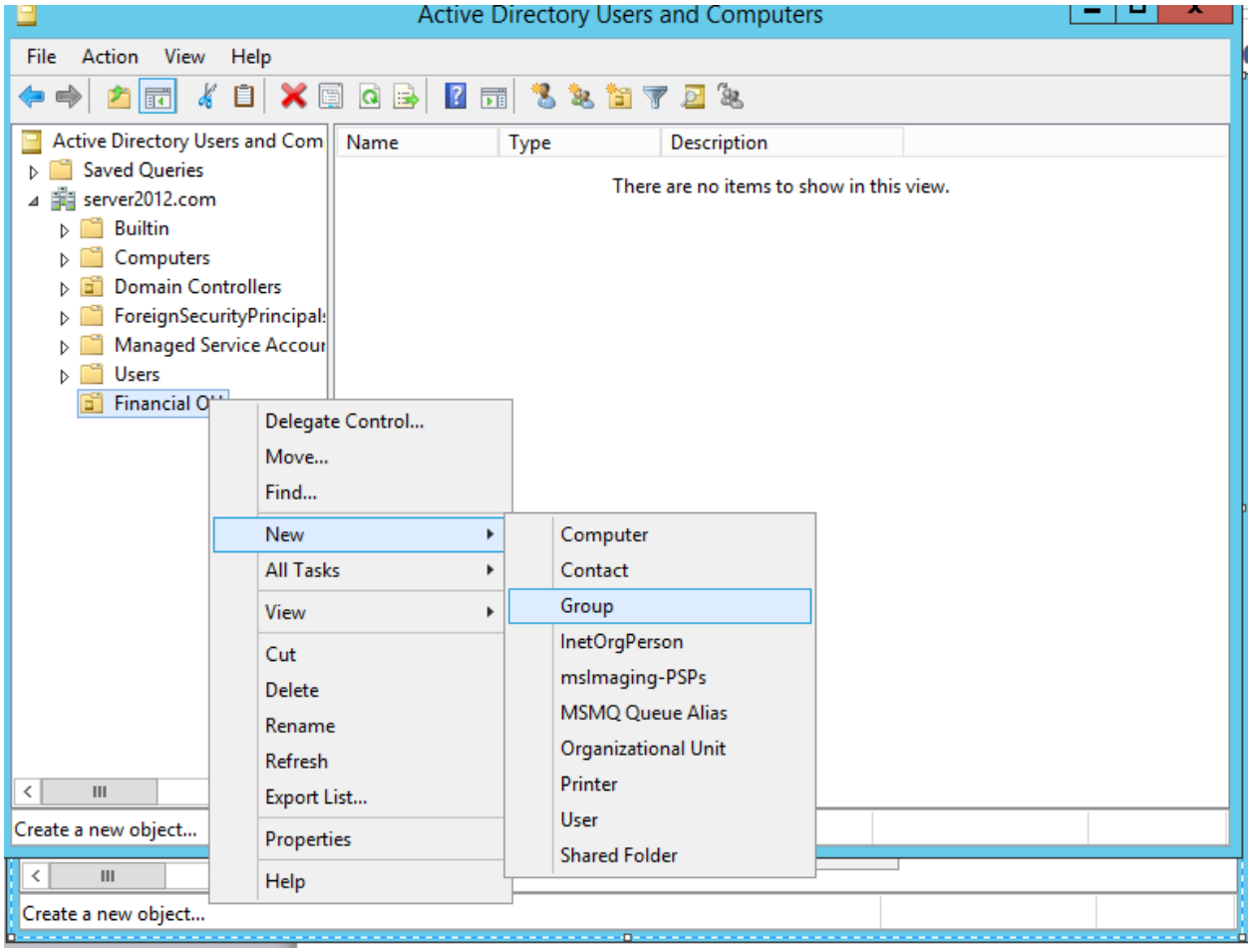
3. Right click the Domain and click New → Organizational Unit : Fill in the following information
   OU Name: Financial OU
4. **Click OK**

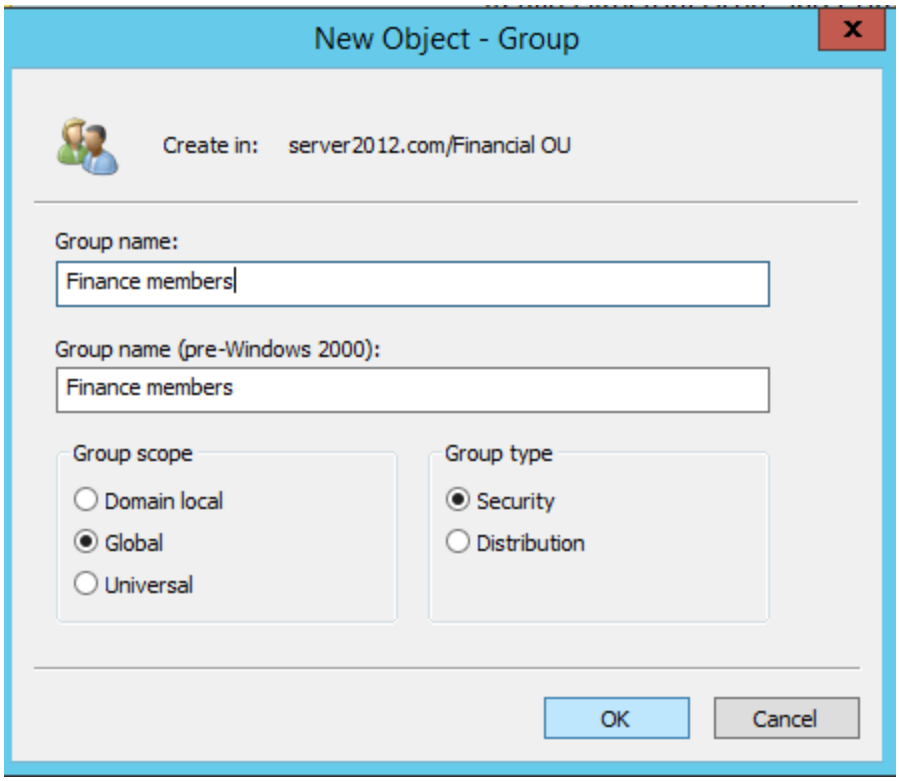




Creating a Group in the financial OU

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 → Group
21. Name the Group “Finance Members”
22. Leave the Defaults and **Click OK**


Active Directory Users and Computers
File
Action
View
Help
Active Directory Users and Com
Saved Queries
server2012.com
Builtin
Computers
Domain Controllers
ForeignSecurityPrincipal
Managed Service Accour
Users
Financial O
Name
Type
Description
There are no items to show in this view.
Delegate Control...
Move...
Find...
New
All Tasks
View
Cut
Delete
Rename
Refresh
Export List...
Properties
Help
Computer
Contact
Group
InetOrgPerson
msImaging-PSPs
MSMQ Queue Alias
Organizational Unit
Printer
User
Shared Folder
Create a new object...
Create a new object...



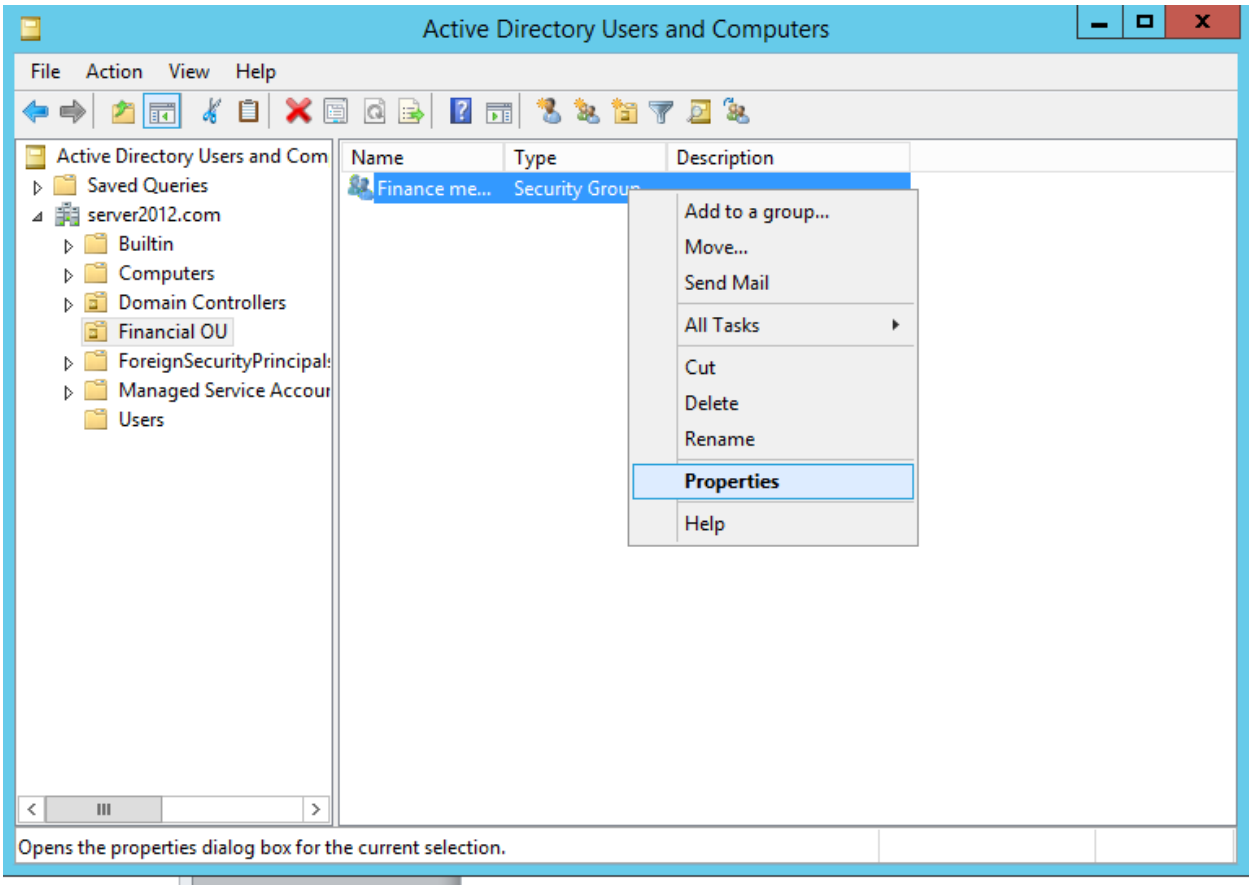
Add two of the users you created to the Financial OU

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:

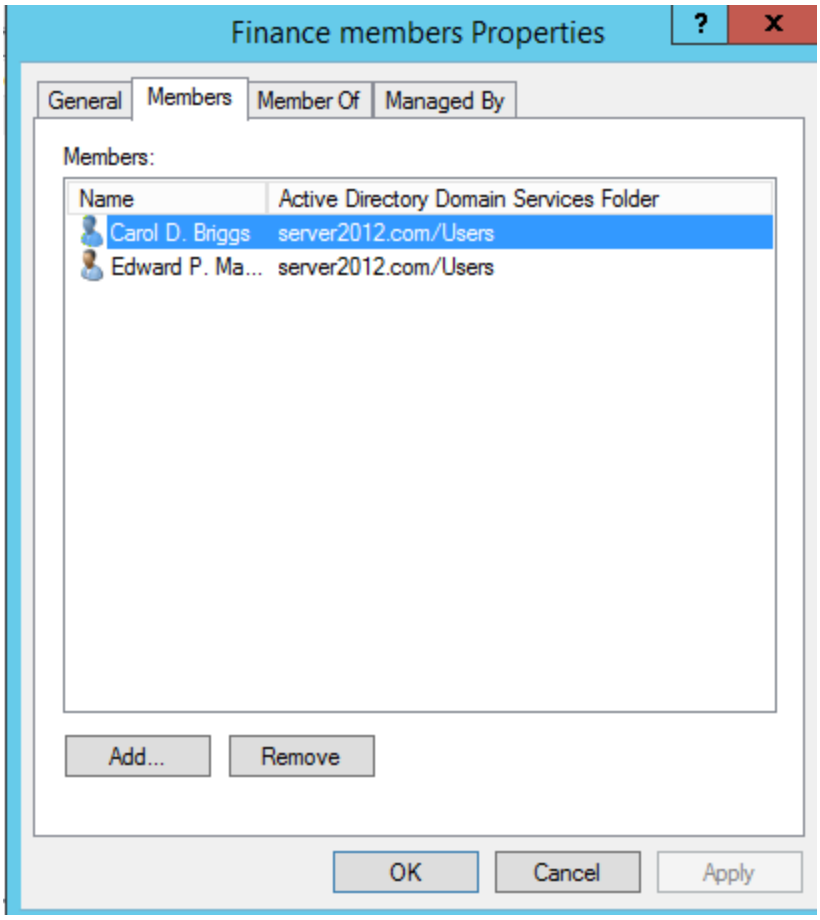
   → Click on Advanced → Find Now. Select the group name from the list
4. Click on OK to Exit

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

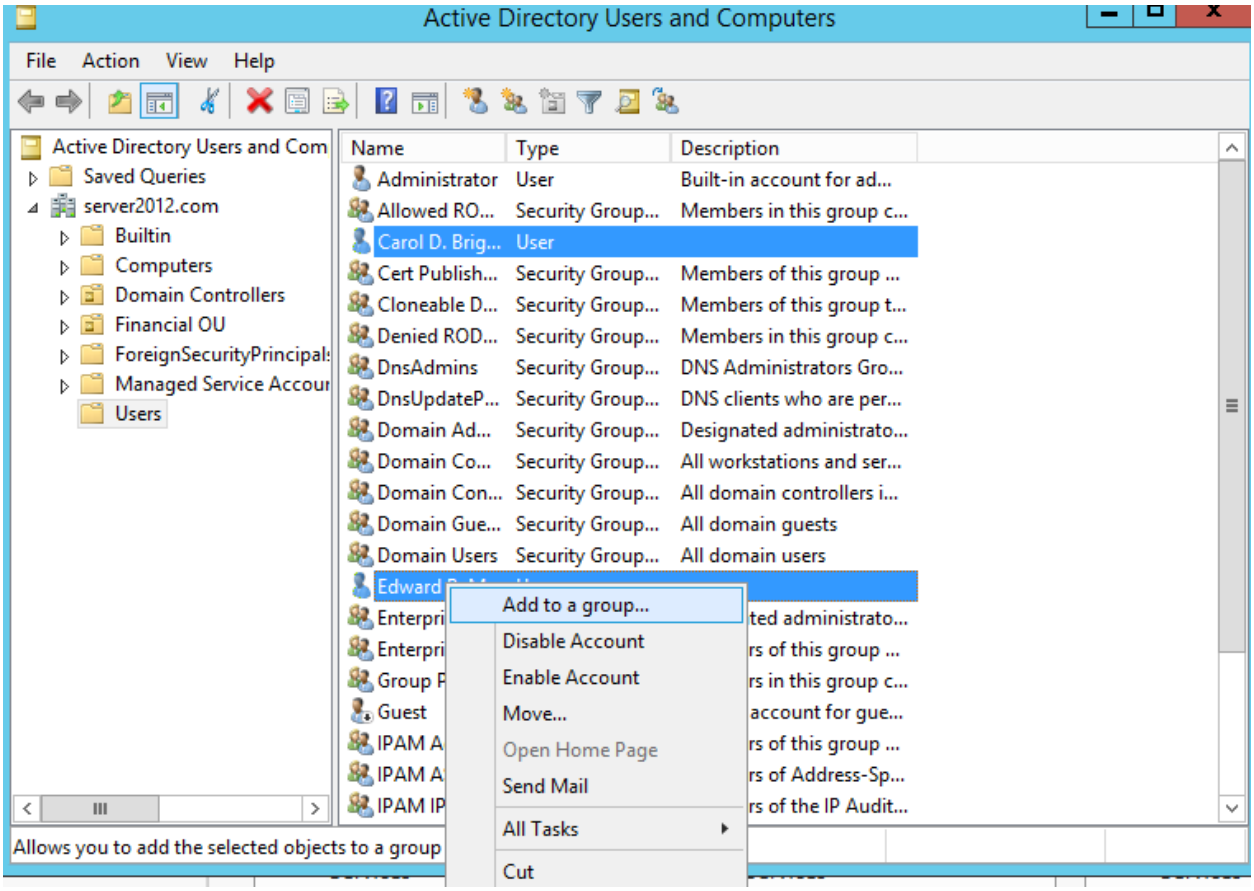
1. Double click on the Financial OU
2. Right click on the Finance Members Group and click on properties



3. Click on the members tab to see the users



4. Click on OK to Exit



Remove a user from a group

Remove Carol Briggs from the Finance Members Group

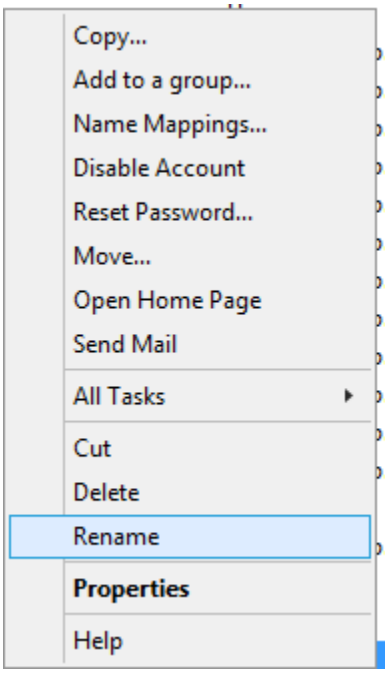
1. Expand the Financial Ou
2. Expand the Finance Members Group
3. Click on the Member Tab
4. Select Carol Briggs
5. Click on Remove
6. Click OK

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.

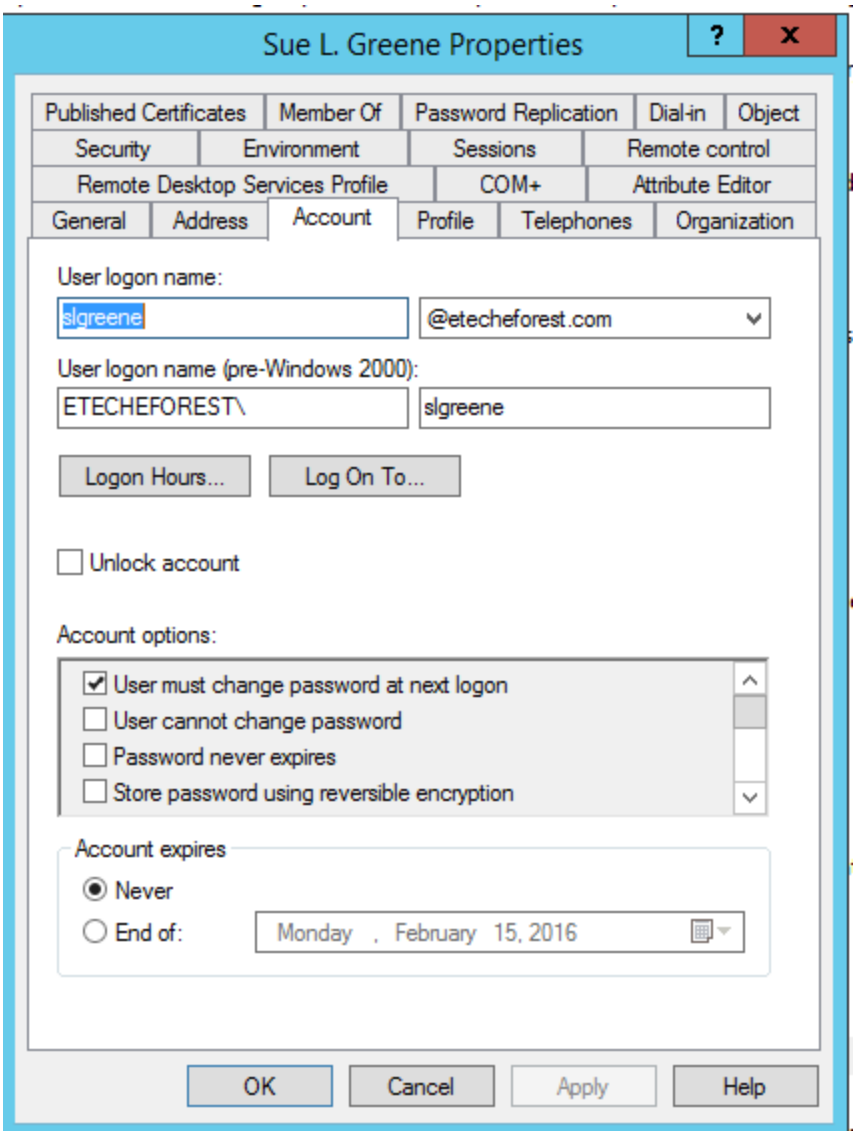
1. Open the users container
2. Right click one of the user accounts your created



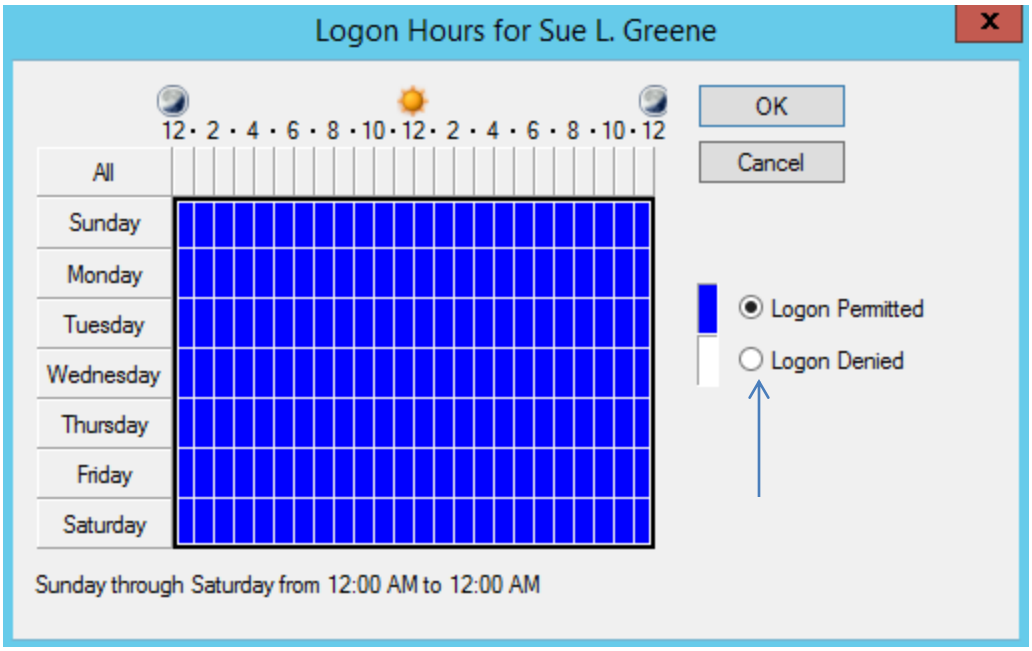
Setting Logon Hours

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

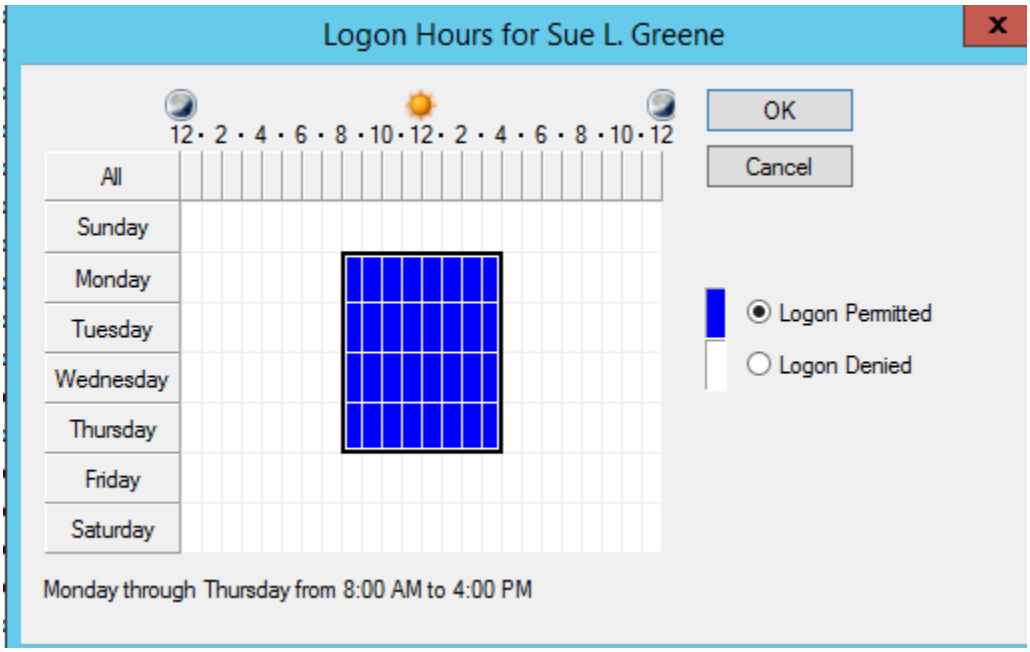
1. Open the Users Container
2. Right click on Sue's account
3. Click on properties
4. Click on the **Account** tab



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



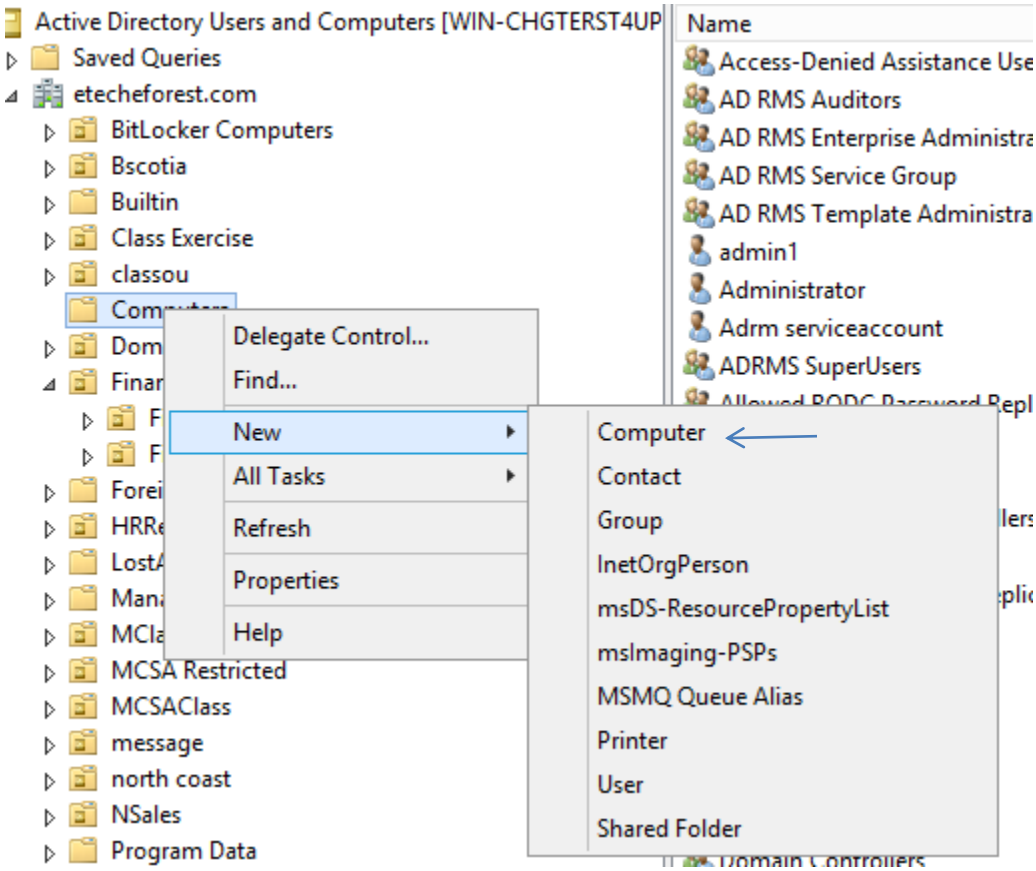
Log on to a specific computer

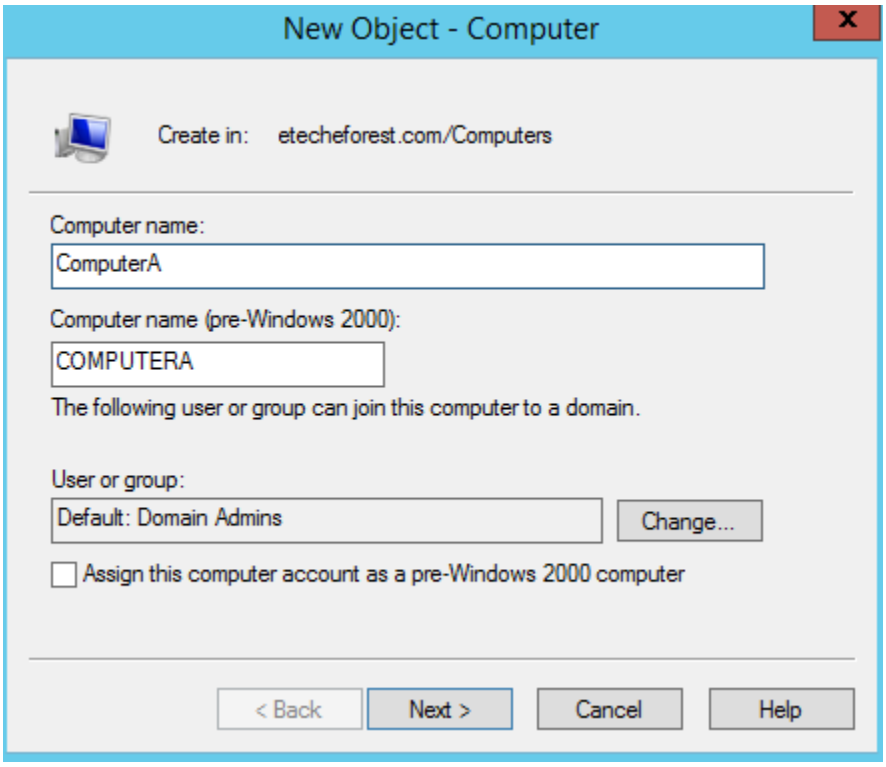
On the Account member tab for Sue there was also a **Log on to** tab. Using this tab you could specify that Sue could only log on to certain computers by actually adding the computers. Note that by Default Sue can log on to **All Computers**.

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

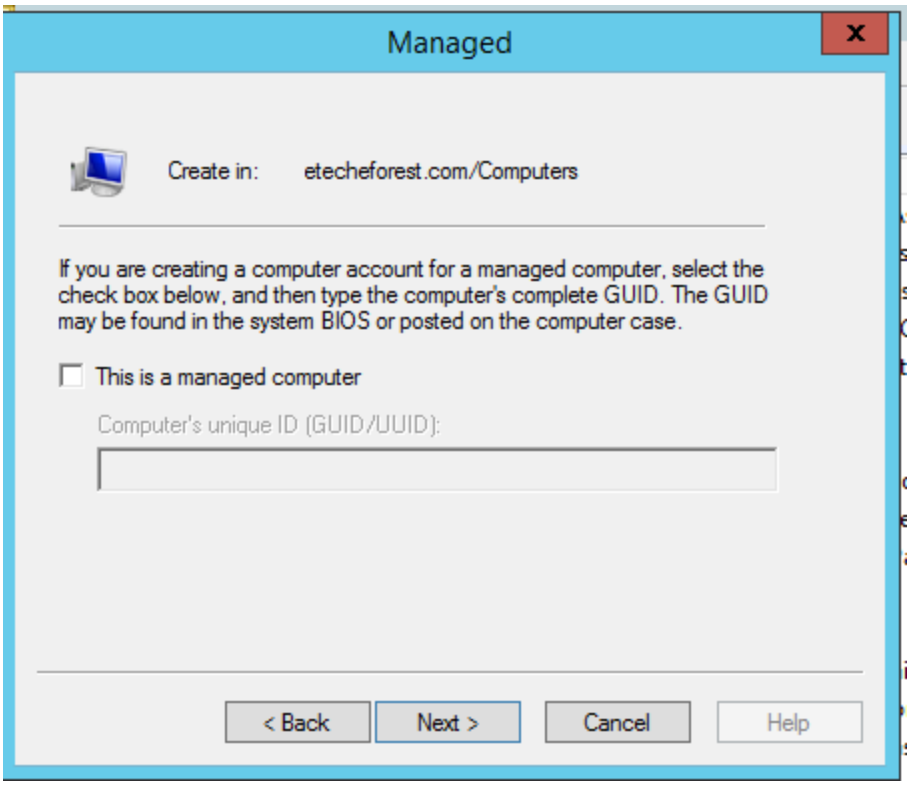
1. Right click on the Computers Container
2. Click on New, Click on Computer
3. Type “computerA” as the name of the computer





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
Create in: etecheforest.com/Computers
If you are creating a computer account for a managed computer, select the check box below, and then type the computer's complete GUID. The GUID may be found in the system BIOS or posted on the computer case.
This is a managed computer
Computer's unique ID (GUID/UUID):
< Back
Next >
Cancel
Help