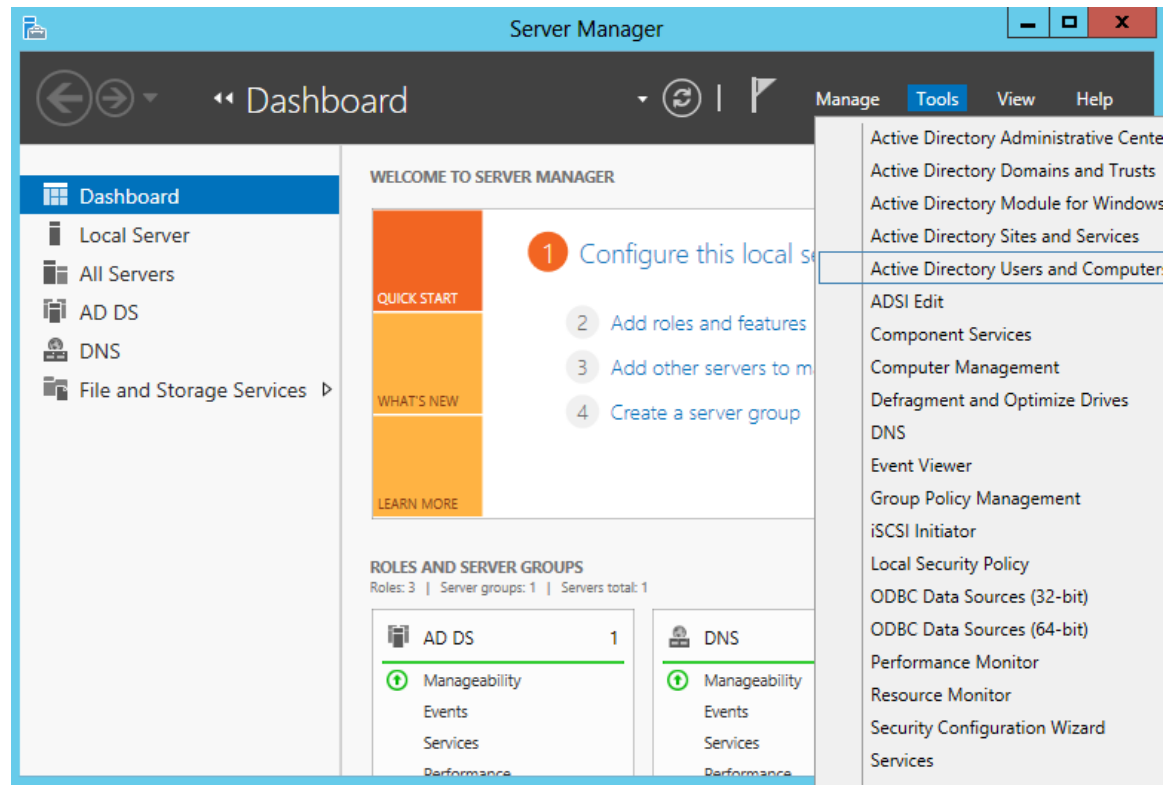


Create Groups in Active Directory on a Windows 2012 Server

July 10, 2013

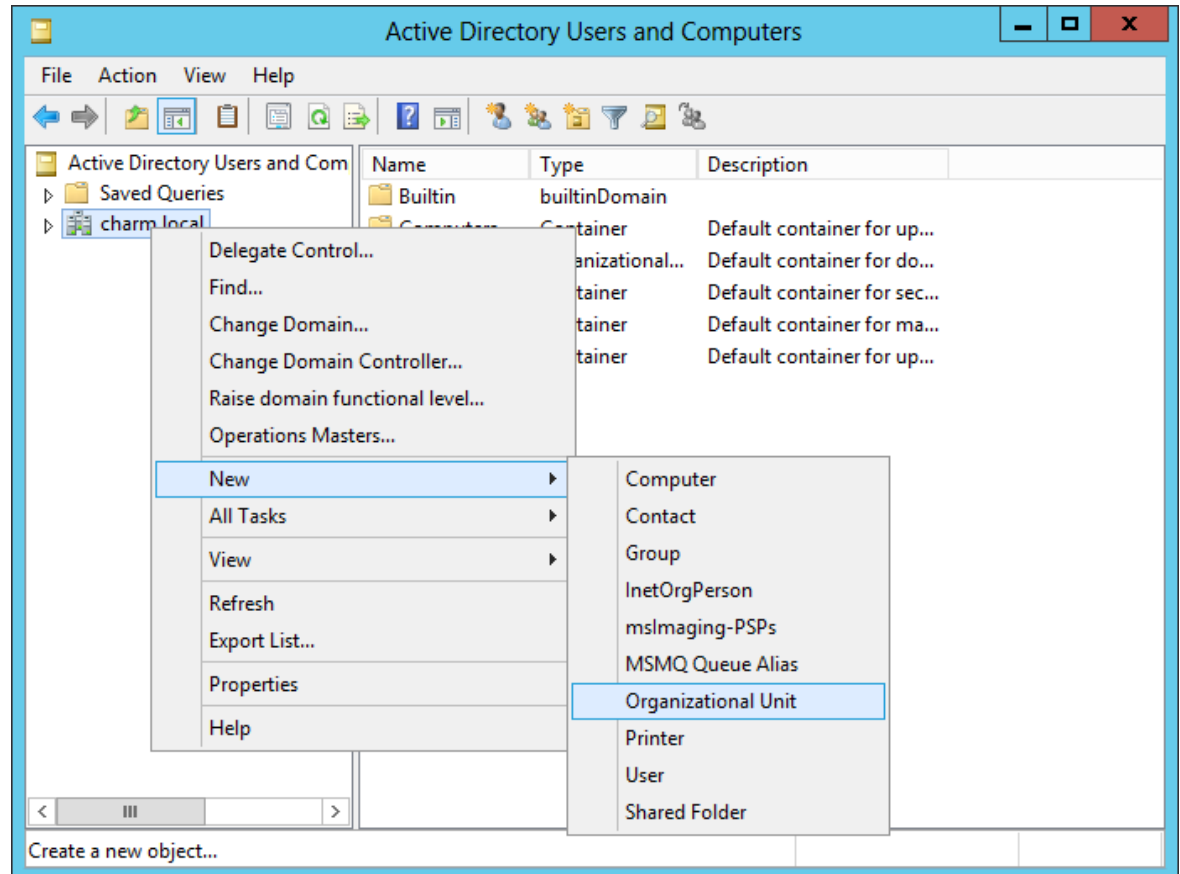
Server Manager

Open the Server Manager Dashboard and then select Tools and Active Directory Users and Computers.



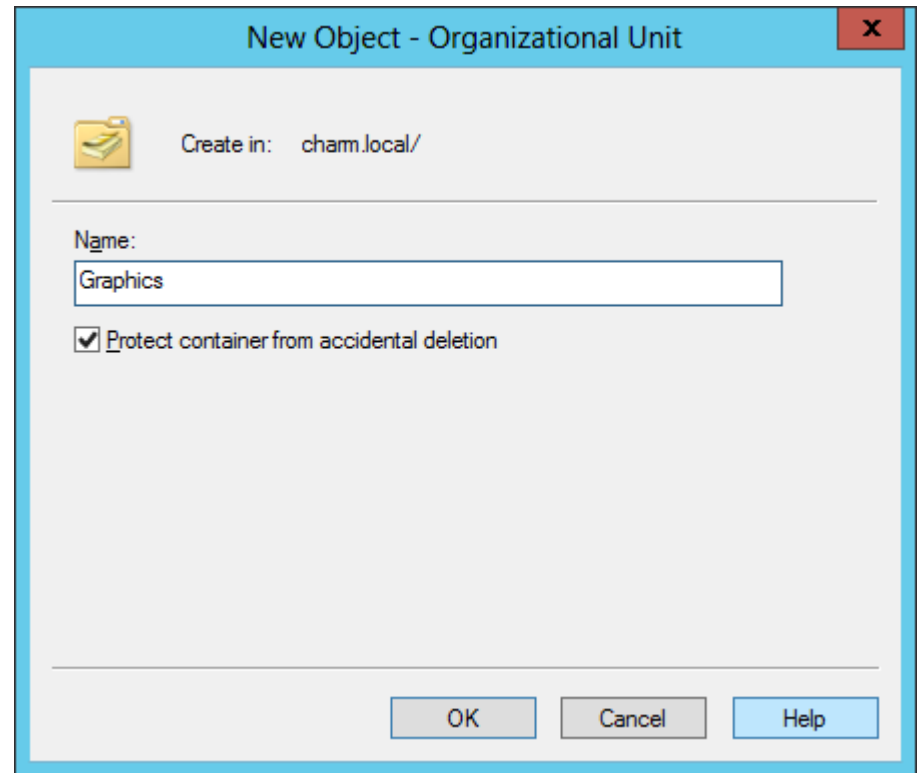
Active Directory Users and Computers

In the Active Directory Users and Computers window, we will create an Organizational Unit which is similar to a department. Right click on the domain name, then select New and Organizational Unit.



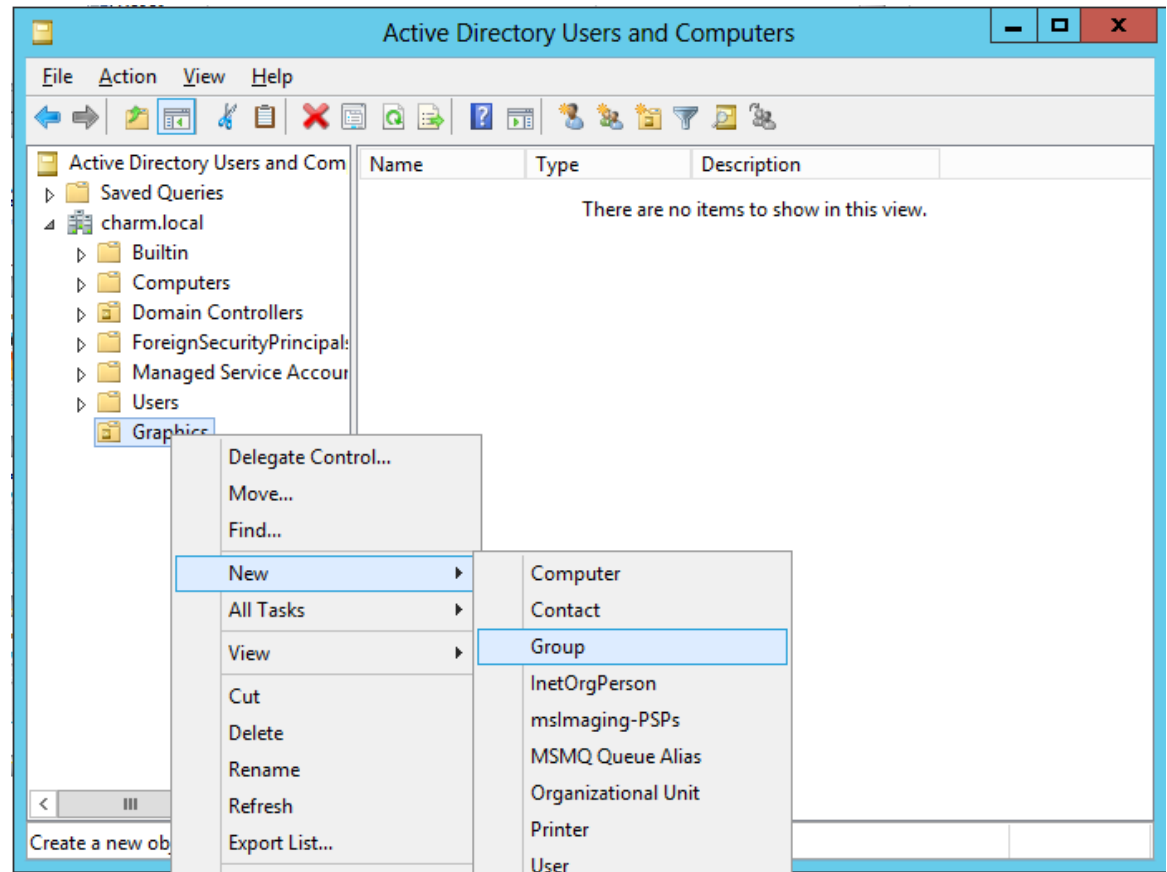
New Object - Organizational Unit (OU)

We typically name the folder the same name as the department. We keep the protect the container from accidental deletion checkbox annotated.



New Group in the OU

We then create a group in the Graphics OU for their students and instructors. Right click on the Graphics OU name, then select New and Group.

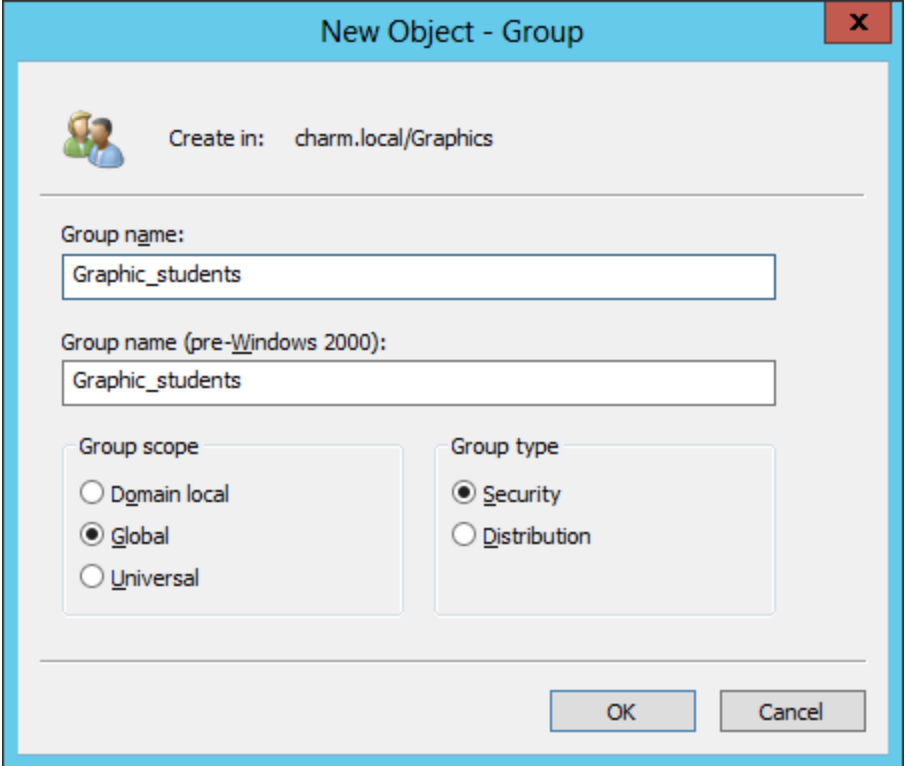


New Object - Group

We name the student group Graphic_student. We keep group scope as Global and the group type as Security.

We use groups and organizational units to easily put the domain users into security cells. Students only have access to their folders and can only read documents put into public shared folders. Instructors and supervisors can read and write to every folder.

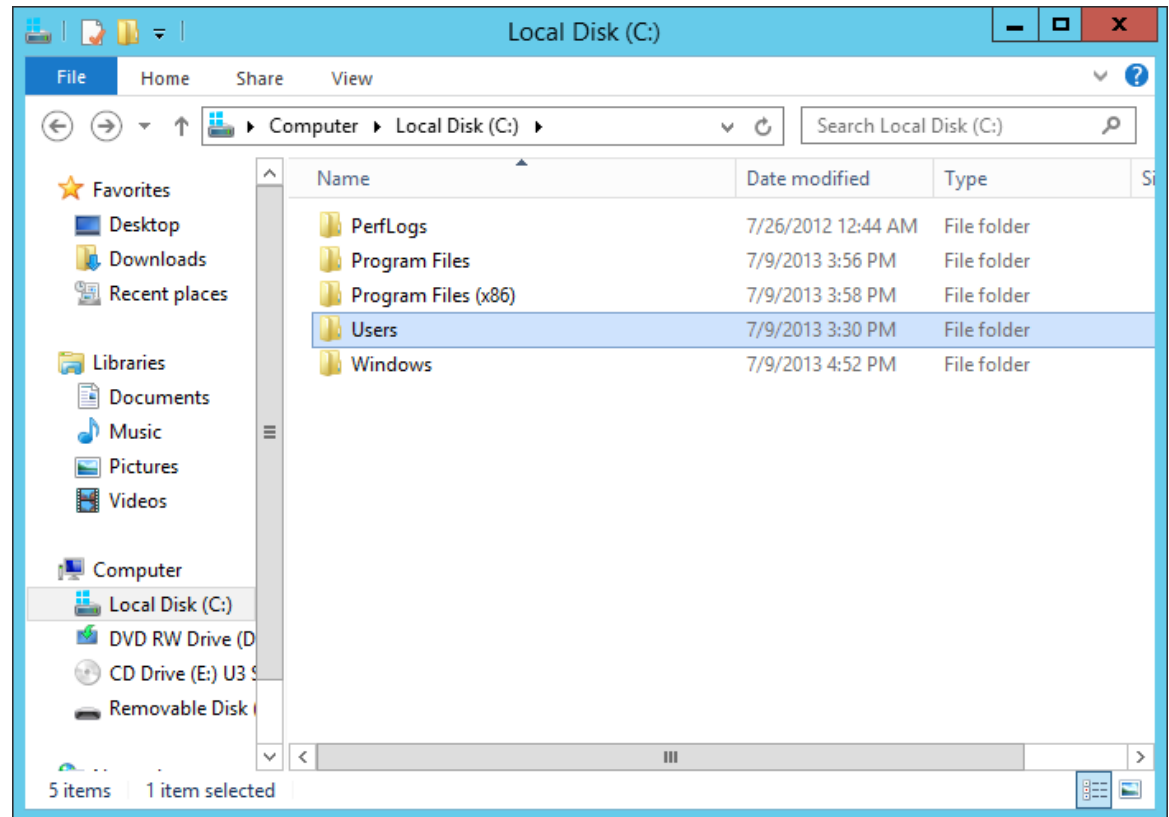
Next, we will want to create a group called graphic_instructor.



The screenshot shows the 'New Object - Group' dialog box. The title bar is 'New Object - Group'. Below the title bar, there is a small icon of two people and the text 'Create in: charm.local/Graphics'. The dialog has two text input fields: 'Group name:' and 'Group name (pre-Windows 2000):', both containing the text 'Graphic_students'. Below these fields are two sections: 'Group scope' and 'Group type'. The 'Group scope' section has three radio buttons: 'Domain local', 'Global' (selected), and 'Universal'. The 'Group type' section has two radio buttons: 'Security' (selected) and 'Distribution'. At the bottom right, there are 'OK' and 'Cancel' buttons.

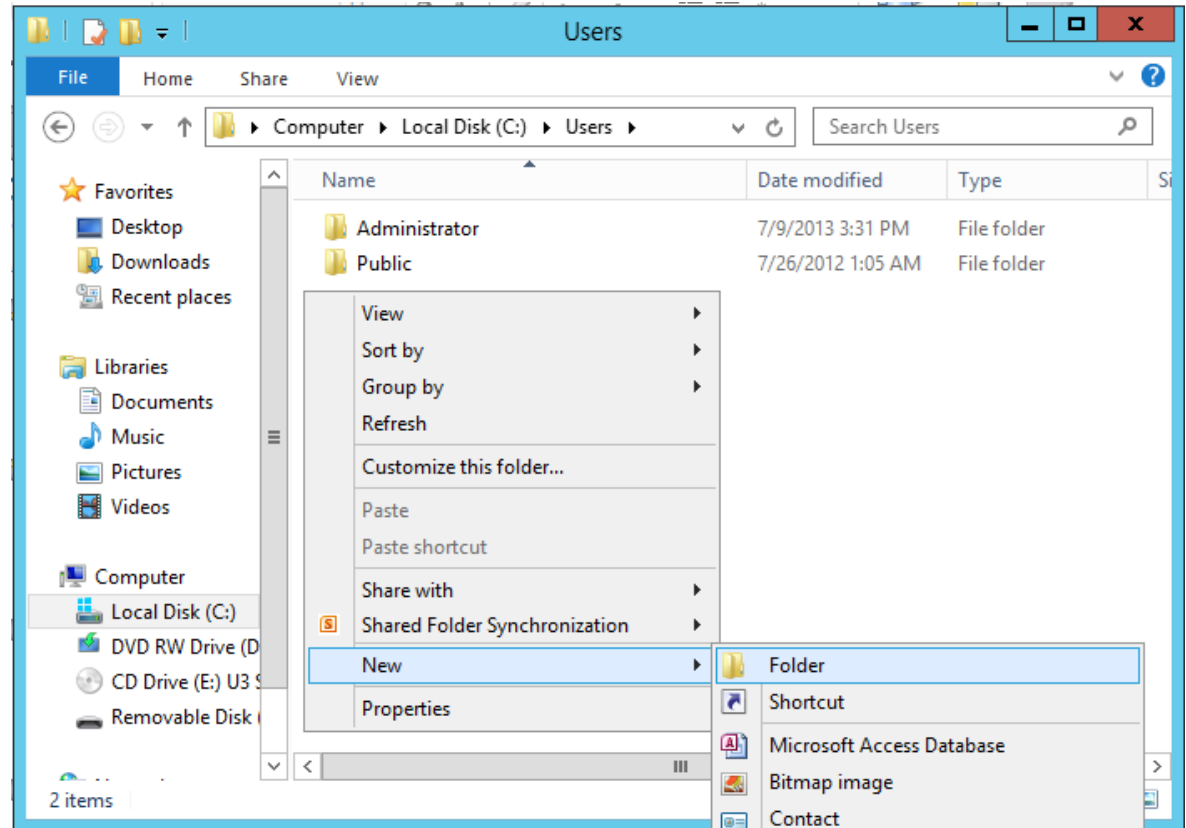
Creating the Graphic Student Folder

Next, we will create a single folder to hold all of the individual graphic student's folders. We open the Local C: folder window and double click on the Users' folder.



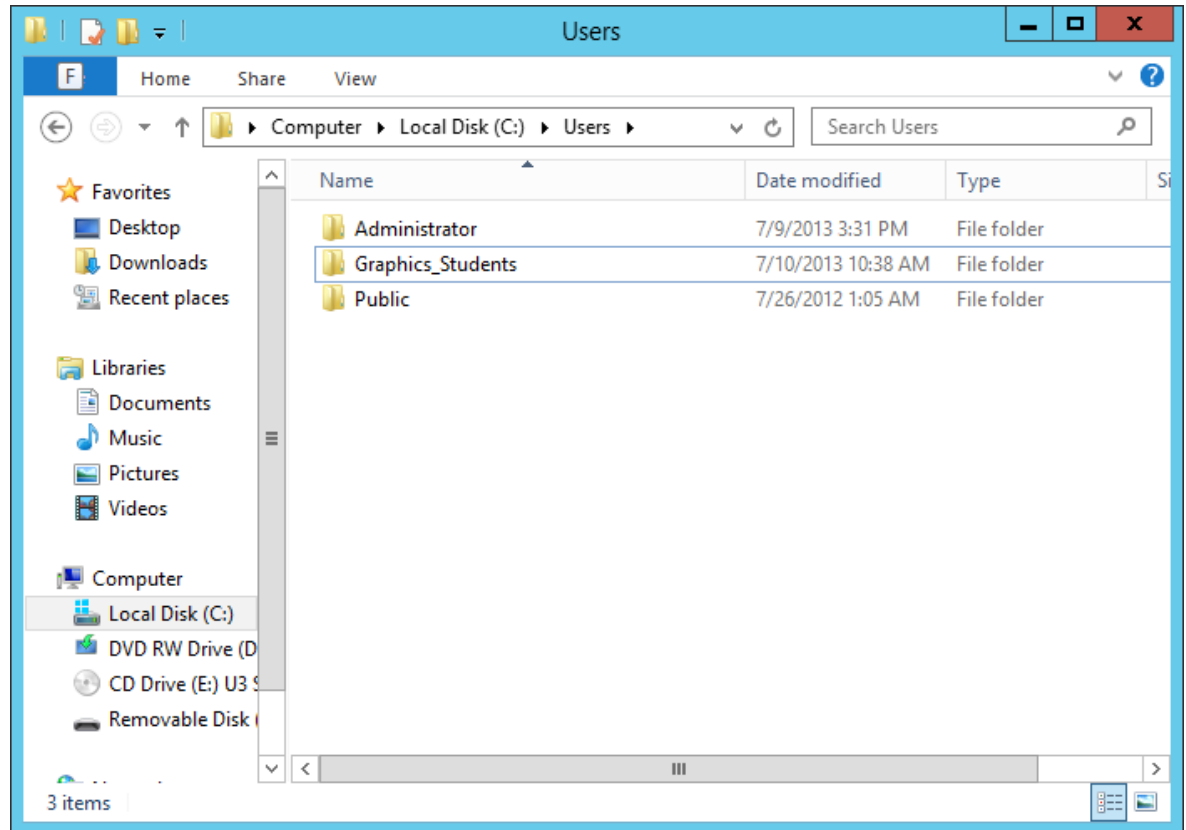
Create a New Folder

In the User Folder, right click in an open space and on the popup menu, select New and Folder.



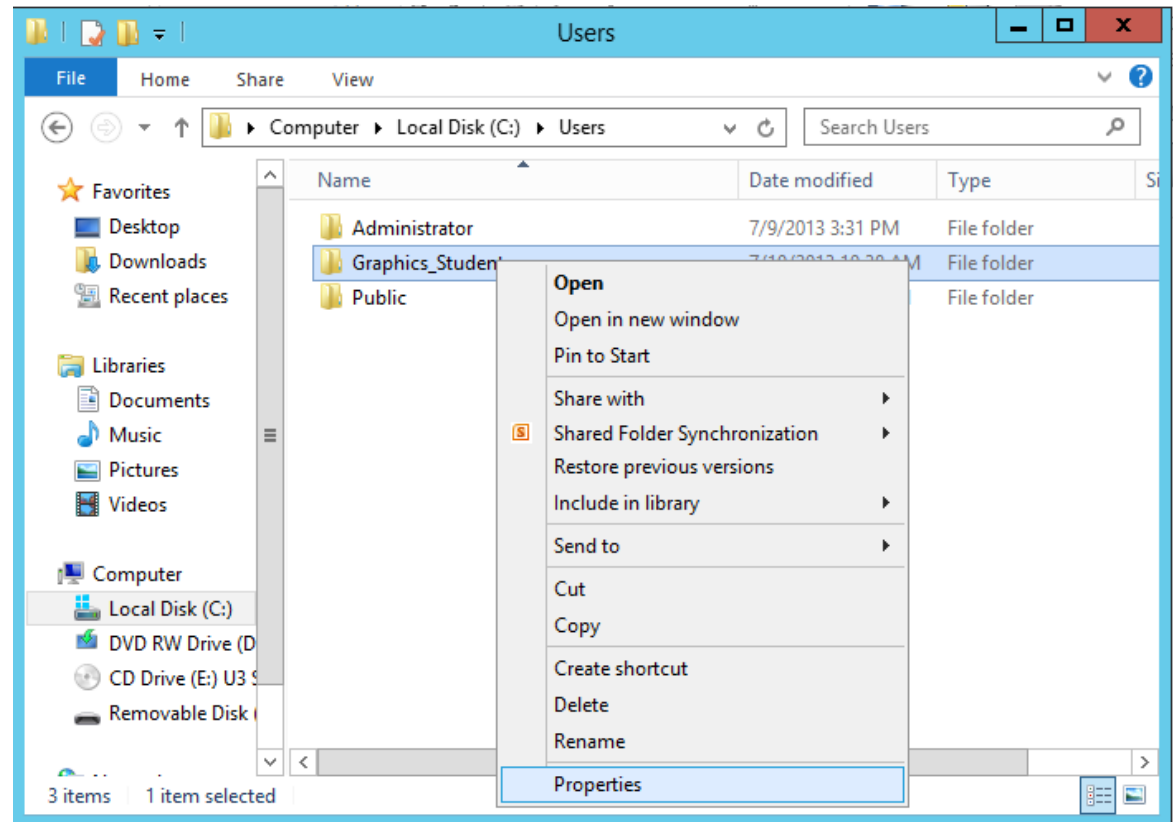
Name the New Folder

We will name the folder Graphics students



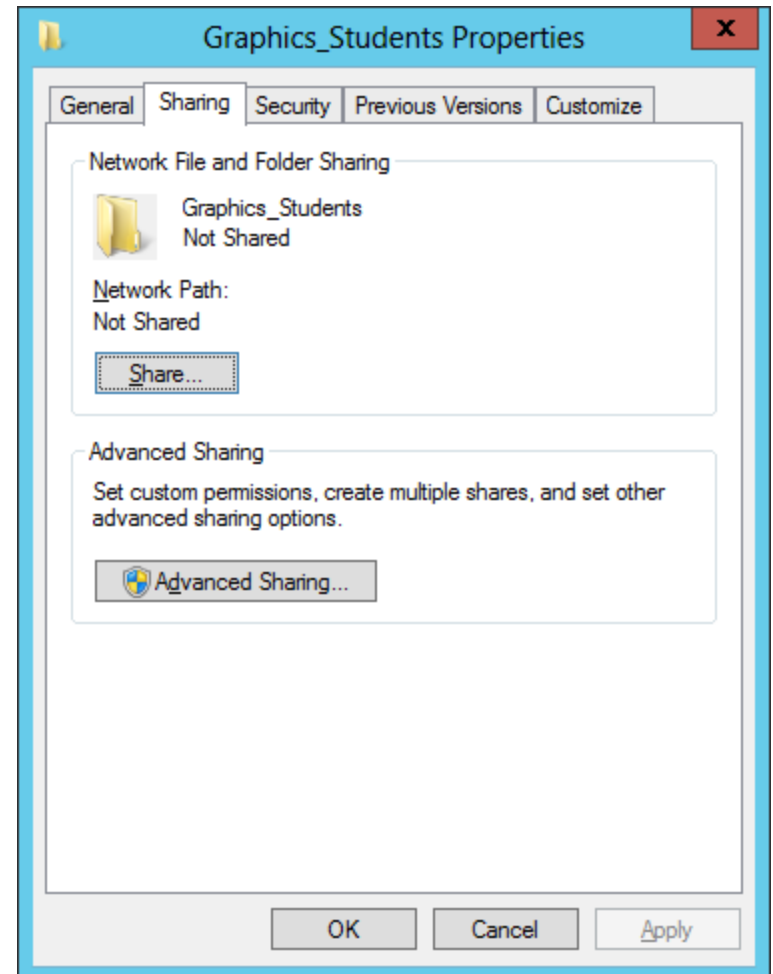
Open the Folder Properties

Right click on the new graphics students folder and select properties from the popup menu.



Folder Properties - Sharing Tab

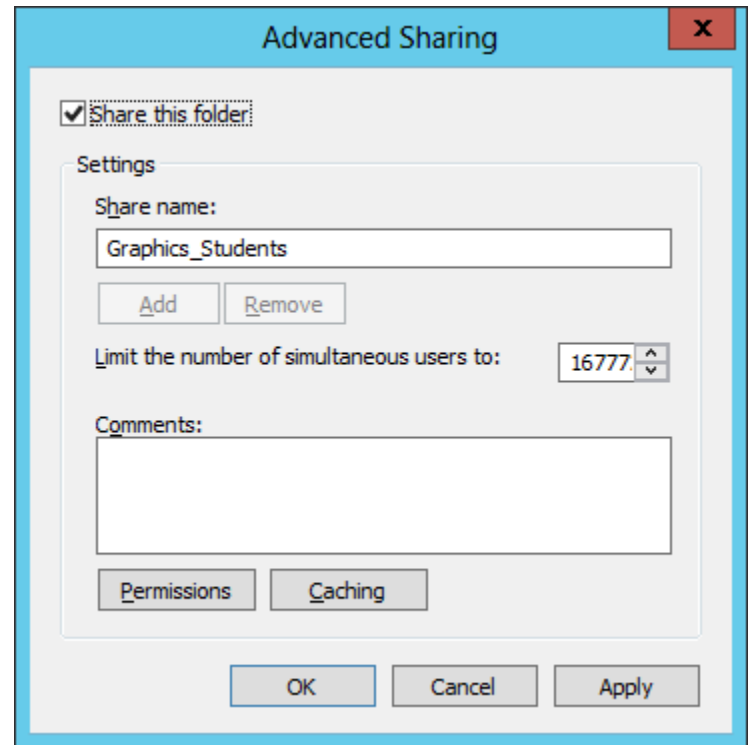
On the Graphics_student Properties window, we should select the Sharing Tab. Then press the Advanced Sharing button.



Share this Folder

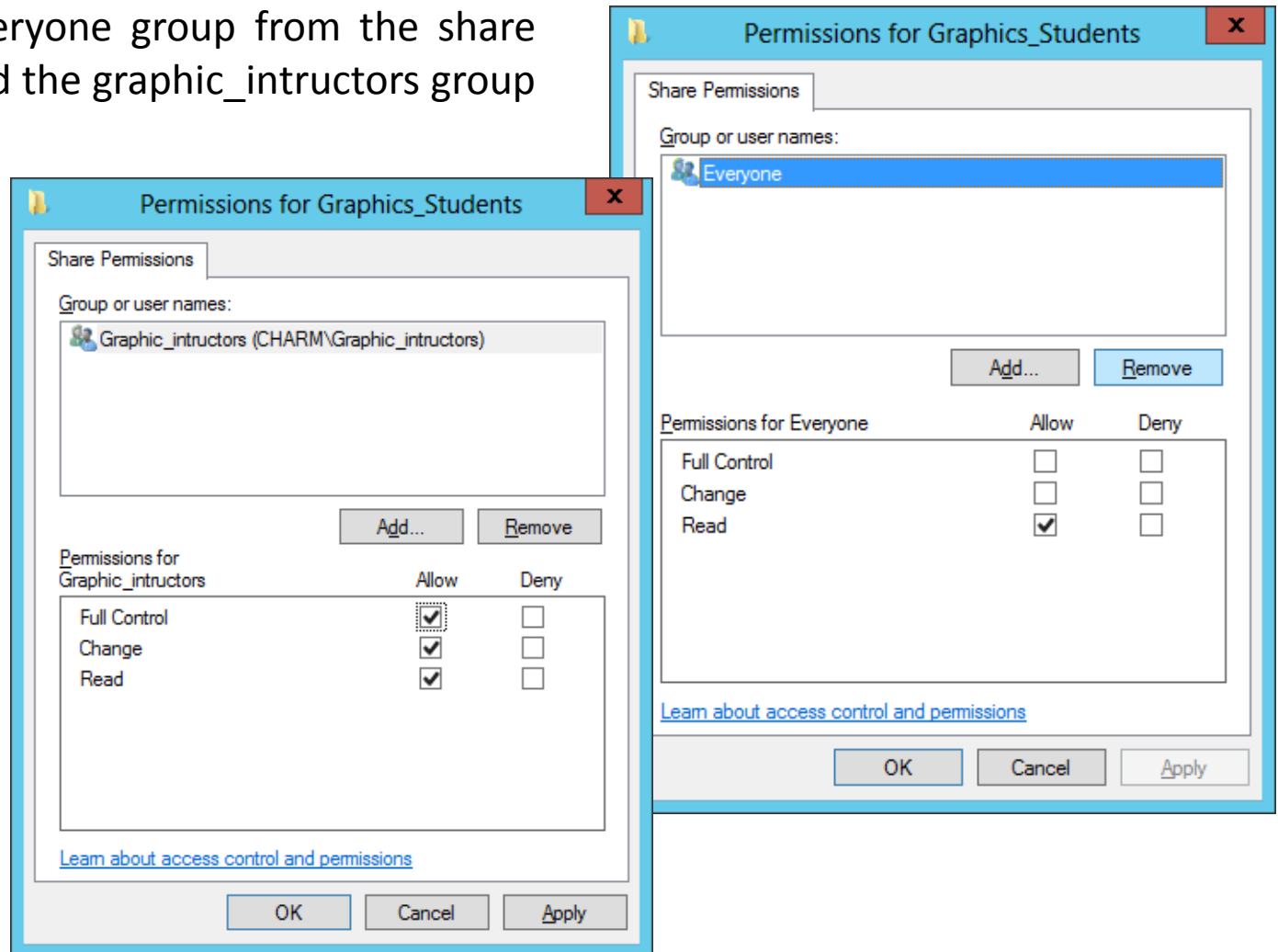
Annotate the share this folder checkbox. We can keep the share name the same.

Then we press the permissions button.



Permissions for the Folder

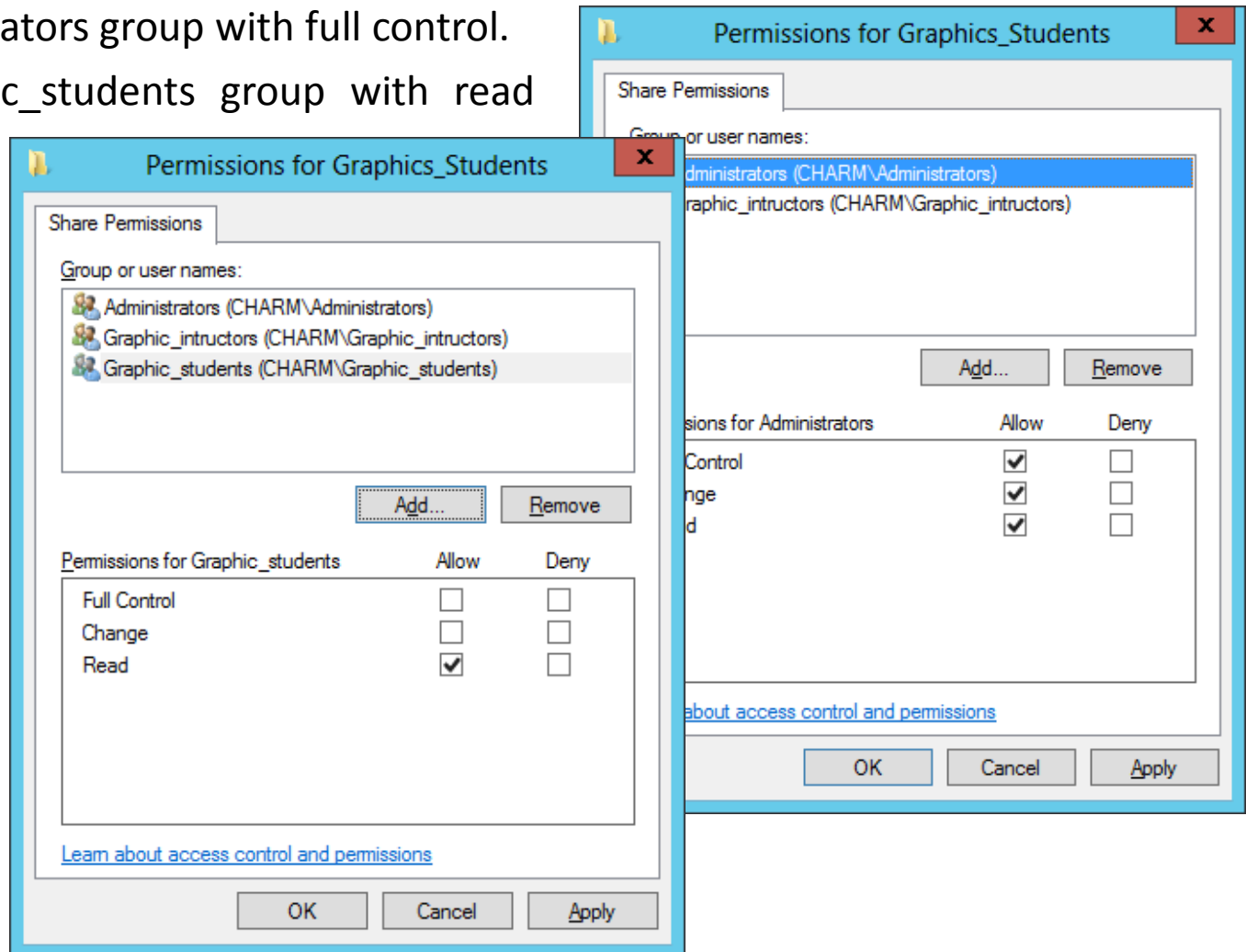
Remove the everyone group from the share permissions. Add the graphic_instructors group with full control.



Permissions for the Folder

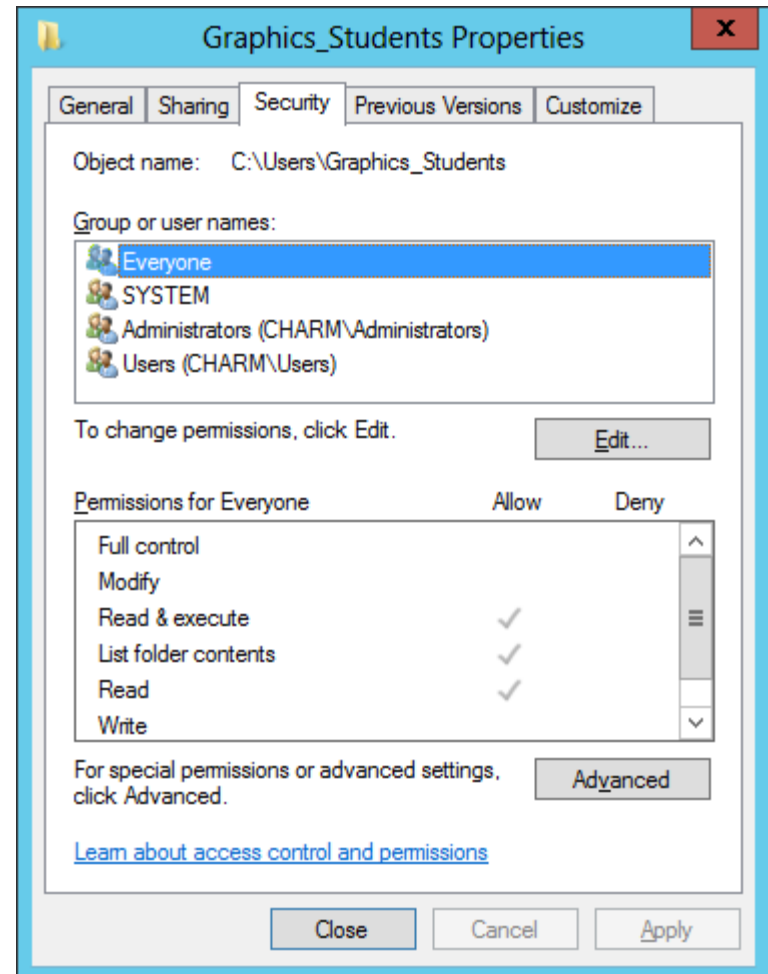
Add the Administrators group with full control.
Then add Graphic_students group with read only permission.

Press the
Apply button
and close the
Advanced
Sharing
window.



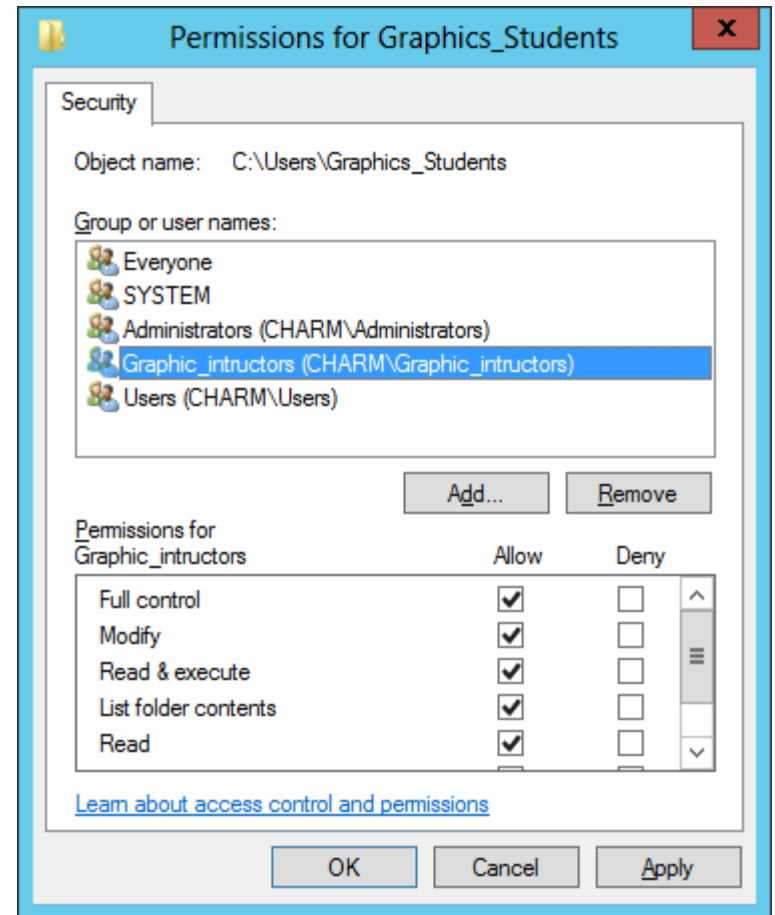
Folder Properties – Security Tab

To add groups to the security list, press the Edit button.



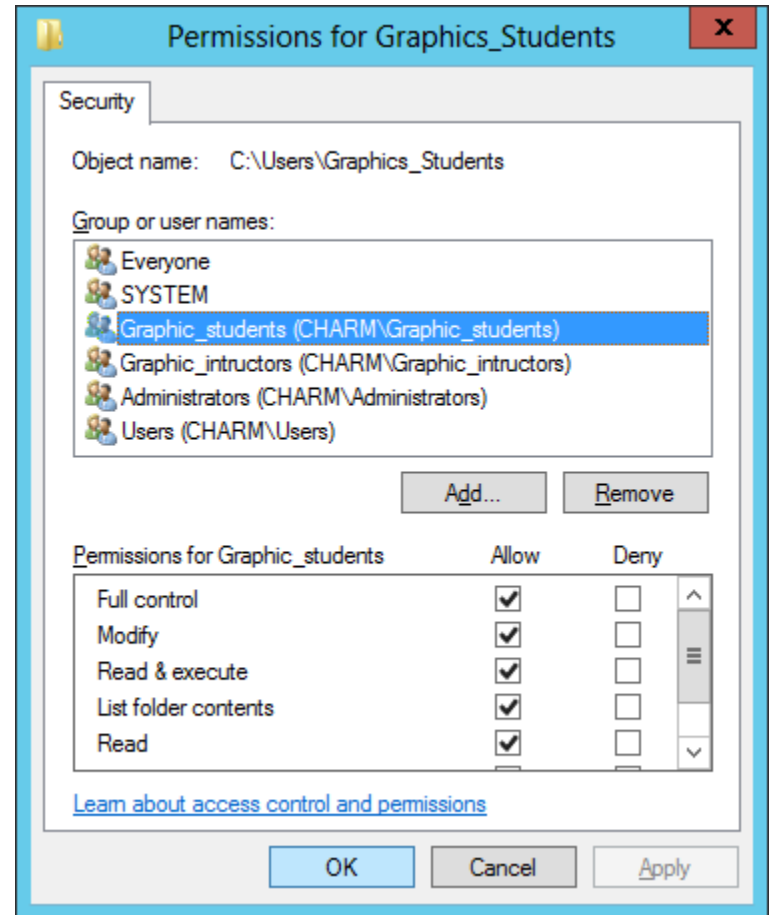
Graphics Instructors Group

Add the graphic_instructors group with full control.



Graphic Students Group

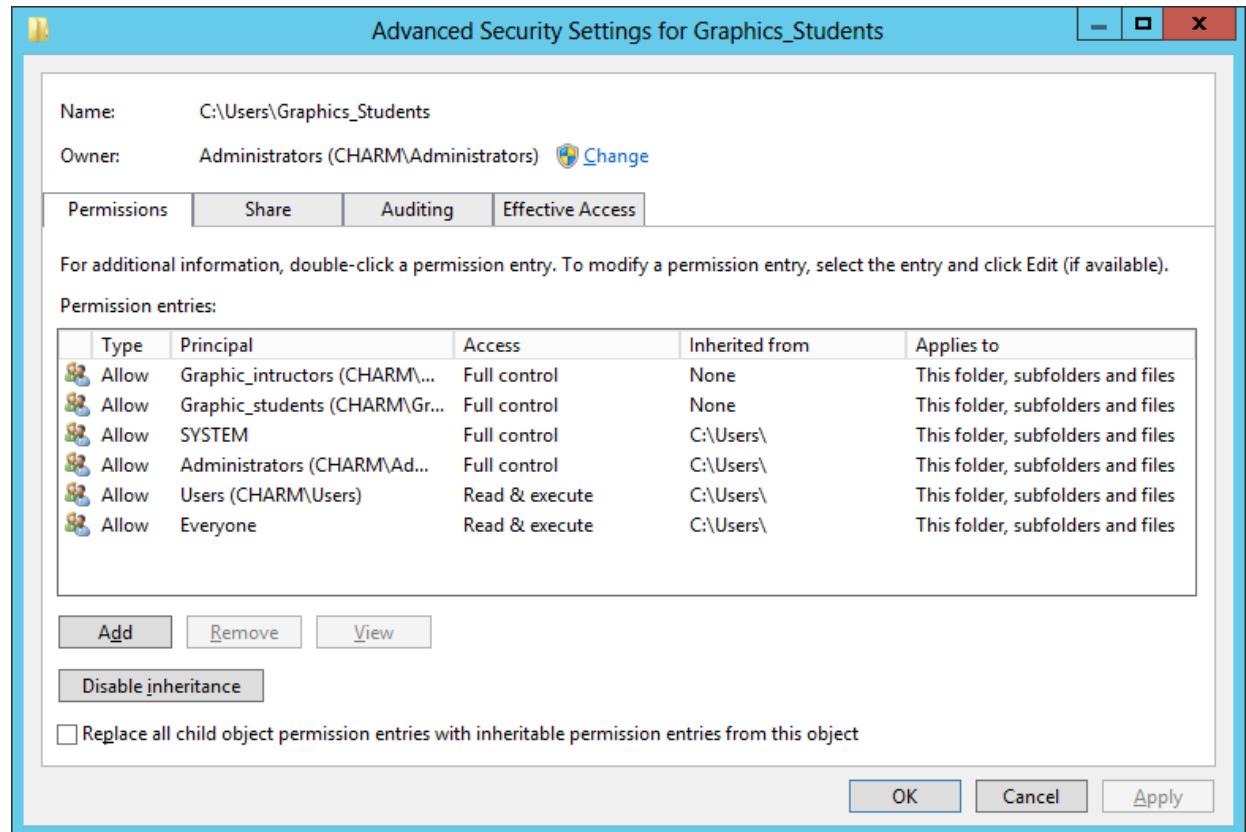
Add the graphic_students group with full control.



Advanced Security Settings

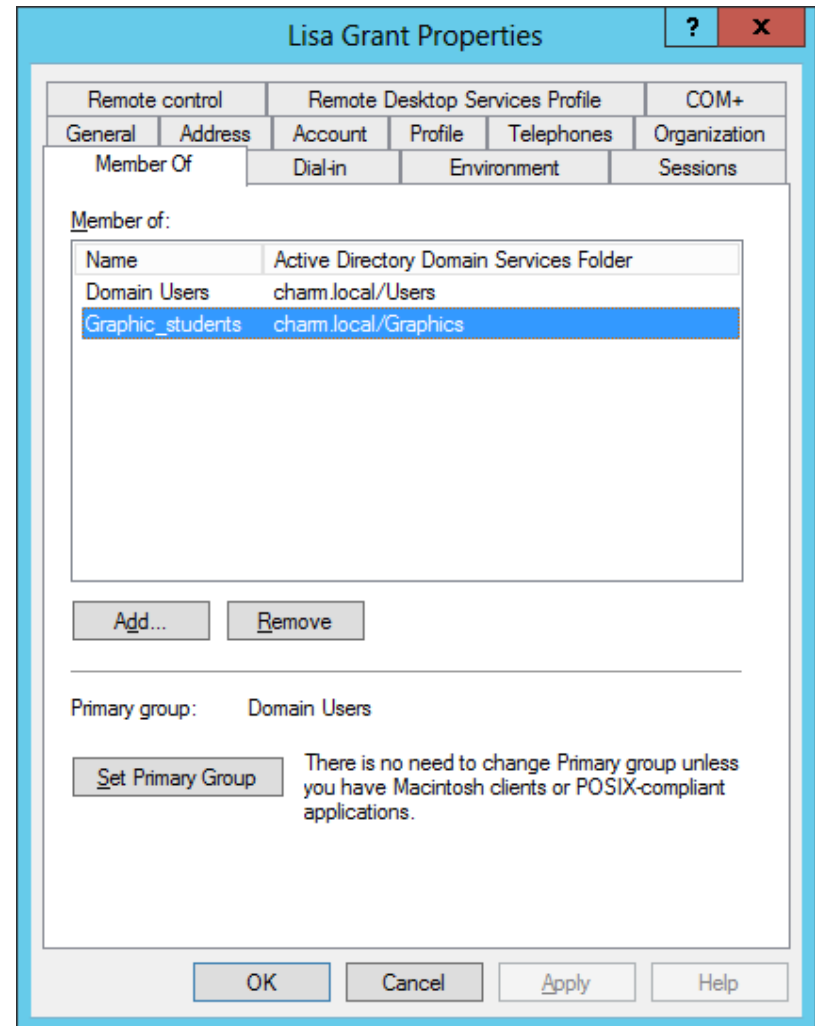
When we check the advanced settings, we see the groups do not inherit from the C:\Users.

Close the window and the folder properties window.



Member of Tab

Create a new user and make them a member of the graphics students' group.

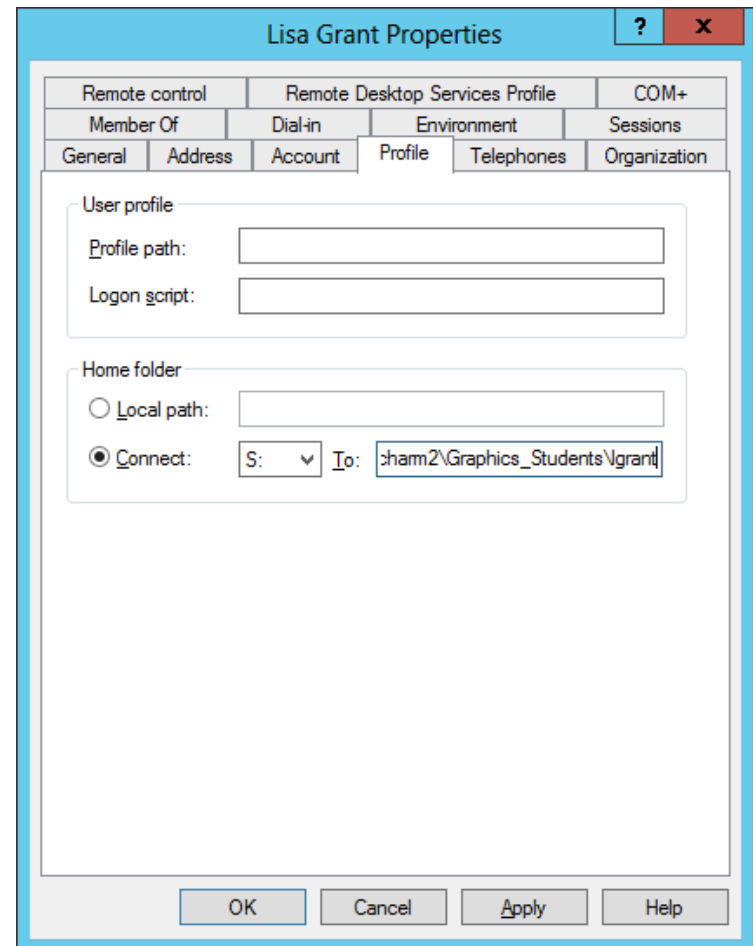


User's Profile

After making changes to all of the user's property settings, on the Profile Tab, connect to the S: drive and type

`\\server_name\Graphics_student\%username%`

The servername is the name of the machine where the User folder exists. %username% will automatically make the username the folder name.



New Folder for the User

A new folder called Igrant is now in the Graphics Students' folder.

