

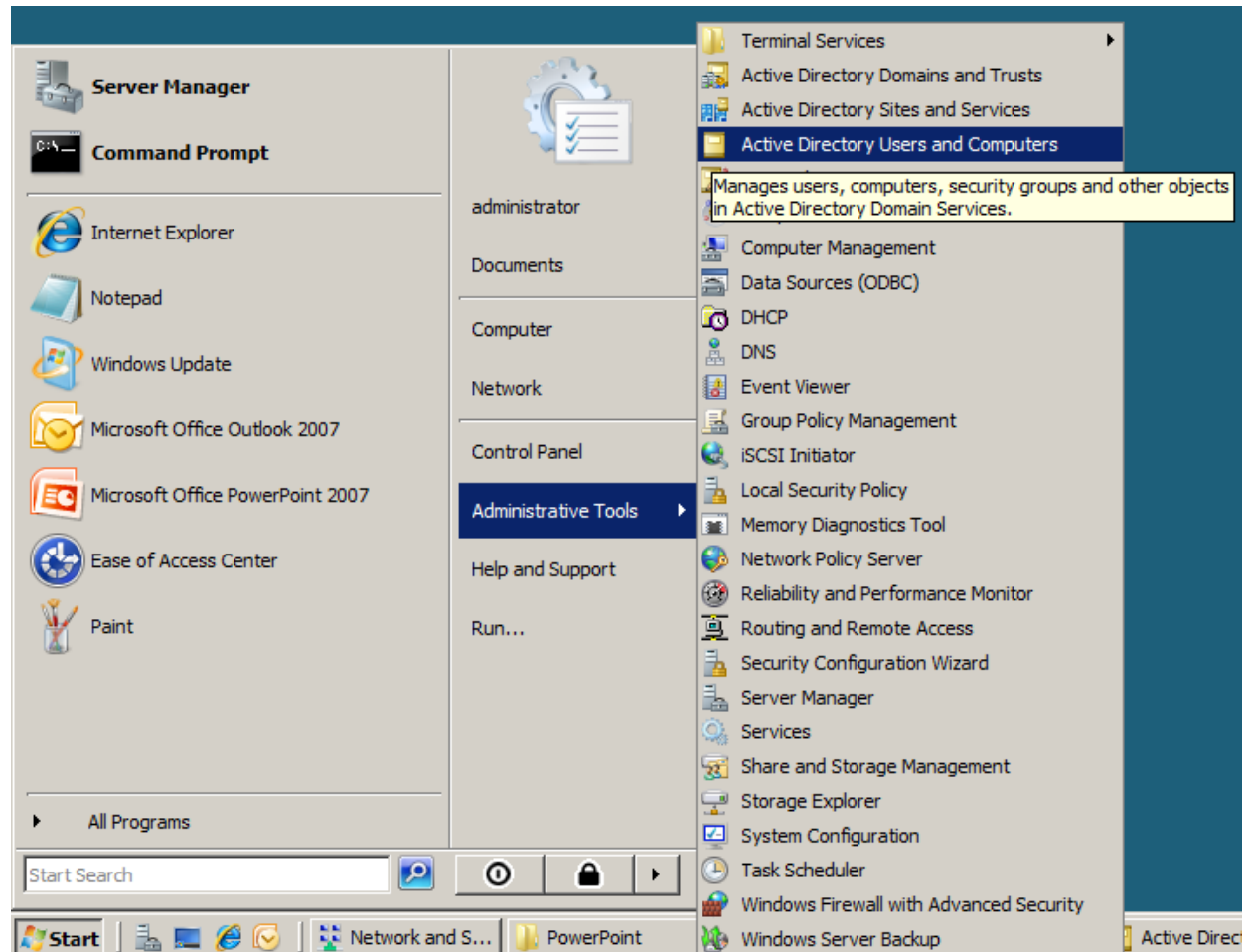
Adding a User to Active Directory in Windows Server 2008

October 4, 2010

The Start Menu

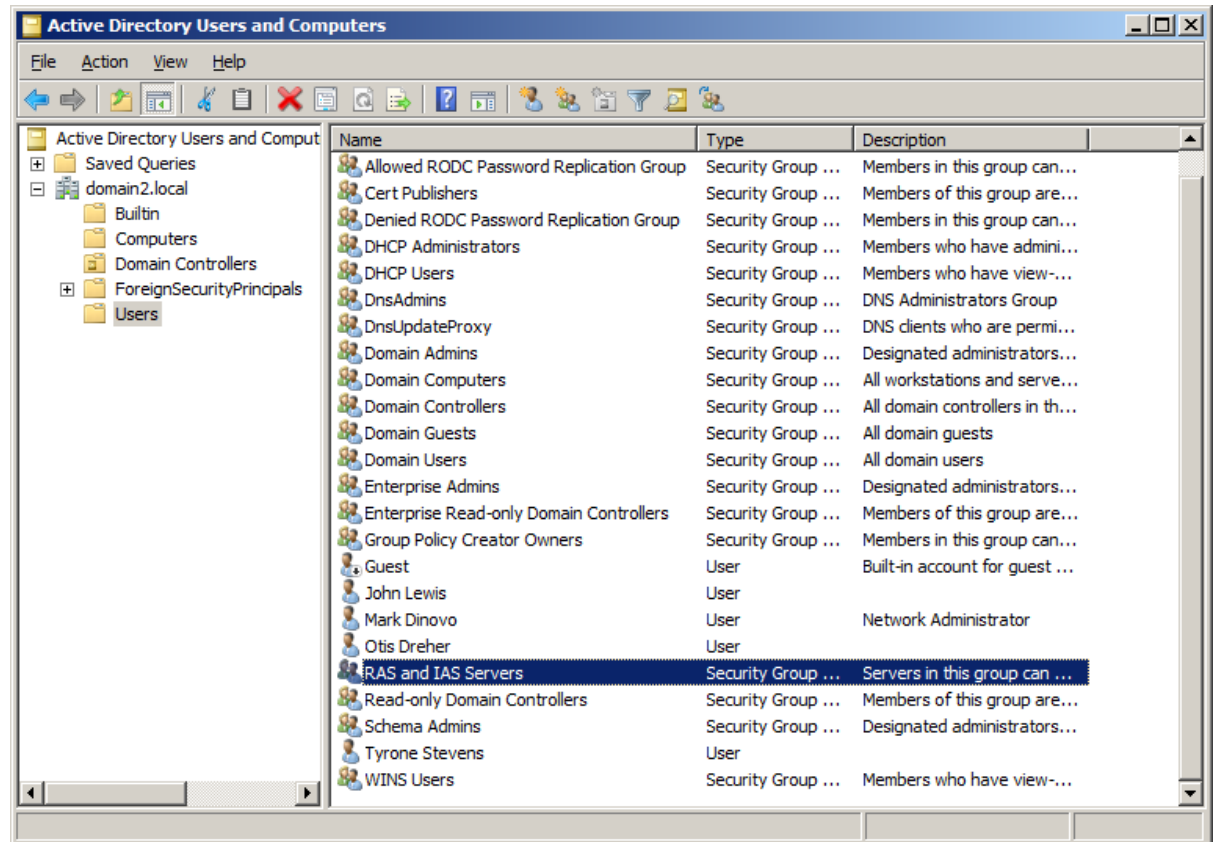
The Active Directory Users and Computers window will give us access to such tools as adding a new user or group to the Windows Server.

To open the Active Directory Users and Computers window, we select the Start button, Administrative Tools and then Active Directory Users and Computers.



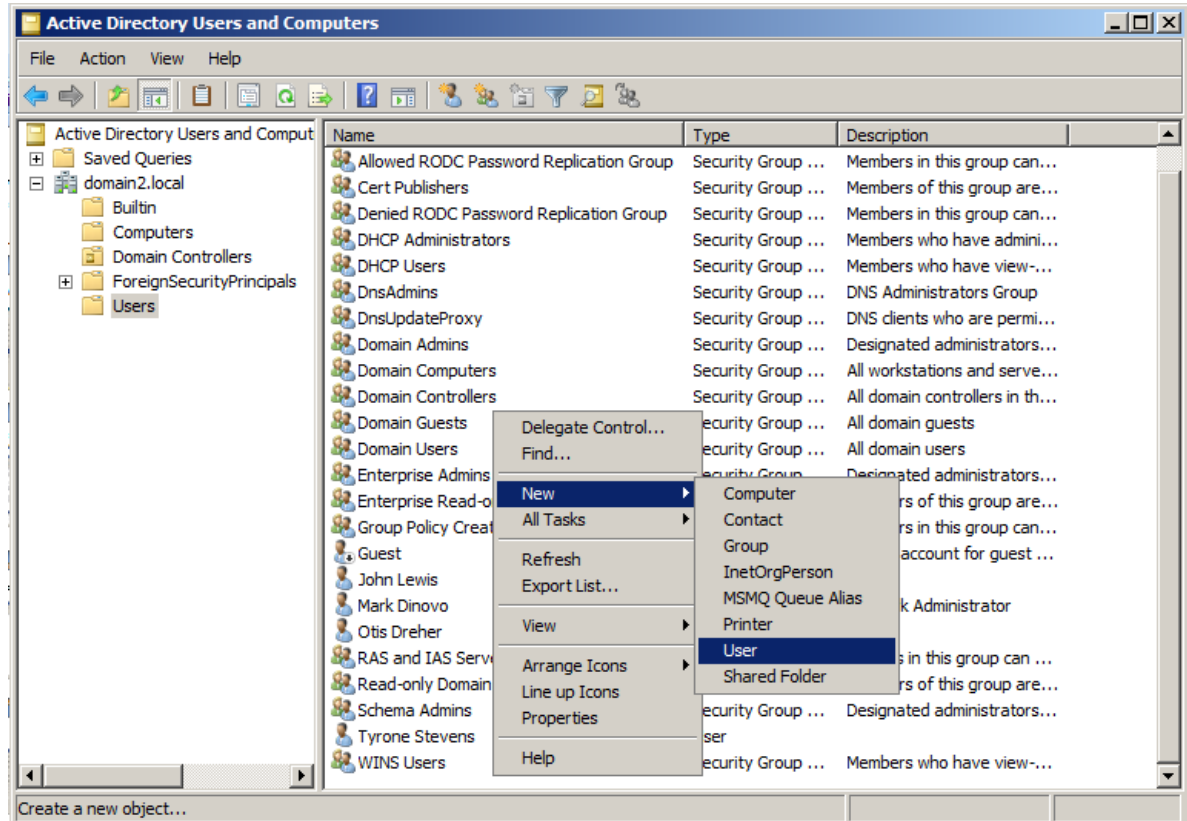
Active Directory Users and Computers Window

To add a new user to the Windows 2008 Server, we need to put in a new user account. We can accomplish this act by selecting User in the left pane. We can see two Groups and Users appear in the right pane.



Adding a New User

With the Users folder selected, we observe the existing accounts in the right pane. To add another user, right click in the right pane and when the popup menu appears, we can select New and then User.



The New Object - User Window

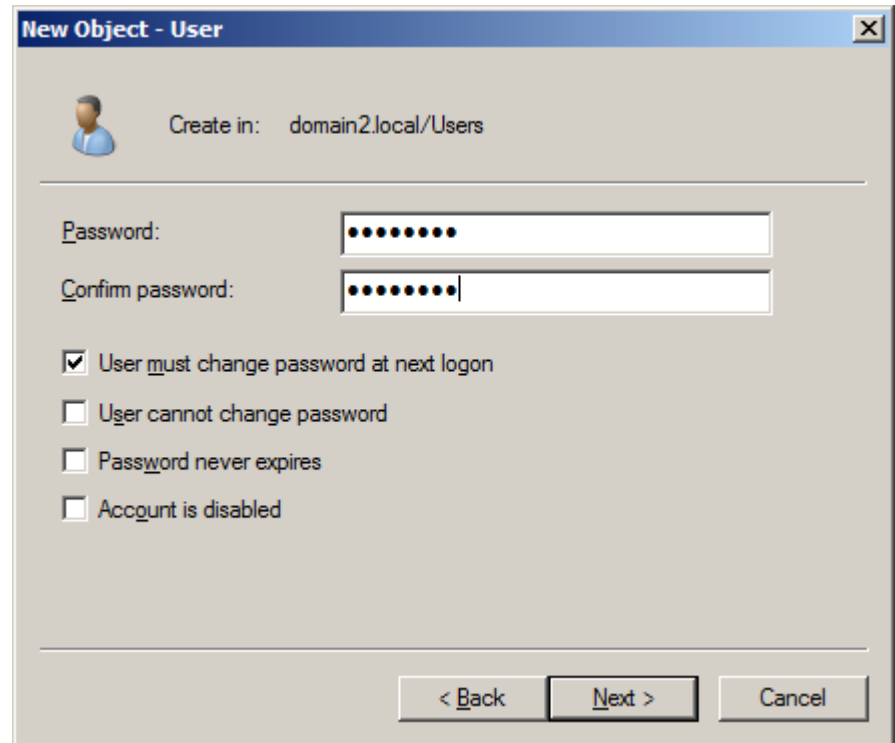
We will create an account for our new account by typing in their user name. In the corporation, we already have a number of employees with the J Smith name so our new account will have the first initial and the last name along with the number 4. We type in JSmith4 for the username.

We finish this window by pressing the Next button.

The screenshot shows the 'New Object - User' dialog box. The title bar reads 'New Object - User'. Below the title bar, there is a small user icon and the text 'Create in: domain2.local/Users'. The main area contains several input fields: 'First name:' with 'James', 'Initials:' with 'B', 'Last name:' with 'Smith', and 'Full name:' with 'James B. Smith'. Below these is the 'User logon name:' section, which has a text box containing 'jsmith4' and a dropdown menu showing '@domain2.local'. Underneath is the 'User logon name (pre-Windows 2000):' section, with a text box containing 'DOMAIN2\' and another text box containing 'jsmith4'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Password Setup

Next, we have to assign and confirm a password to the account. The secret phrase must meet the smart password criteria we previously setup. The first time James Smith logs in to the account, he will have to create his own smart password.



New Object - User

Create in: domain2.local/Users

Password: [password field]

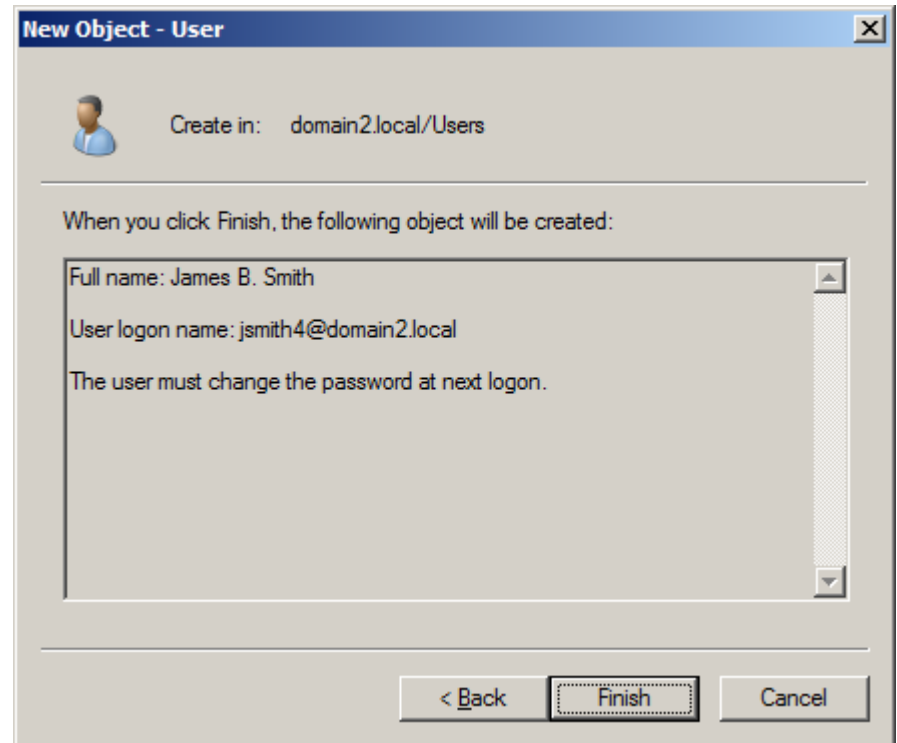
Confirm password: [password field]

- User must change password at next logon
- User cannot change password
- Password never expires
- Account is disabled

< Back Next > Cancel

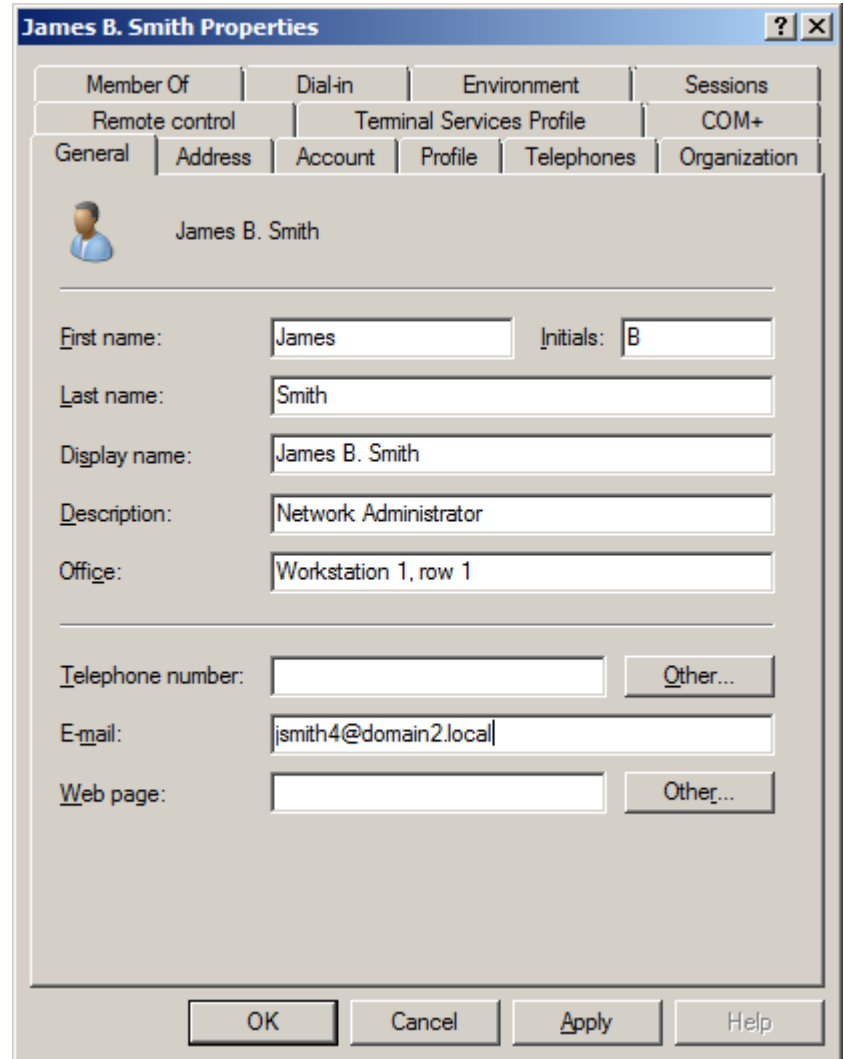
The Summary Window

Next, we can see a summary window. We can return to the previous dialogue boxes by pushing the Back button or we can accept the account information by pressing the Finish button.



General Tab

We type the person's job description, office, office telephone number, office email and web page. We press the Apply button to set the data to the Active Directory database.

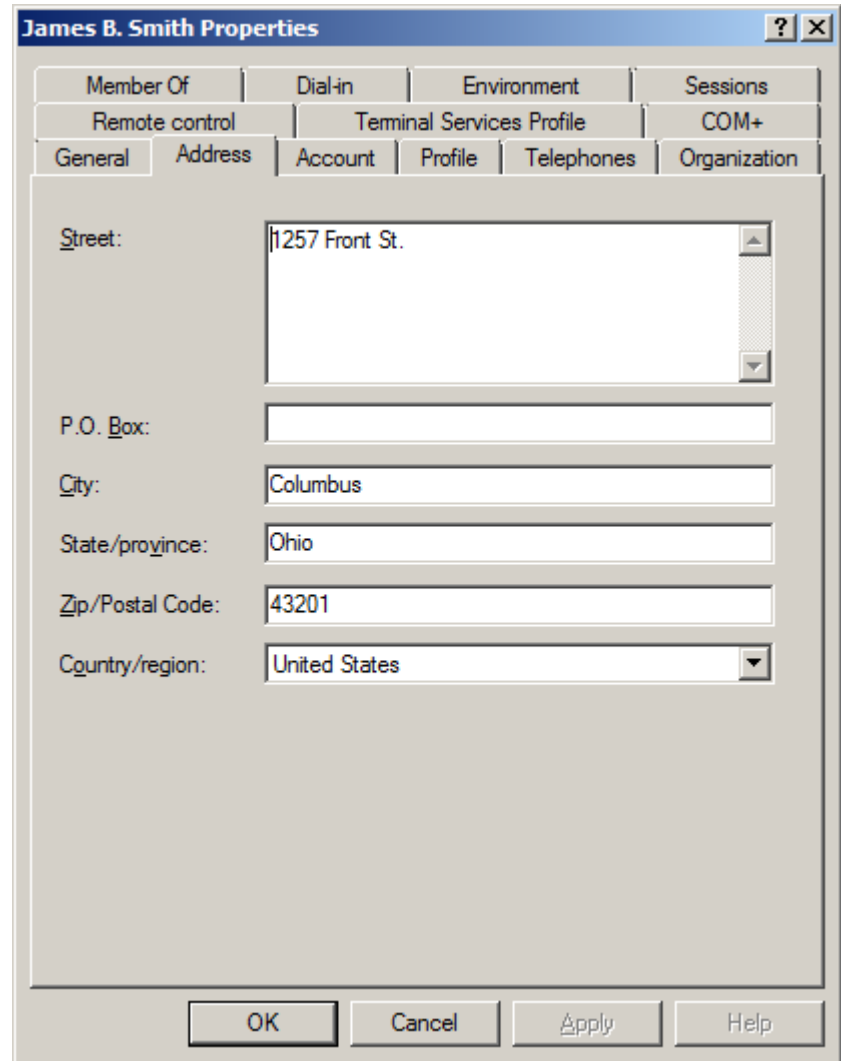


The screenshot shows the 'James B. Smith Properties' dialog box with the 'General' tab selected. The dialog box has a title bar with a question mark and a close button. Below the title bar are several tabs: 'Member Of', 'Dial-in', 'Environment', 'Sessions', 'Remote control', 'Terminal Services Profile', 'COM+', 'General', 'Address', 'Account', 'Profile', 'Telephones', and 'Organization'. The 'General' tab is active, showing a user icon and the name 'James B. Smith'. Below this are several input fields: 'First name:' with 'James', 'Initials:' with 'B', 'Last name:' with 'Smith', 'Display name:' with 'James B. Smith', 'Description:' with 'Network Administrator', and 'Office:' with 'Workstation 1, row 1'. There are also fields for 'Telephone number:', 'E-mail:' (with 'jsmith4@domain2.local'), and 'Web page:'. Each of these three fields has an 'Other...' button next to it. At the bottom of the dialog box are four buttons: 'OK', 'Cancel', 'Apply', and 'Help'.

Field	Value
First name:	James
Initials:	B
Last name:	Smith
Display name:	James B. Smith
Description:	Network Administrator
Office:	Workstation 1, row 1
Telephone number:	
E-mail:	jsmith4@domain2.local
Web page:	

Address Tab

The new user should have a valid mailing address that is shown in Active Directory. We type in their street, city, state, zip code and country. We can also add a post office box in the suitable textbox.



The screenshot shows a dialog box titled "James B. Smith Properties" with a tabbed interface. The "Address" tab is selected. The fields are filled with the following information:

Field	Value
Street:	1257 Front St.
P.O. Box:	
City:	Columbus
State/province:	Ohio
Zip/Postal Code:	43201
Country/region:	United States

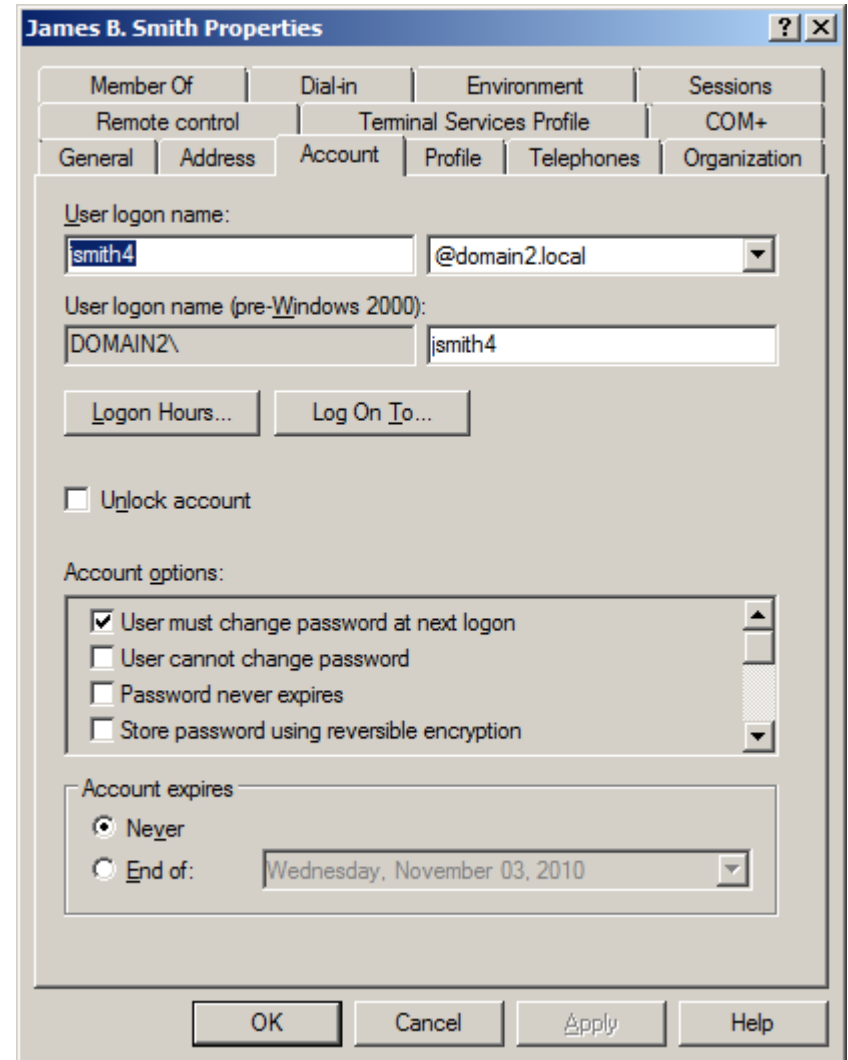
At the bottom of the dialog box, there are four buttons: "OK", "Cancel", "Apply", and "Help".

Account Tab

In the Account tab, we will set the individual's logon hours and the computer or computers they can logon to.

We visit this tab when their account is locked and we want to unlock it.

We can also disable the account by scrolling down the Account options list and checking the box. This should be done with employees on vacation and who have been terminated.



Permitted Logon Hours

In the Accounting department, the staff is allowed access to their office from 7 am to 10 pm, Monday through Saturday. After selecting Logon Hours in the Account tab, we highlight the hours that we should not be in the office and opt for the Logon denied radial button.

Logon Hours for James B. Smith

12 · 2 · 4 · 6 · 8 · 10 · 12 · 2 · 4 · 6 · 8 · 10 · 12

All	12	2	4	6	8	10	12	2	4	6	8	10	12
Sunday													
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													
Saturday													

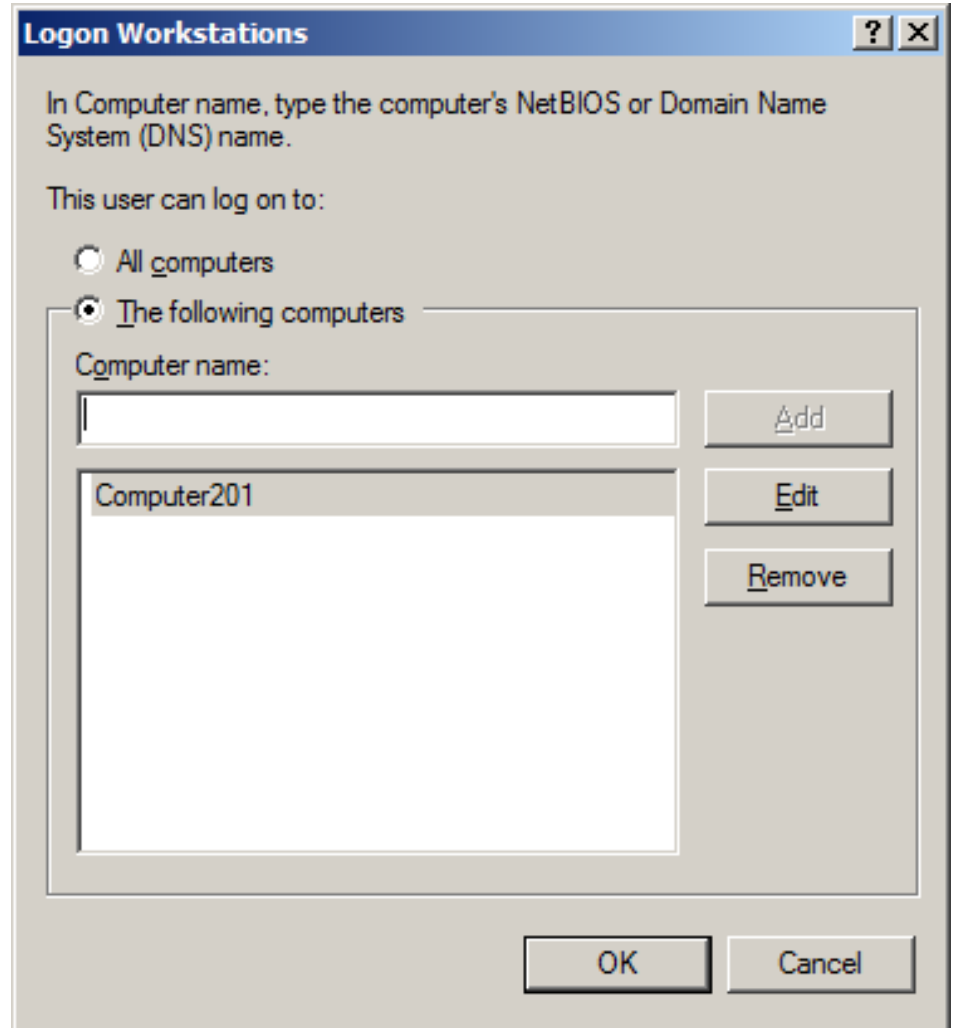
Monday from 7:00 AM to 8:00 AM

OK
Cancel

Logon Permitted
 Logon Denied

Permitted Workstations

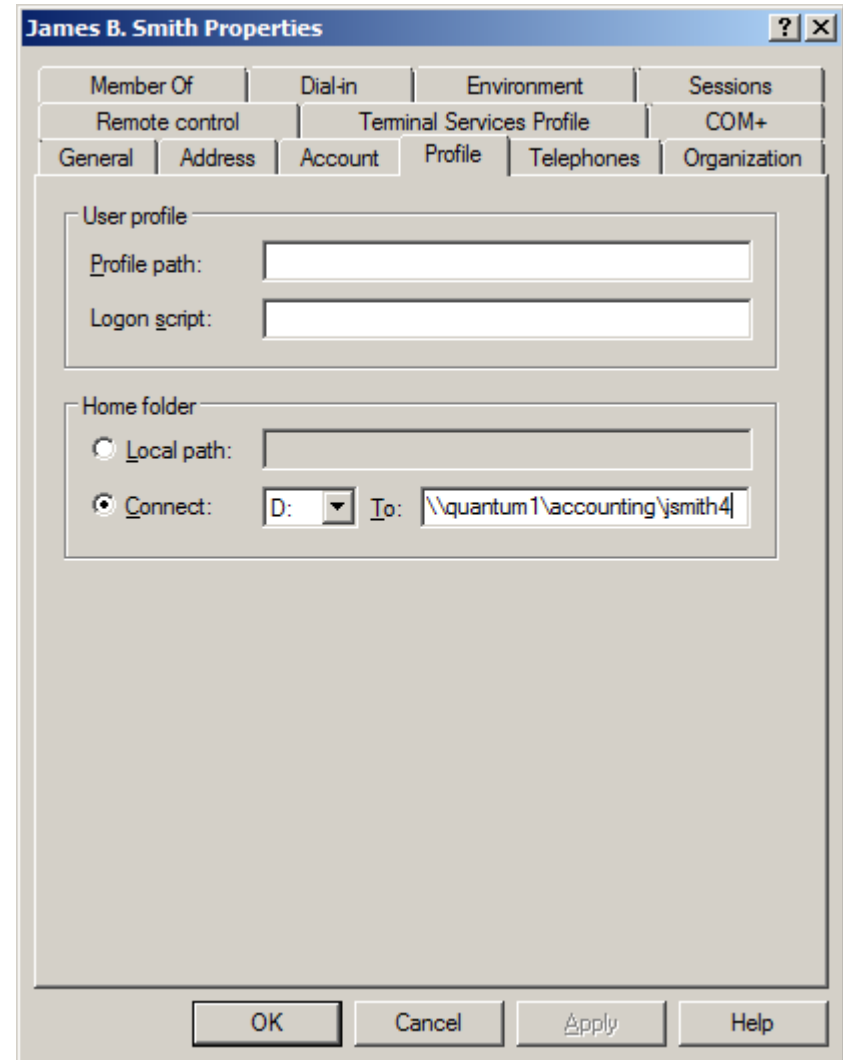
After selecting Log On to in the Account tab, we can opt to allow the user to logon to any computer or we can restrict them to their own machine. In our company, we assign individuals to their own computers, so we pick the following computers and we add the computer name. We could assign all computers in the accounting department to their staff.



Profile Tab

We will make a home folder for James by assigning a drive letter and a path to the user's folder. The path should be \\server name\shared folder name\username. In our example, we made a shared accounting folder on the quantum1 server and after applying the home folder, the jsmith4 folder is created.

We will leave the roaming profile path and login script empty.



Telephone Tab

We enter the new user's home, pager, mobile (cell), department fax and IP phone numbers. We type any specific instructions for contacting the person in case of emergency in their department.

The screenshot shows a Windows-style dialog box titled "James B. Smith Properties". It features a tabbed interface with the following tabs: Member Of, Dial-in, Environment, Sessions, Remote control, Terminal Services Profile, COM+, General, Address, Account, Profile, Telephones (selected), and Organization. The "Telephone numbers" section contains five rows, each with a label, a text input field, and an "Other..." button. The input fields contain the following numbers: Home: 614-222-5468, Pager: (empty), Mobile: 614-212-7859, Fax: 614-555-4782, and IP phone: (empty). Below this section is a "Notes:" label and a text area containing the text "On weekends, James can be contacted at 614-589-2401." At the bottom of the dialog are four buttons: OK, Cancel, Apply, and Help.

Label	Value	Action
Home:	614-222-5468	Other...
Pager:		Other...
Mobile:	614-212-7859	Other...
Fax:	614-555-4782	Other...
IP phone:		Other...

Notes:
On weekends, James can be contacted at 614-589-2401.

Buttons: OK, Cancel, Apply, Help

Organization Tab

We type the new user's title, department and company name in the suitable textboxes. We also add their manager name by clicking on the Change button and adding the supervisor's username.

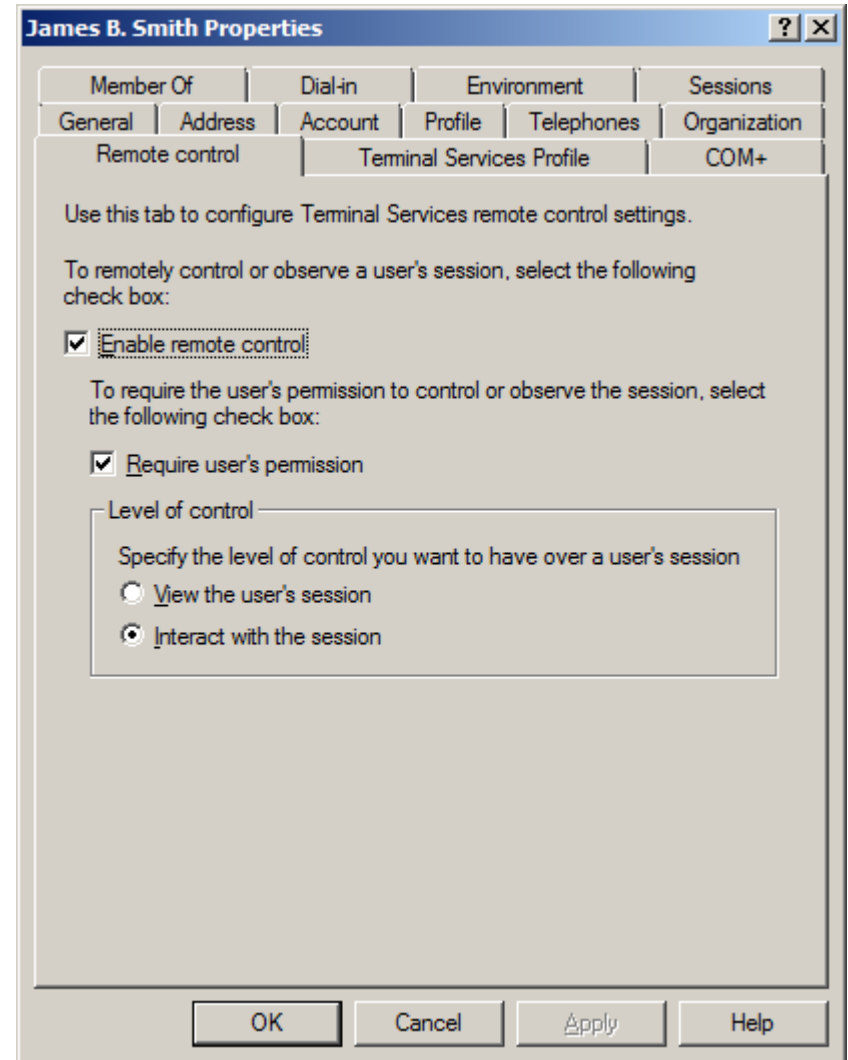
The screenshot shows the 'James B. Smith Properties' dialog box with the 'Organization' tab selected. The dialog has a title bar with a question mark and a close button. Below the title bar are several tabs: 'Member Of', 'Dial-in', 'Environment', 'Sessions', 'Remote control', 'Terminal Services Profile', 'COM+', 'General', 'Address', 'Account', 'Profile', 'Telephones', and 'Organization'. The 'Organization' tab is active and contains the following fields and buttons:

- Job Title:** Lead accountant
- Department:** Accounting
- Company:** Domain2
- Manager:**
 - Name:** Tyrone Stevens
 - Change...** button
 - Properties** button
 - Clear** button
- Direct reports:** An empty list box.

At the bottom of the dialog are four buttons: **OK**, **Cancel**, **Apply**, and **Help**.

Remote Control Tab

We will enable remote control of the client's session.



Terminal Services Profile Tab

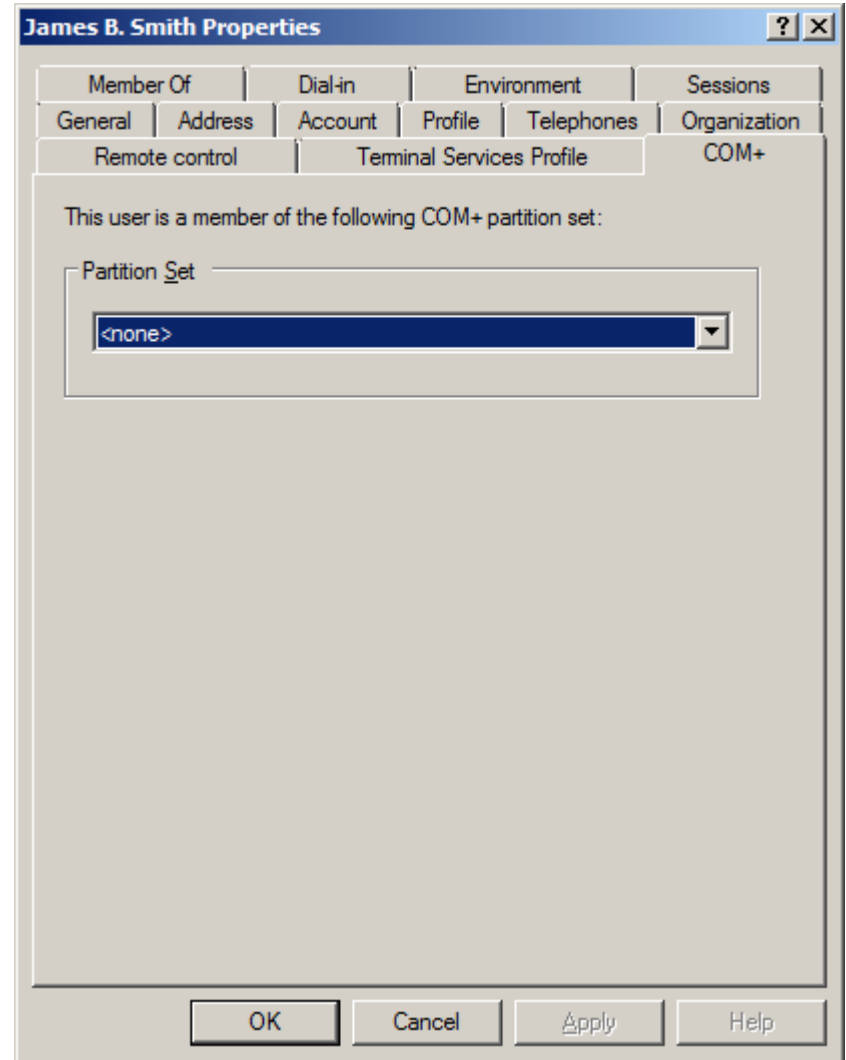
We did not make any change to the Terminal Services tab.

The screenshot shows the 'Terminal Services Profile' tab within the 'James B. Smith Properties' dialog box. The tab is selected and active. The dialog box has a title bar with the name 'James B. Smith Properties' and standard window controls. The tab itself has a title bar with 'Terminal Services Profile' and a 'COM+' button. Below the title bar, there is a grid of tabs: 'Member Of', 'Dial-in', 'Environment', 'Sessions', 'General', 'Address', 'Account', 'Profile', 'Telephones', 'Organization', 'Remote control', 'Terminal Services Profile', and 'COM+'. The 'Terminal Services Profile' tab is currently selected. The main content area of the tab contains the following elements:

- A text box with the instruction: "Use this tab to configure the Terminal Services user profile. Settings in this profile apply to Terminal Services."
- A section titled "Terminal Services User Profile" containing a "Profile Path:" label and an empty text input field.
- A section titled "Terminal Services Home Folder" containing two radio button options: "Local path" (which is selected) and "Connect:". The "Local path" option has an empty text input field next to it. The "Connect:" option has a dropdown menu and an "Io:" label with an empty text input field next to it.
- A checkbox labeled "Deny this user permissions to log on to Terminal Server" which is currently unchecked.
- At the bottom of the dialog box, there are four buttons: "OK", "Cancel", "Apply", and "Help".

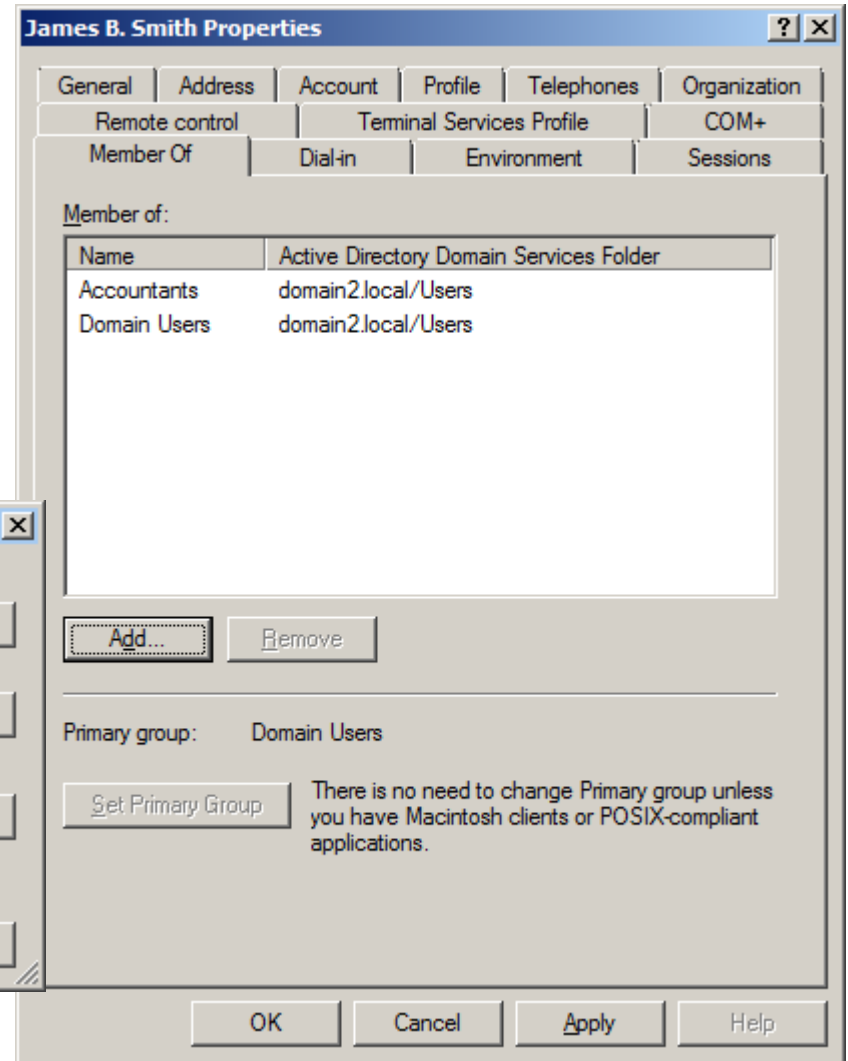
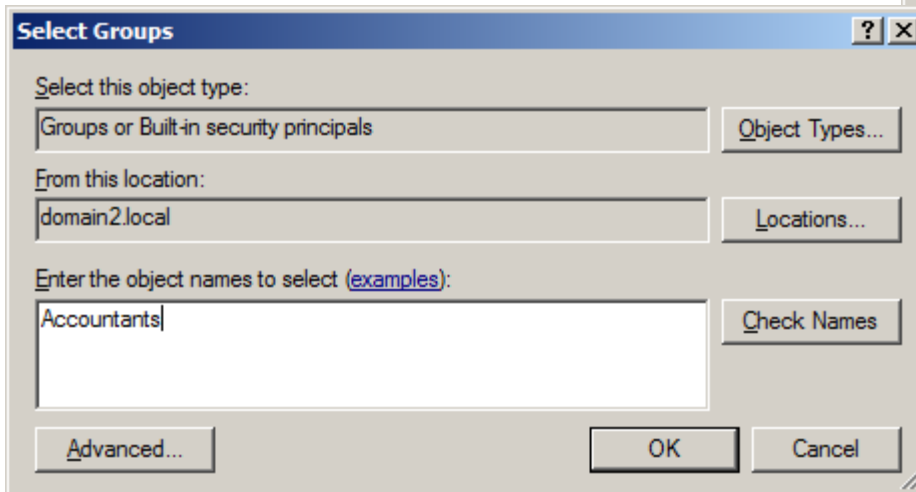
COM+ Tab

We did not make any changes to the COM+ tab.



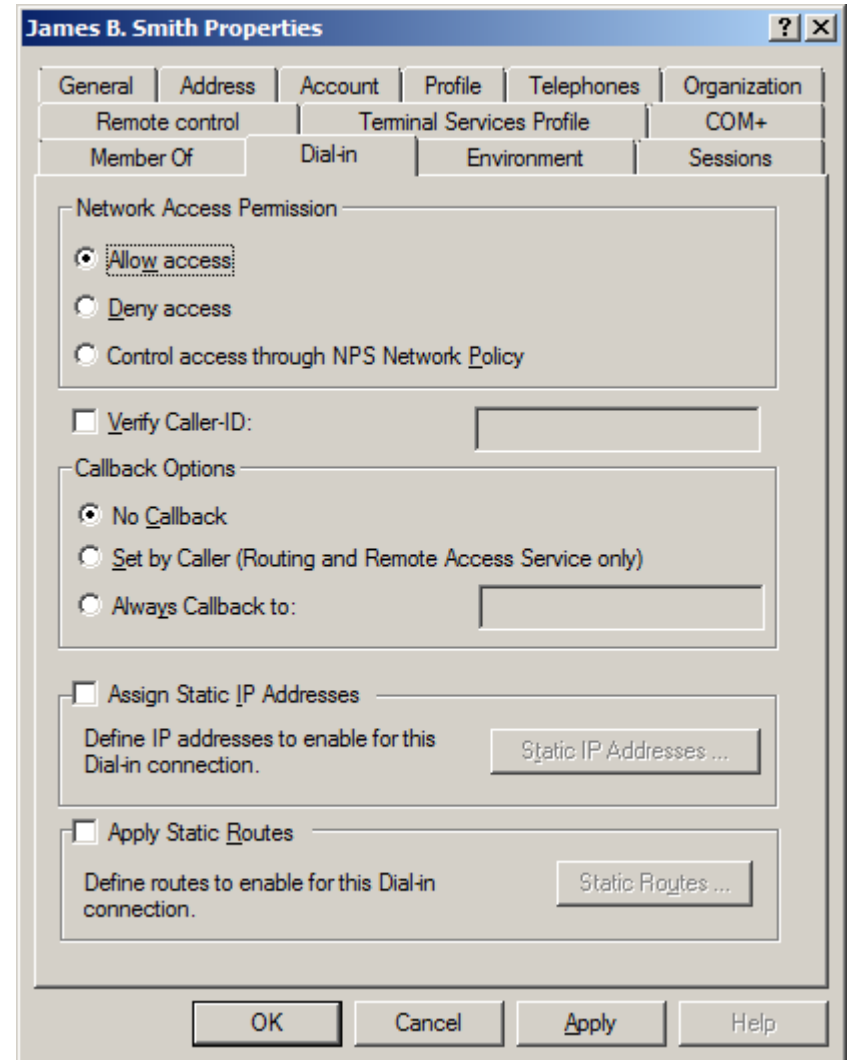
Member of Tab

In the Member Of tab, we press the Add button and the Select Groups window will appear. One of the groups in the Windows server is accountants, so type that in the textbox and press the OK button. Now, we can see that Tina belongs to the Domain Users and accountants groups.



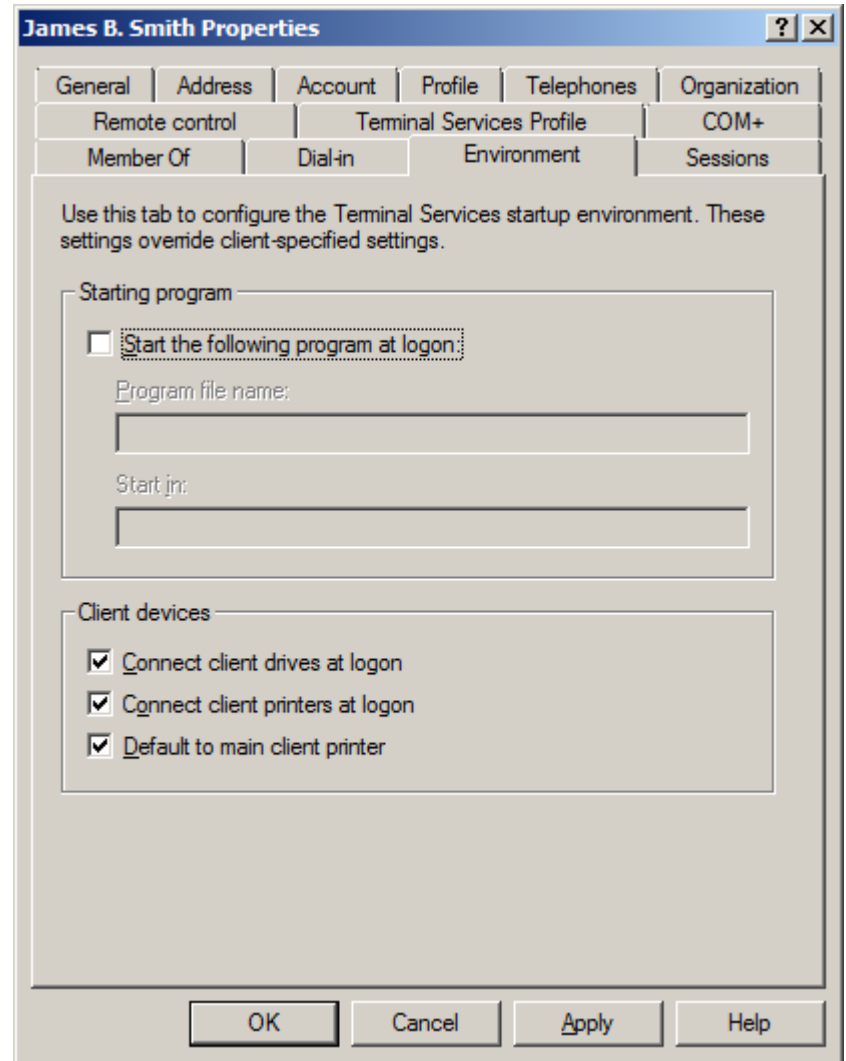
Dial In Tab

We will allow for dial in access for James to work at home. The remote access we will use is the Virtual Private Network.



Environment Tab

Presently, we will not start any specific program for the client. We can add a company web page to be launched at the beginning of the session.

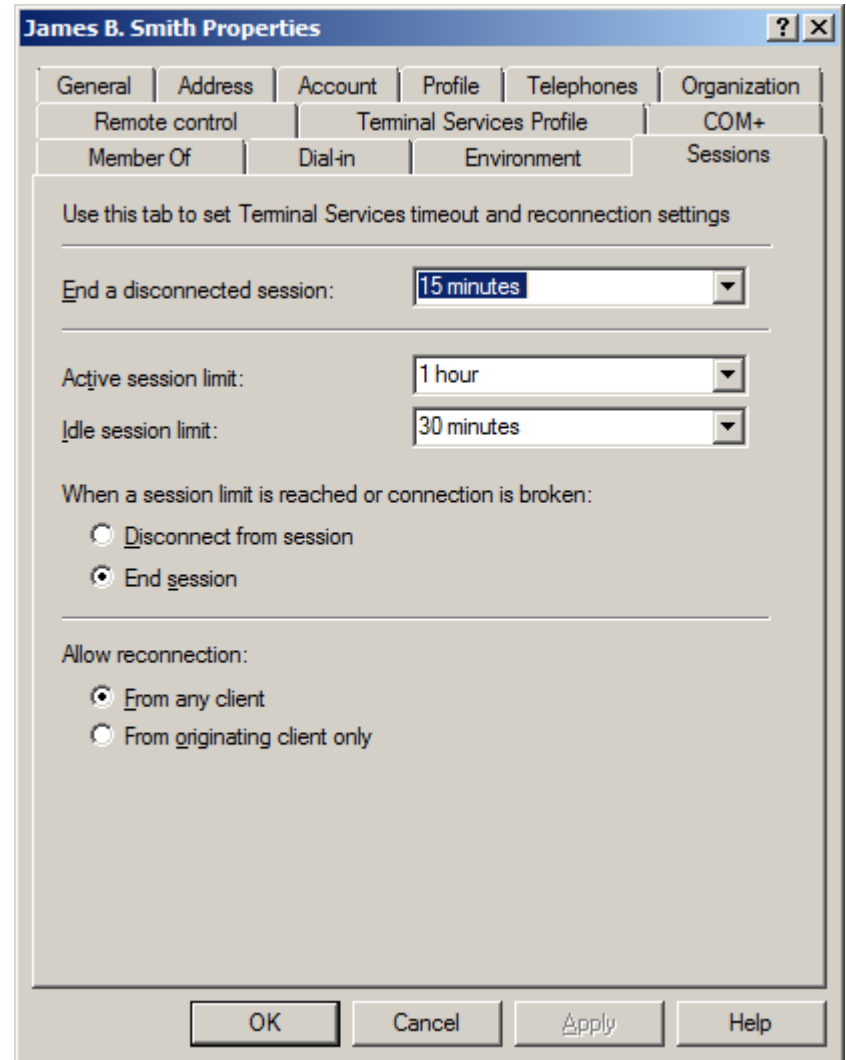


Sessions Tab

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 never end a disconnected session in 15 minutes. We will limit active sessions to 24 hours and idle sessions to 30 minutes.

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



New Client Finished

The new user is now entered into Active Directory.

Add three more users to the Organizational Units in the Domain.

