Adding a User and Folder to a Windows Server

May 12, 2010

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Opening the Computer Management Window

The Computer Management window will give us access to such tools as adding a new user or group to the Windows Server, view events, look at logs and setup hard drives.

To open the Computer Management window, we select the Start button, Administrative Tools and then Computer Management.

Administrator			
Manage Your Server	刻 My Computer	i i i i i i i i i i i i i i i i i i i	Certification Authority
CAL Command Prompt	Control Panel	6	Cluster Administrator
Windows Explorer	Administrative Tools	9	Computer Management
<u>~</u>	Printers and Faxes		Configure Your Server Wizard Data Sources (ODBC)
- 🥙 Windows Update	🕐 Help and Support	9	DHCP
Notepad		•5 []	Event Viewer
Internet Explorer	7 <u>R</u> un		Licensing Local Security Policy
W Paint			Manage Your Server Microsoft .NET Framework 1.1 Configuration
Microsoft Office PowerPoint			Microsoft .NET Framework 1.1 Wizards
2007		1	Network Load Balancing Manager Performance
Wizard		命	Remote Desktops Routing and Remote Access
All <u>P</u> rograms 🔸		-	Services
	🖉 Log Off 🛛 🛈 Shut Down		Terminal Server Licensing Terminal Services Configuration
🏄 Start 🛛 🚱 🏉		P	Terminal Services Manager

Local Users and Groups

To add a new user to the Windows Server, we need to put in a new user account. We can accomplish this act by selecting Local User and Groups in the left pane. We can see two folders, Users and Groups appear in the right pane.

We then double click on the Users folder.

📙 Computer Management		
🗐 Eile Action <u>V</u> iew <u>W</u> indow <u>H</u> elp		_ 8 ×
Computer Management (Local) System Tools System Tools Shared Folders Cocal Users and Groups Performance Logs and Alerts Device Manager Storage Storage Disk Defragmenter Disk Management Services and Applications	Name	

Adding a New User

With the Users folder selected, we observe the existing accounts in the right pane. The only active account is our Administrator account which we are presently using. To add a user, right click in the right pane and when the popup menu appears, we can select New User.



The New User Window

We will create an account for our associate by typing in their user name. In the corporation, we already have a number of employees with the R Jones name so our new account will have the first initial and the last name along with the number 3. We type in rjones3 for the username.

We key in the person full name as Regina Jones along with the description of technician.

Next, we have to assign and conform a password to the account. The secret phrase must meet the smart password criteria we previously setup. The first time Regina Jones logins to the account, she will have to create her own smart password.

We finish this window by pressing the Create button.

New User		? X		
<u>U</u> ser name:	rjones3			
<u>F</u> ull name:	regina jones			
Description:	technician			
Password:	••••••			
User must change password at next logon				
Password never expires				
C Account is d	lisa <u>b</u> led			
	Cr <u>e</u> ate Cl <u>o</u>	se		

Continue User Account Setup

To set more account management features for the user, we right click on the username and select properties.



The New Account Properties

After we press the Create command button, we will enter the rjones3 Properties window. We can see the users full name, description and that he must change his password at next logon.

rjones3 Prope	rties				? ×
Remote o	control	т	erminal Serv	rices Profile	Dial-in
General	Membe	Of	Profile	Environment	Sessions
ic 	ones3				
<u>F</u> ull name:	Ī	regina jo	ones		
Description:	[technici	an		
✓ User mu	st change (apot chang	Dasswor	d at next log	on	
	d never ex	o passy nites	/ora		
	is disabled	51100			
	is locked o	out			
				1	
			OK	Cancel	Apply

The Member Of Tab

In the Member Of tab, we see that our new colleague is part of the users group. Most of the people on our servers will be in this group. Next, we will visit the Sessions tab.

rjones3 Properties			<u>? ×</u>
Remote control	Terminal Serv	ices Profile	Dial-in
General Member C	If Profile	Environment	Sessions
Member of:			
Sers Sers			
	UVC.		
	ОК	Cancel	Apply

The Sessions Tab

The Session Tab will handle how long a new user can be on the Server and what happens during extended logons and idle time.

For our new user, we will end a disconnected session in 15 minutes. We will limit active sessions to 24 hours and idle sessions to 1 hour.

When sessions limits are reached or broken, we will end the session. And we will allow reconnection from the originating client only

Press the Apply command button fix the new settings and then press OK to close the rjones3 Properties window.

ones3 Properties		? >
Remote control Tern	ninal Services Profile Dial-	in
Use this tab to set Terminal Servic	es timeout and reconnection settings	:
End a disconnected session:	15 minutes	-
Active session limit:	1 day	-
Idle session limit:	1 hour	•
End session		
Allow reconnection:		
C From any client		
From originating client only		
	OK Cancel <u>A</u> p	ply

The Users Folder

We can see the finished rjones3 name in the User folder.



Creating a User Folder

Open the My Documents folder in the Server and create a folder named Rjones Projects.

We should right click on the new folder and we will select Sharing and Security.



Sharing the Folder

Initially, we change the do not share on this folder to the share this folder option. We will keep the maximum allowed users to maximum, but we could set the number to 1.

Now, we select the permissions button.

Iones Projects Properties				
General Sharing Security Customize				
You can share this folder with other users on your network. To enable sharing for this folder, click Share folder.	this			
Do not share this folder Share this folder				
Share name: RJones Projects				
<u>C</u> omment:				
User limit: © <u>M</u> aximum allowed				
○ Allo <u>w</u> this number of users:] [
To set permissions for users who access this folder over the network, click Permissions.				
To configure settings for offline access, click Caching				
Windows Firewall will be configured to allow this folder to be shared with other computers on the network. <u>View your Windows Firewall settings</u>				
OK Cancel <u>App</u>	ly			

Setting the Permissions

In the permissions folder we remove the everyone read allowance by unchecking the box. We then press the Add button and type rjones3 as a new object in the Select Users or Groups window and press the OK button.

We give Regina Jones full control, change and read privileges. We press the Apply button and exit the Permissions dialogue box.

missions for RJones Projects	<u>? ×</u>		
Share Permissions	Permissions for RJones Projects		?
Group or user names:	Share Permissions		
🕵 Everyone	Group or user parties:		
Add	regina jones (BITS66\rjones)	3)	
Full Control		Add	Remove
Change 🗖	Pormissions for radius isona		Donu
	Full Control Change Read	2 2 2 2 2	
Select Users or Groups	<u>? ×</u>	1	
Select this object type:			
Users, Groups, or Built-in security principals	<u>O</u> bject Types		
Erom this location:			
ВП 566	Locations		1
Enter the object names to select (<u>examples</u>):		Cancel	
nones3	<u>Check Names</u>		
Advanced	OK Cancel		

Setting the Security Tab

Next, we select the Security tab and we see that the Administrator has full rights. To add full rights to Regina Jones, we select the Add button and in the Select Users and Groups window, we type rjones3. Then, we select the OK button and we can see regina jones in the security list. Check the full control box and she will have the ability to work on her folder without hindrance.

RJones Projects Properties	RJones Projects Properties	? ×
General Sharing Security Customize Group or user names: Administrator (BITS66\Administrator Administrators (BITS66\Administrator SYSTEM	General Sharing Security Customize Group or user names: Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security Image: Comparison of the security	
Permissions for Administrator	Add Permissions for regina jones Allow	<u>R</u> emove
Full Control Modifu	Full Control	
elect Users or Groups Select this object type: Users, Groups, or Built-in security principals From this location: BITS66 Enter the object names to select (examples):	Read & Execute Image: Contents List Folder Contents Image: Contents Read Image: Contents Write Image: Contents For special Permissions Image: Contents For special permissions or for advanced settings, click Advanced.	
rjones3	OK Cance	Apply
<u>A</u> dvanced	OK Cancel	

Folder Customization

To set the type of folder, the folder image and icon, we can accomplish this task in the customize tab. We did not modify the folder, so we will press the OK to finish the folder setup.

Now, our new user can logon and work in the new folder.

RJones Projects Properties
General Sharing Security Customize
What kind of folder do you want? Use this <u>f</u> older type as a template:
Documents (for any file type) Also apply this template to all <u>s</u> ubfolders
Folder pictures For Thumbnails view, you can put a picture on this folder to remind you of the contents. Choose Picture Restore Default
Folder icons For all views except Thumbnails, you can change the standard "folder" icon to another icon. Change Icon
OK Cancel Apply

Accessing the Folder from the Client Computer

Next, we logon to our client computer and we open up the My Network folder and select the View workgroup computers. We can see the Bits66 server in the list



New User Logon

We can double click on the Bits66 server, and the connect to bits66 window will appear. We type in our username and password and press the OK button.



At the Server Folder

Once we logon the system, the user is brought straight to their project folder.



Adding Objects into the Folder

The new folder can hold more folders and files since the user has full rights to modify the project folder. We can make a shortcut to the server folder on our desktop for quick access.

To disconnect from the server, we can logout of our client computer.



Reinforcement

We can add more users and create folders for each of them or have multiple users sharing a single folder.

