

Creating a Group and Shared Folders

May 25, 2010

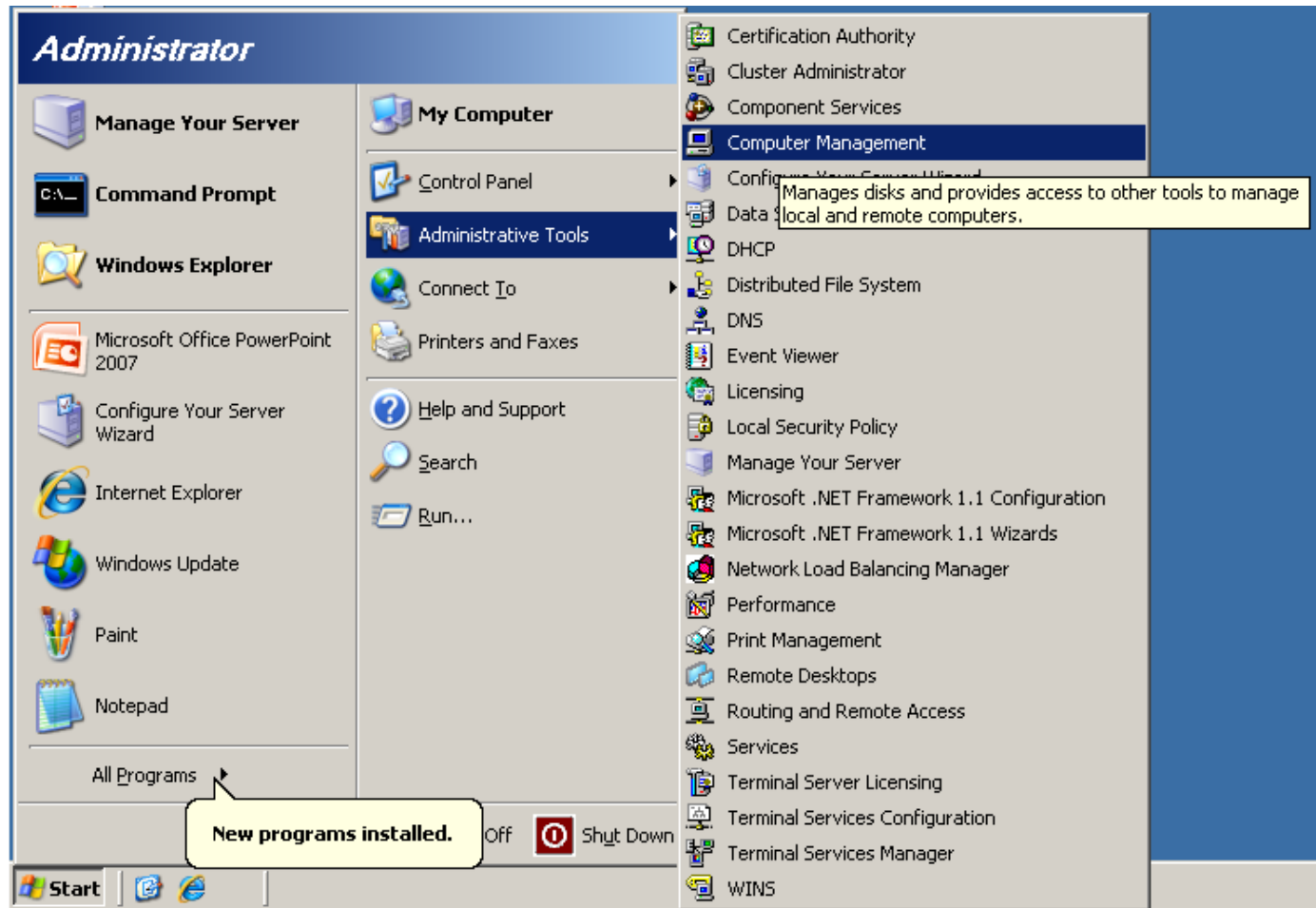
Why Manage Groups

As network administrators, we shortly learn that it is more efficient to manage access to the organization's intellectual property by placing individuals into groups and then assigning groups to different folders and objects such as printers. Since simplicity promotes error free work, the probability of placing a person in the accounting department into the software group is small, so an untrained worker will not accidentally delete important documents. There is always a chance on bigger networks to lose control of security, so even the use of groups will not solve every problem.



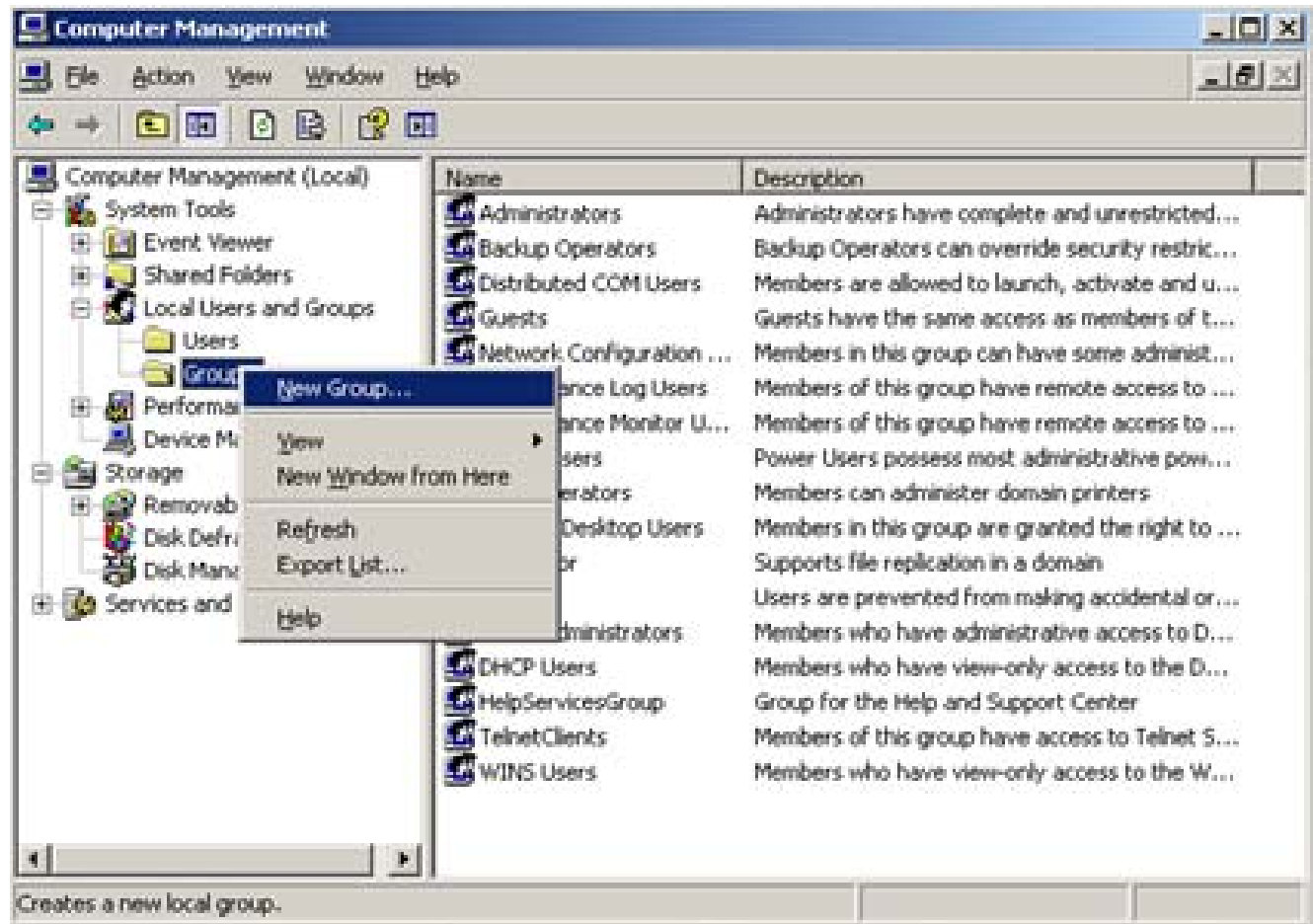
Start Menu

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



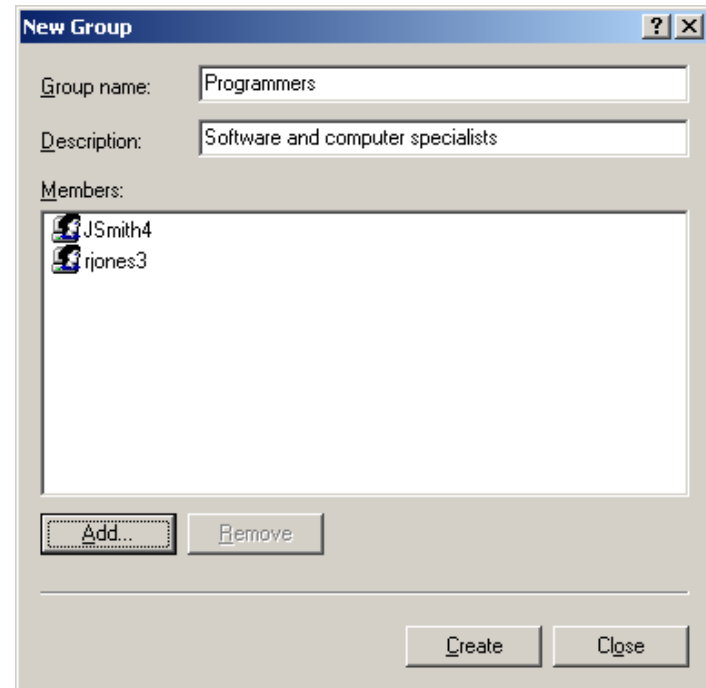
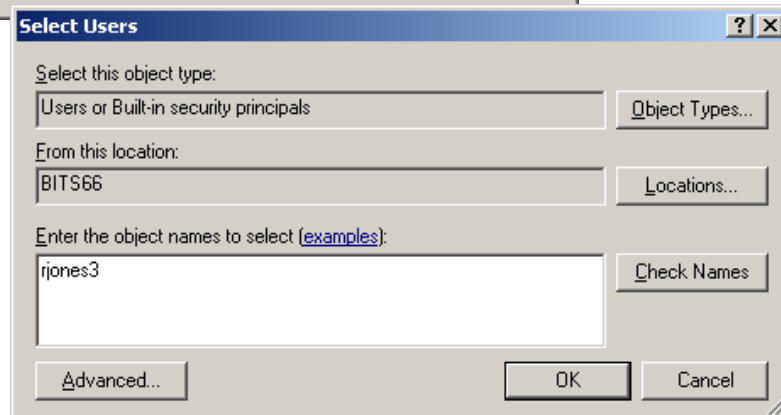
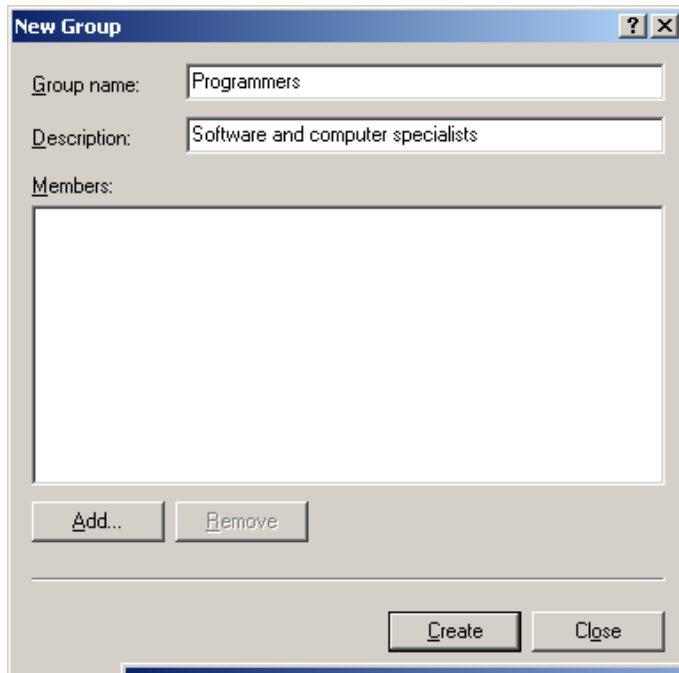
Computer Management

Under Local Users and Groups, we opt for the Groups folder. We right click on Groups and pick New Group from the menu.

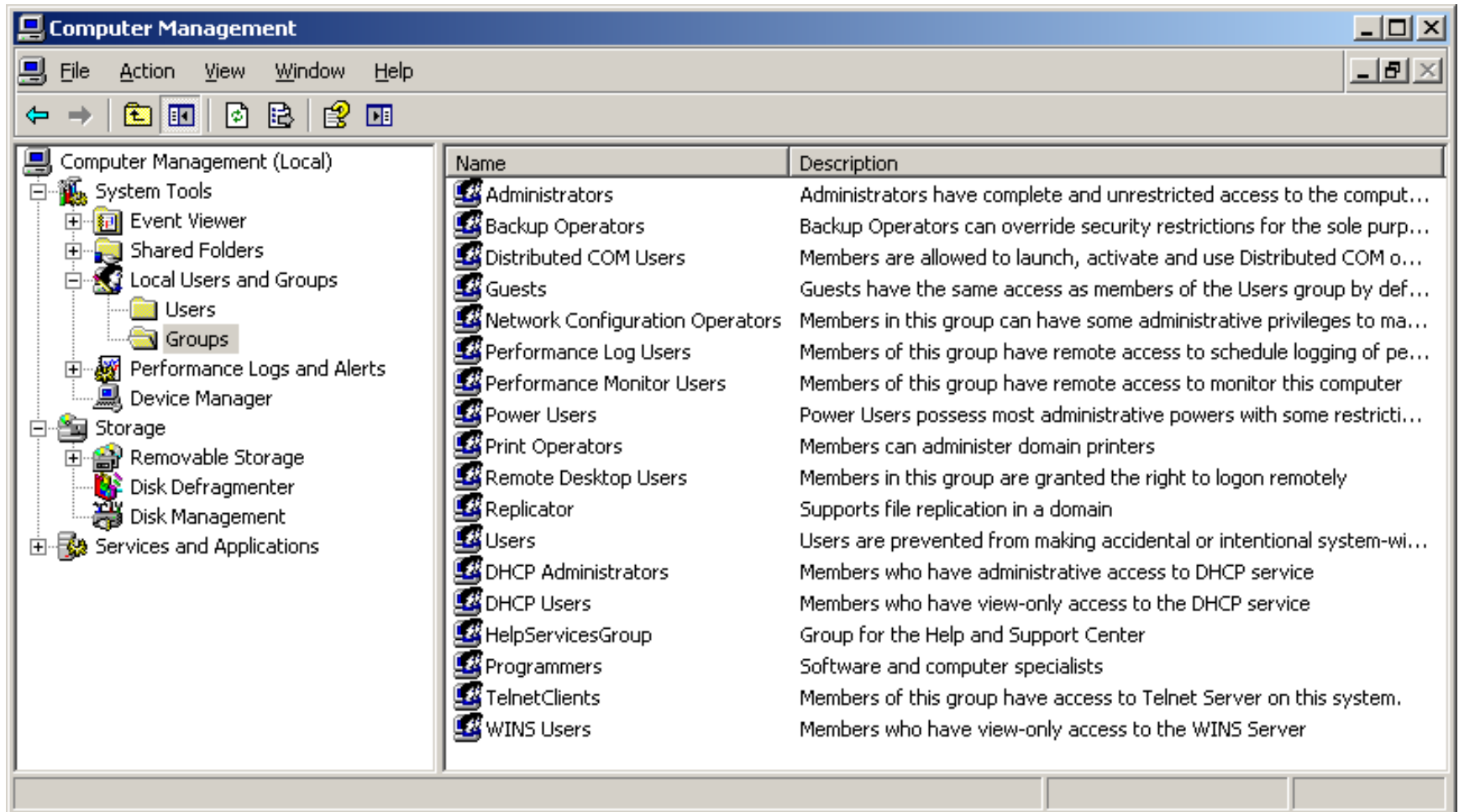


A New Group

The New Group window will appear and we add Programmers for a group name. We type in a simple description. We next choose the Add button insert users into the new set. We add Jsmith4 and Rjones3, our two programmers. After members are included, we press the Create button to finish.



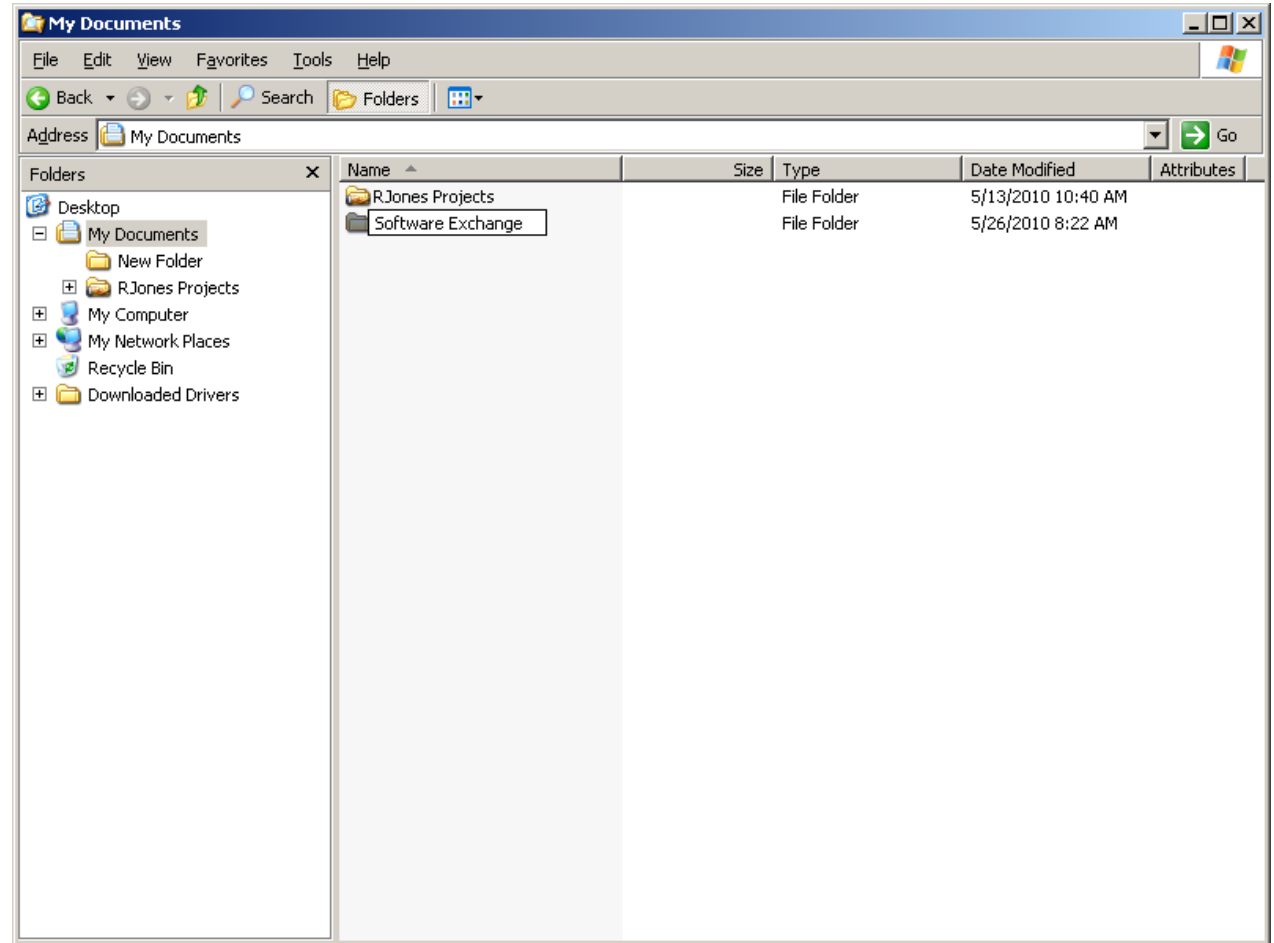
Viewing the New Group



The new Programmers group is now in the list along with the predefined groups.

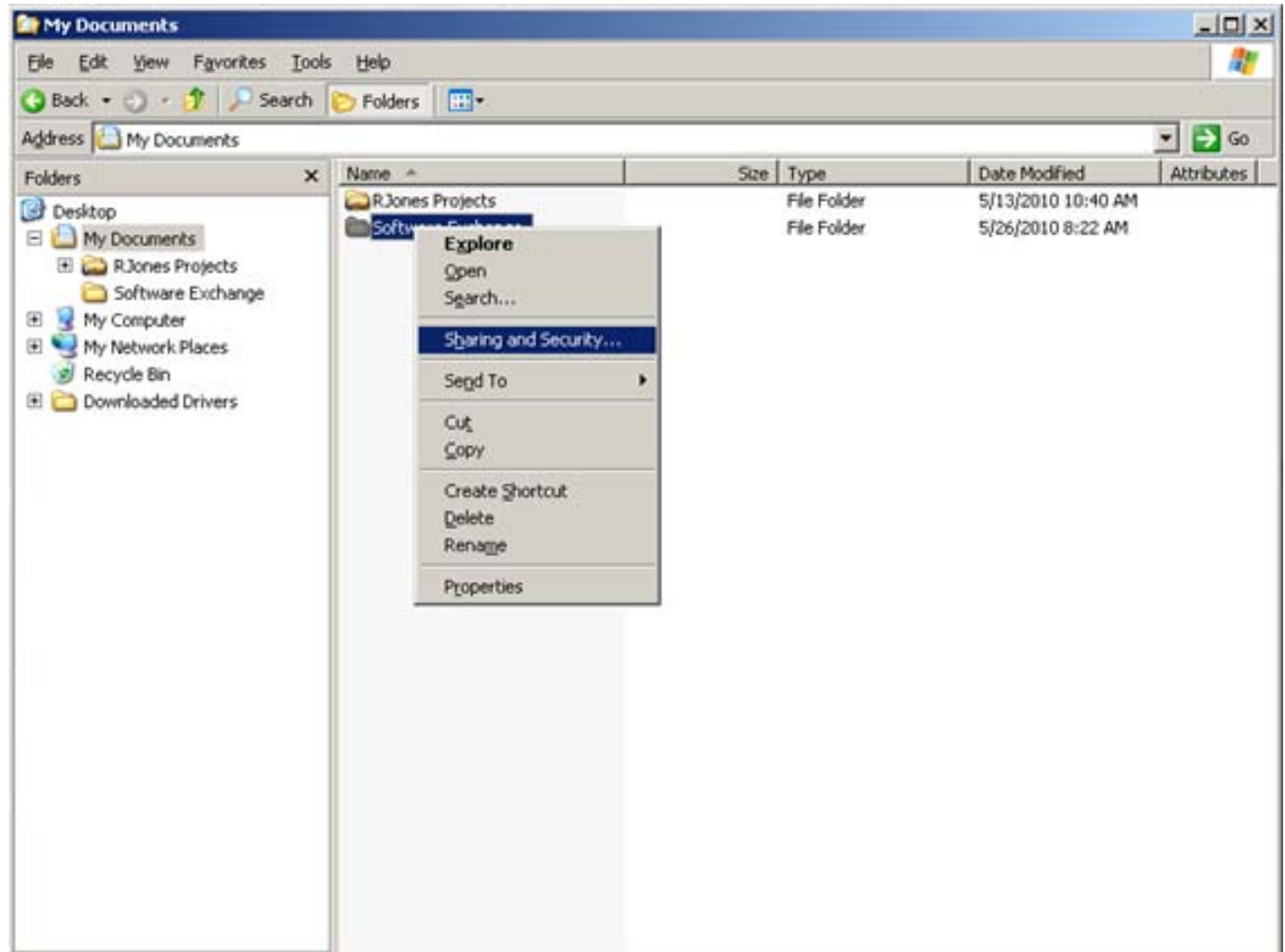
Creating a Group Folder

Open the My Documents folder in the Server and create a folder named Software Exchange.



Enabling Security on the New Folder

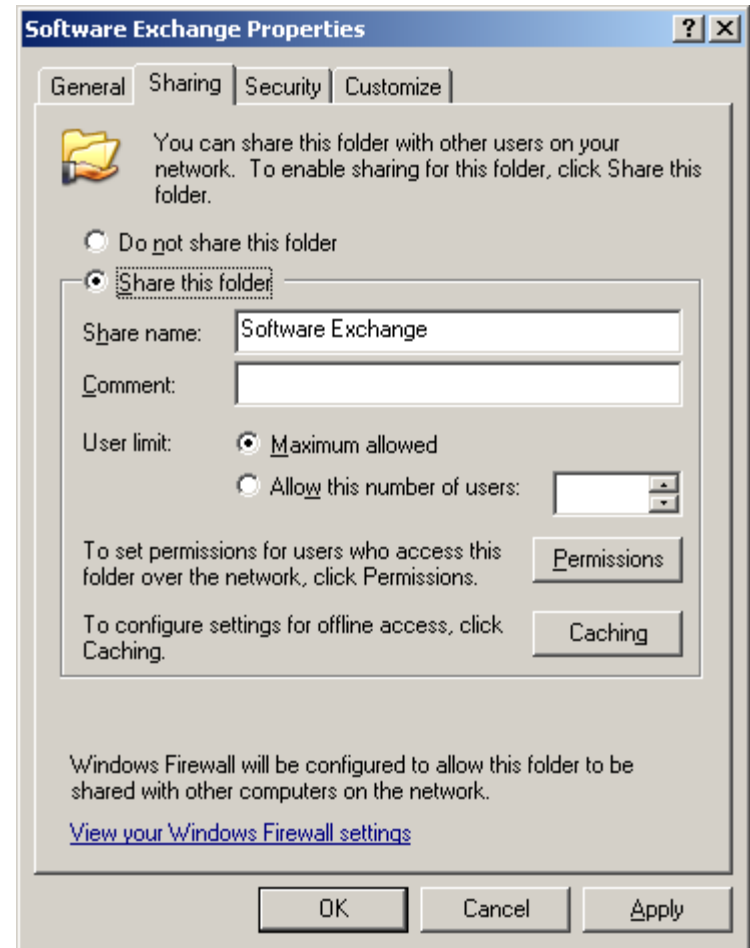
We should right click on the new folder and we will select Sharing and Security.



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.

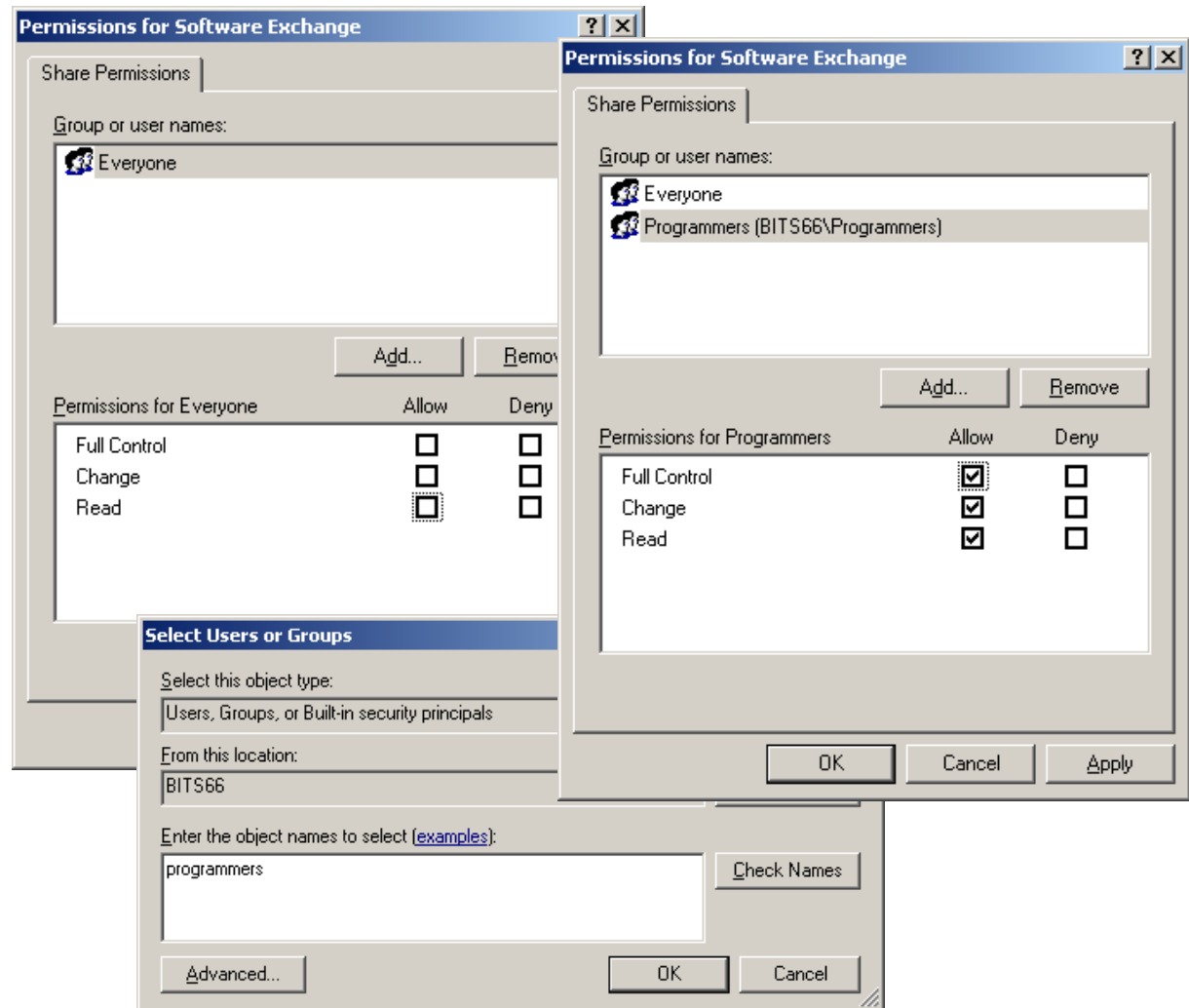
Now, we select the permissions button.



Setting the Permissions

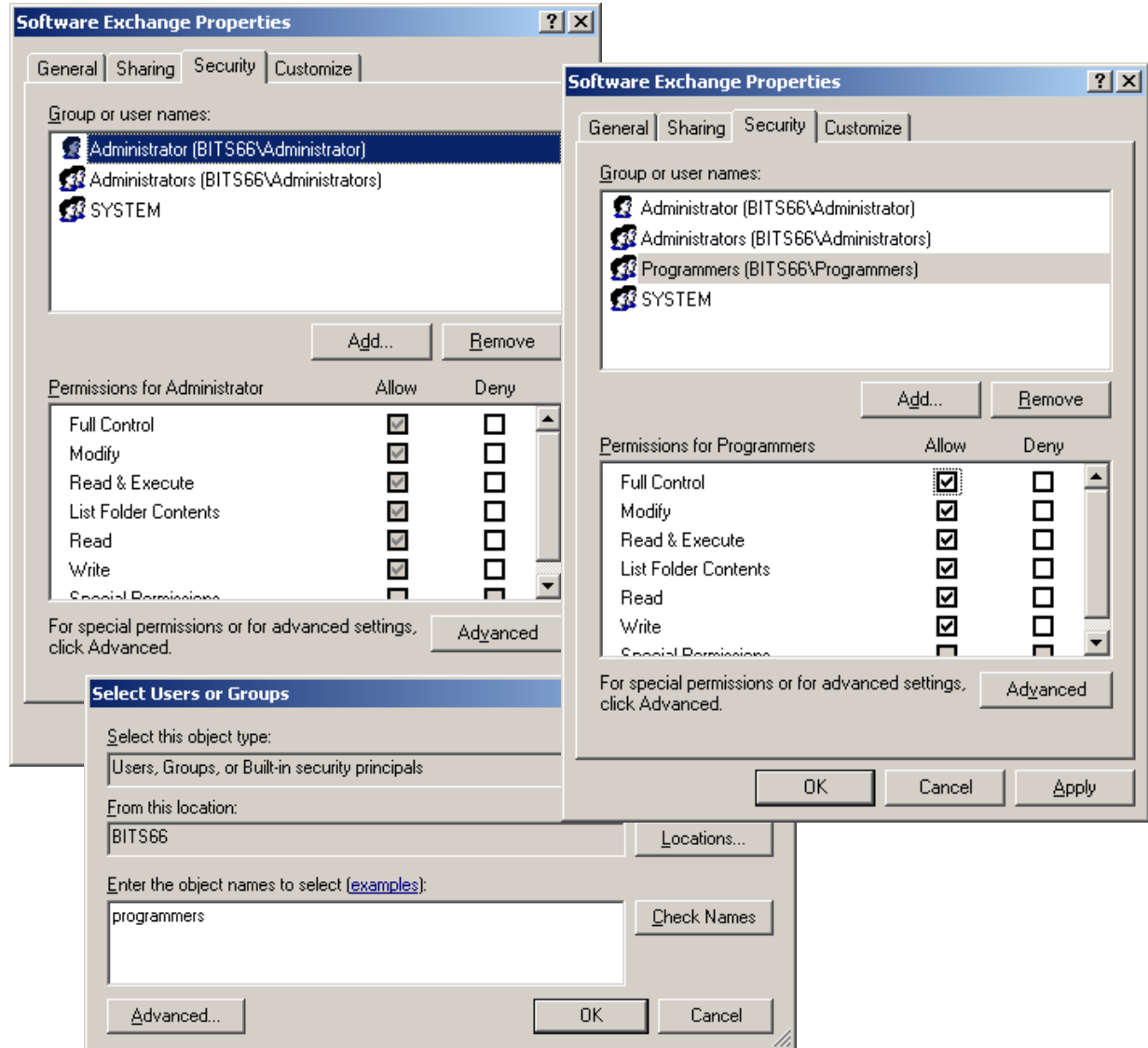
In the permissions folder we remove the everyone read allowance by unchecking the box. We then press the Add button and type programmers as a new group in the Select Users or Groups window and press the OK button.

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

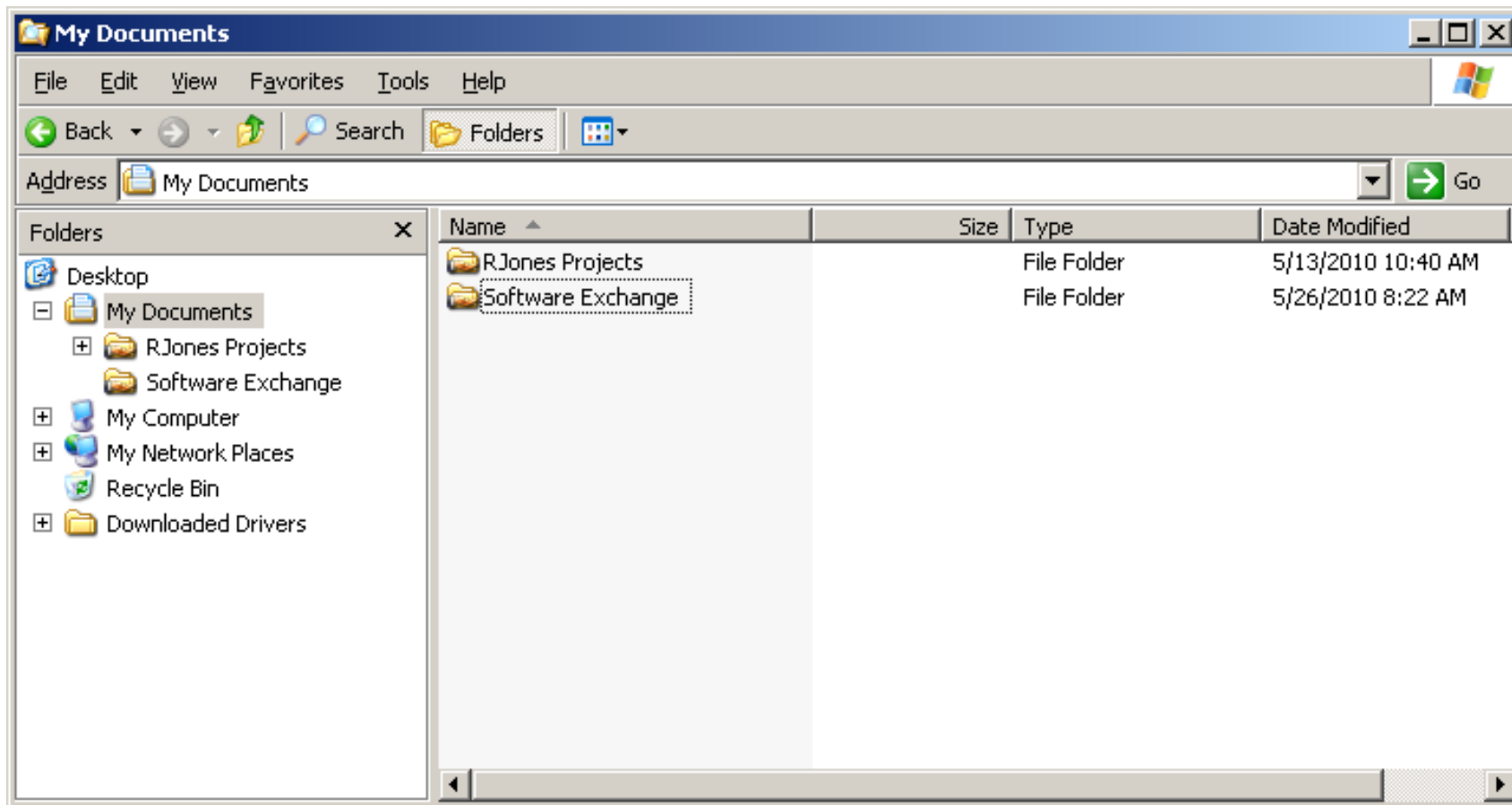


Setting the Security Tab

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



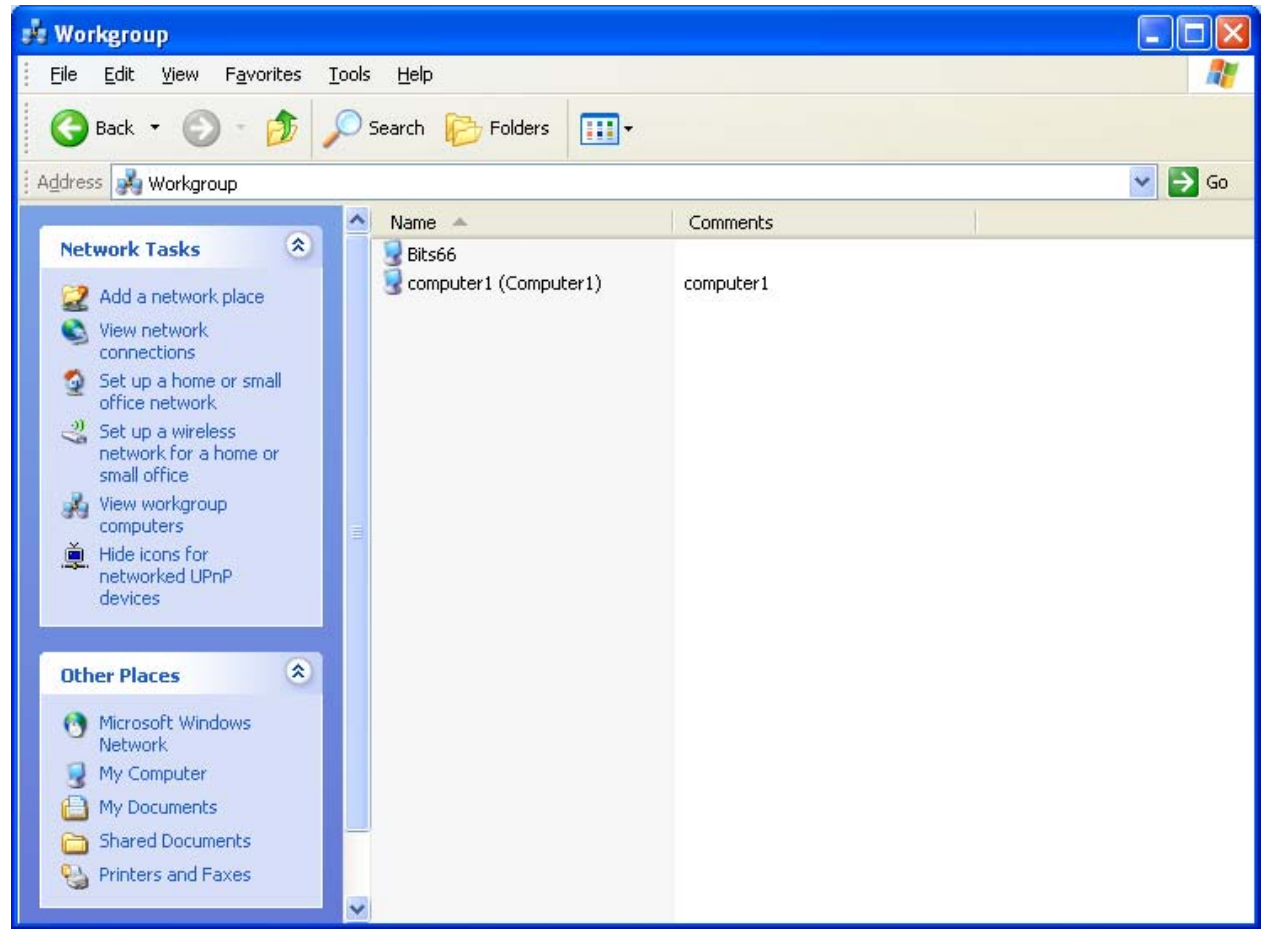
The New Software Exchange Folder



We now have a shared folder for the group where they can store combined resources and exchange programs.

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



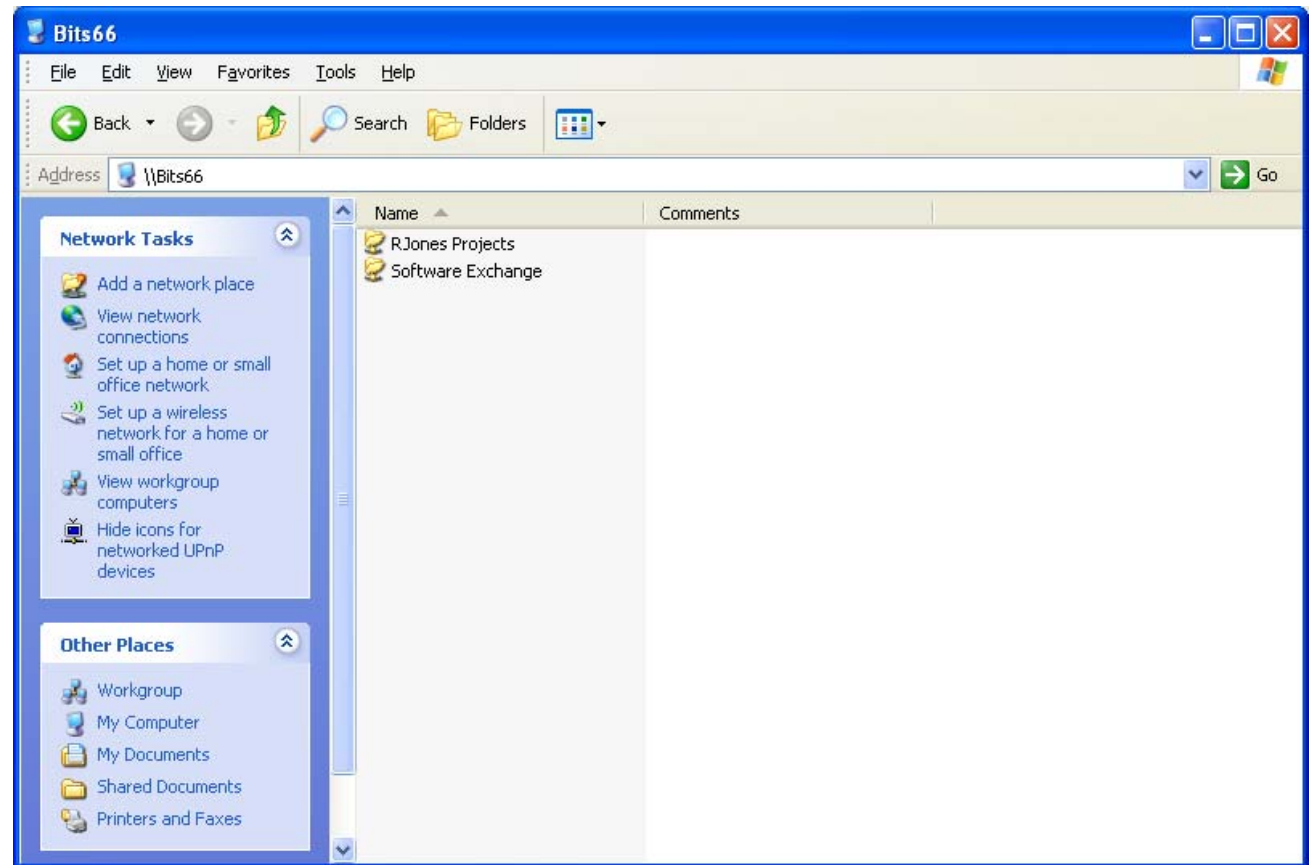
New User Logon

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

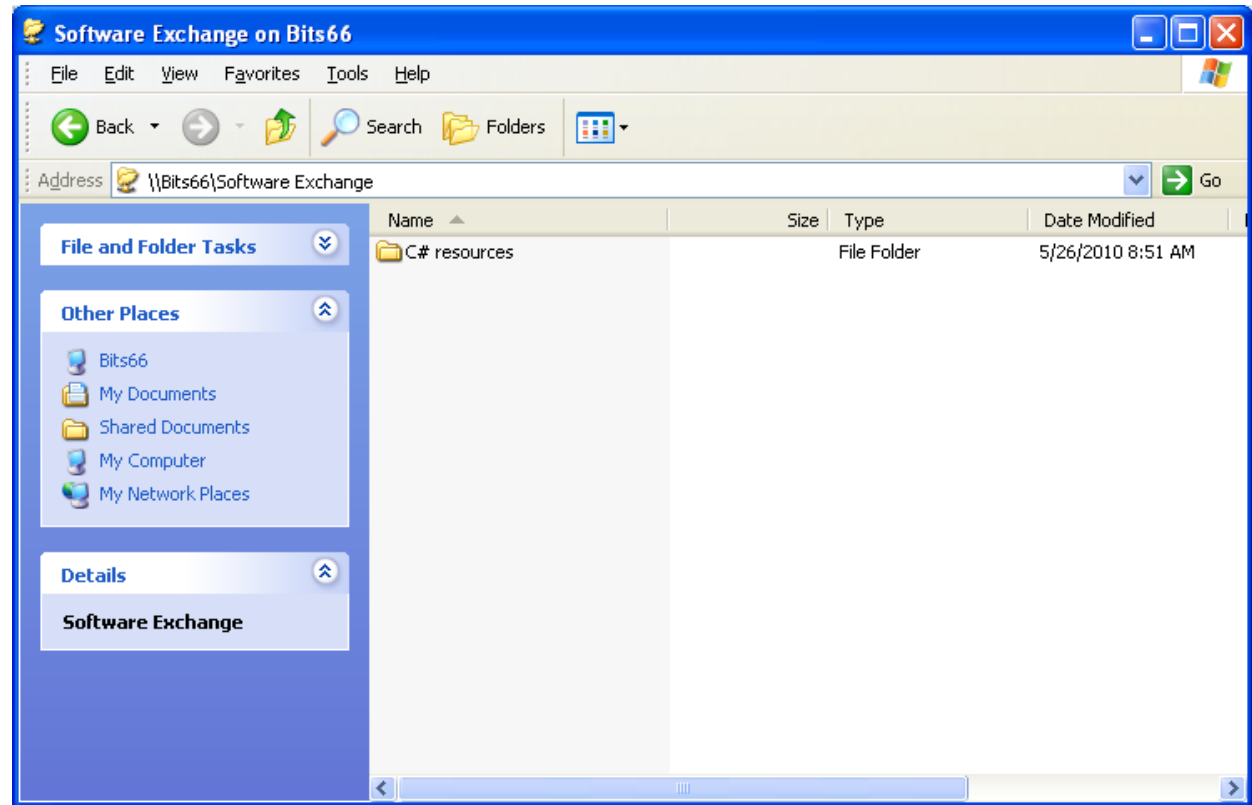
Once we logon the system, the user is brought straight to their project folder. RJones has access to her project folder and the Software Exchange folder.



Adding Objects into the Folder

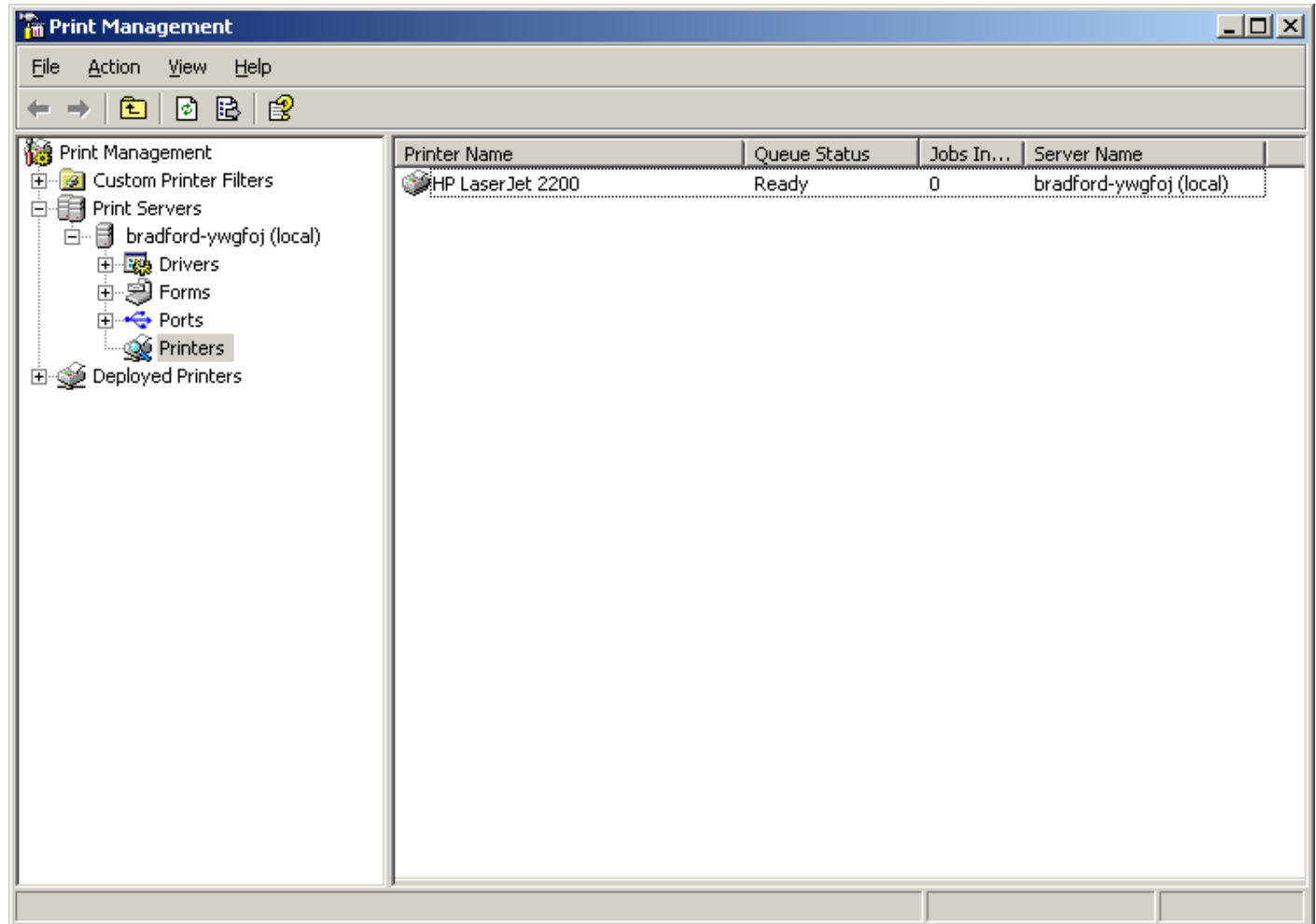
The new folder can hold more folders and files since anyone in the group has full rights to modify the folder. We can make a shortcut to the server folder on our desktop for quick access.

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



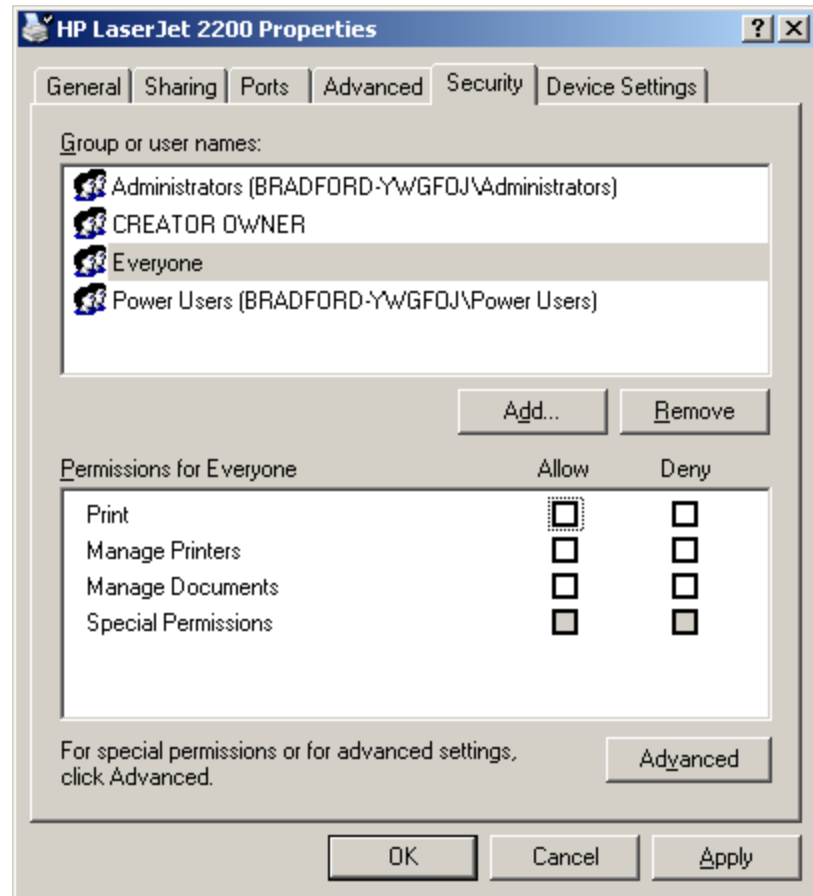
Print Management

To add programmers to a unique printer, we open the Print Management Console and select Printers as shown.



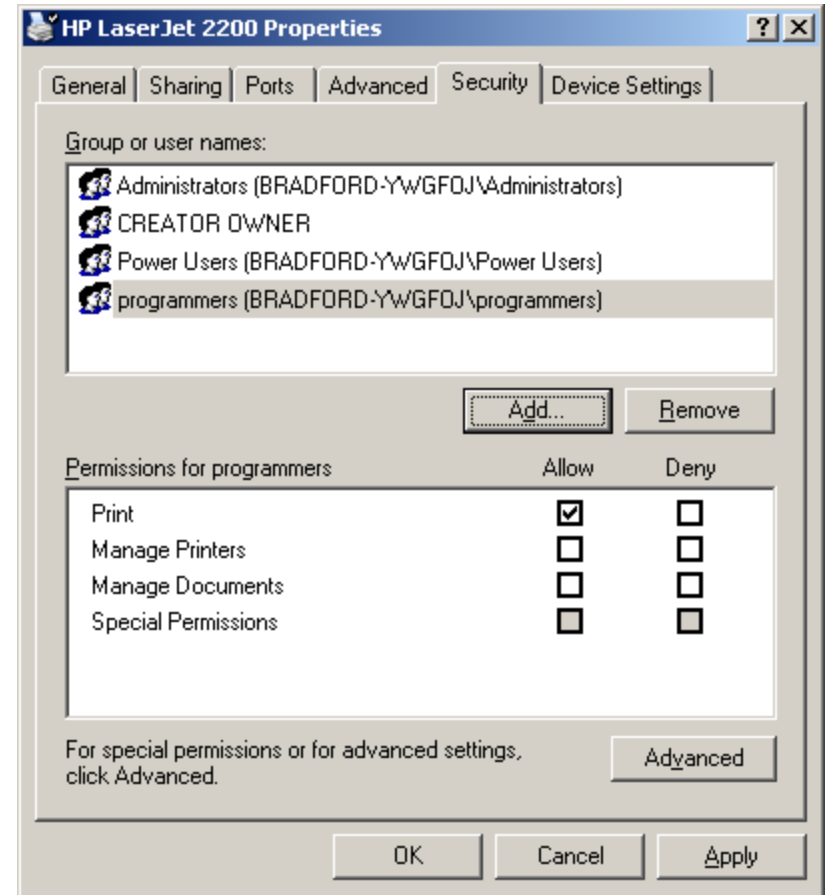
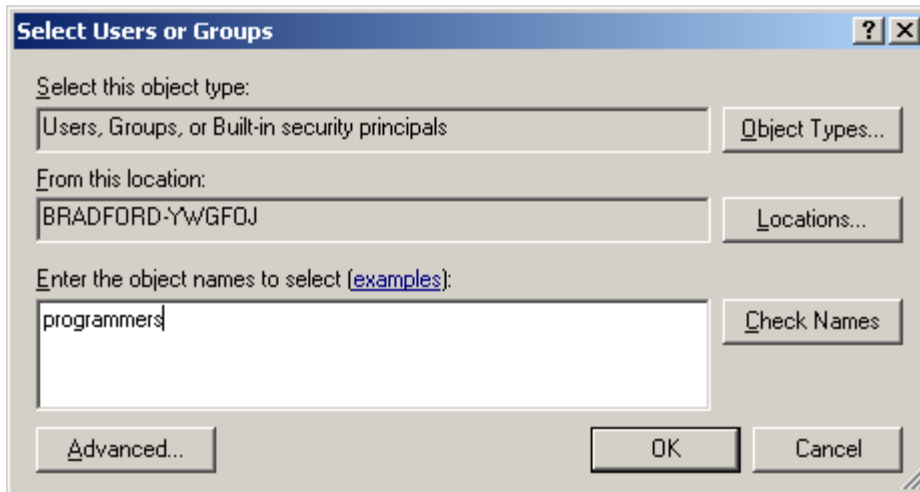
Adding a Group to a Printer

We right click on the printer and the properties window will open. Select the Add button to make changes to who has access to the printer.



Adding a Group

We now add the programmers group to the printer security list and allow them to control printing only. We do not give them control over printer and document management or permissions.



Reinforcement

We can add more groups and create folders for each of them to allow multiple users to easily share a single folder. We can give the new groups access to printers.

