

Creating and configuring users and computers lab notes

Note: after entering text press the Enter Key

Access Active Directory users and Computers

1. Click on Tools Active Directory Users and Computes

Create two OUs

1. Right click on contoso.com
2. Click on New → Organization Unit
3. Type **Finance** for the name of the OU
4. Create a second OU using the same steps, name the second OU Sales

Create Users

1. Right click the Finance OU
2. Click on New → User
3. Fill out the following information for the User

First Name: **Maria**

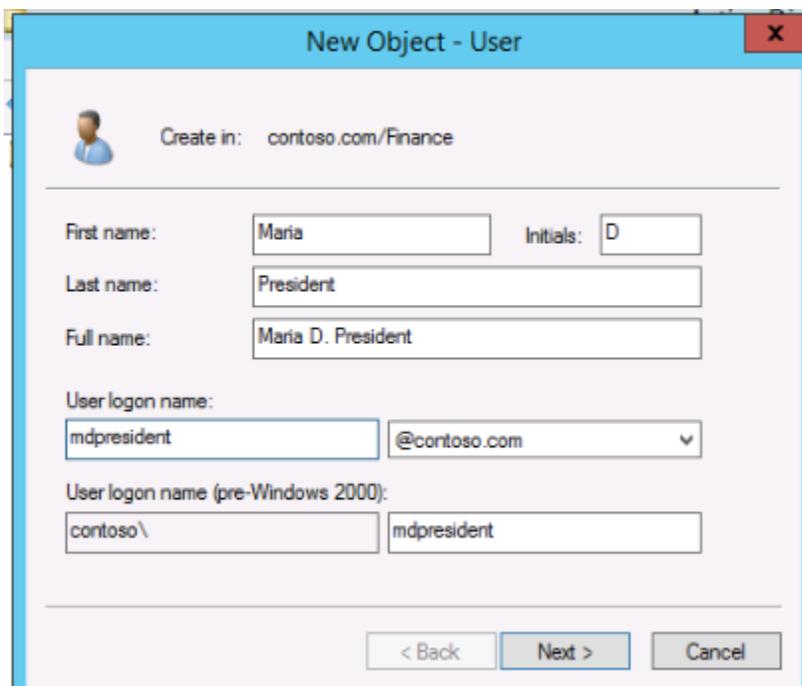
Initial: **D**

Last Name: **President**

Full Name: (leave as default)

User Logon Name: **mdpresident** (leave default domain)

Click Next to continue.



The screenshot shows the 'New Object - User' dialog box. The 'Create in' field is set to 'contoso.com/Finance'. The 'First name' field contains 'Maria', 'Initials' contains 'D', 'Last name' contains 'President', and 'Full name' contains 'Maria D. President'. The 'User logon name' field is split into two parts: 'mdpresident' and '@contoso.com'. The 'User logon name (pre-Windows 2000)' field is split into 'contoso\' and 'mdpresident'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

4. Enter in "P@assword5 for the password for this user
5. Confirm the password
6. Leave the Default "User must change password at next logon"
7. Click Next

8. You will see a summary of the user information. Click Finish to create the user.
9. Create another user in the Finance container following the steps outlined above.
Use the following information for that new user

First Name: **John**

Initials: **Q**

Last Name: **Admin**

Full Name: (leave as default)

User Logon Name: **jqadmin** (leave default domain)

Click Next to continue.

Assign the password "P@ssw0rd". Click Next, and then click Finish to create the user.

10. Create two users in the Sales OU. Use the following information for the two users:

User1

First Name: Abbey

Initials: L

Last Name: Holford

User Logon Name: aholford (leave default domain)

Click Next to continue

Assign the password P@ssword9". Click Next, and click Finish to create the user.

User2

First Name: Charles

Initials: M

Last Name: Harris

User Logon Name: charris (leave default domain)

Click Next to continue

Assign the password P@ssword10". Click Next, and click Finish to create the user

Create a group in the Sales OU

1. Right click on the Sales OU
2. Click New → group
3. Name the group "centralsales" (accept all default settings for the group)
4. Click on OK

Reset Maria's password to P@assword03

1. Double click on the Finance OU to find Maria
2. Right click on Maria's account name and click Reset password
3. Type P@assword03

4. Confirm P@assword03
5. Accept Default setting and click OK twice

Move Maria from the Finance OU to the sales OU

1. Right click Maria's name
2. Click on Move
3. Select the Sales OU from the list of OUs
4. Click on OK
5. Note the Maria is no longer in the Finance OU
6. Double click the sales OU to make sure that Maria is there.

Add Abbey to the centralsales group located in the sales OU

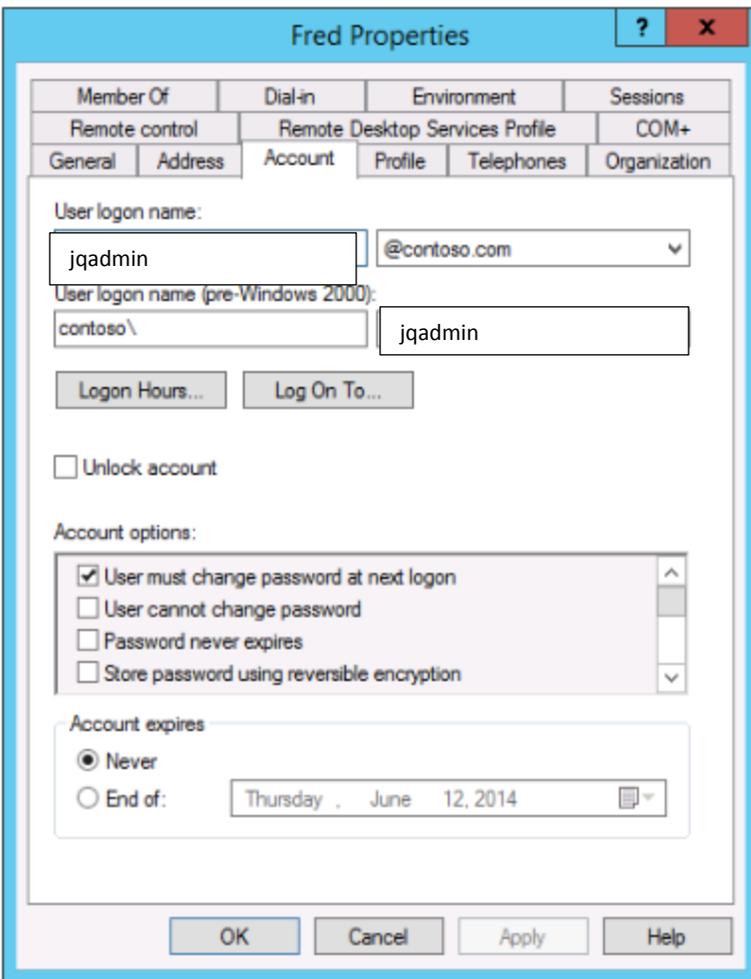
1. Right click on Abbey's name
2. Click on Add to Group
3. Enter " centralsales" in the object name box
4. Click OK
5. Click ok again on the prompt "The Add to Group operation was successfully completed"
6. Right click on centralsales
7. Click properties
8. Select Members Tab (notice that you can Add and Remove)
9. Make sure that Abbey is a member of the central sales group.
10. Click OK to close the centralsales properties box

Delete Charles from the Sales OU

1. Right click on Charles's Name
2. Click Delete
3. Answer yes to the prompt "Are you sure you want to delete the user named 'Charles M. Harris'?"

Set the logon hours for John to 4:00 – 9 :00 p.m. Monday to Friday

1. Double click on the Finance OU
2. Right click on John's Name
3. Click on Properties
4. Click on the Account Tab



5. Select the Logon Hours tab
6. Select the entire area and click on logon *Denied* (the area will be selected for you)
7. Select Monday to Friday 4:00 pm to 9:00pm (the area will be selected for you)
8. Click on Logon Permitted. (check the the bottom of the logon dialog box to make sure you selected the correct time slot.
9. Click on Ok

Selecting a specific workstation to logon on

1. Click on Log on To tab
2. Click on "The following computers"
3. Enter scom01 in the computer name box (press Enter) then click Add
4. Click OK
5. Under Account Options click the scroll arrow twice and select "Smart card is required for interactive Logon"
6. Click Apply
7. Click OK

Creating a computer Account

1. Right click the computers container
2. Click → New computer
3. Enter the name workstation1 (press Enter)
4. Accept the Default settings by clicking OK