Create Groups in Active Directory on a Windows 2012 Server

July 10, 2013

Copyright © 2013 by World Class CAD, LLC. All Rights Reserved.

Server Manager

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

B	Server Manager	
🕞 🕘 📲 💜 Dashbo	bard • @	🕄 🚩 Manage Tools View Help
 Dashboard Local Server All Servers AD DS DNS File and Storage Services ▷ 	QUICK START 2 Add roles 3 Add othe	Active Directory Administrative Center Active Directory Domains and Trusts Active Directory Module for Window Active Directory Sites and Services Active Directory Users and Computer ADSI Edit Component Services Computer Management Defragment and Optimize Drives DNS Event Viewer Group Policy Management iSCSI Initiator Local Security Policy ODBC Data Sources (64-bit)
	Manageability Events Services	Events Services Resource Monitor Security Configuration Wizard
	Performance	Performance Services

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.

Active Directory Users and Computers					x				
File Action View Help									
🗢 🔿 🙋 🗊 📋 🖾 🖬	è 🛛 🖬 🔧	8. 1	1	7 🗾 🗿	5				
	Active Directory Users and Com Name Ty				Descriptio	n			
Saved Queries	📔 Builtin			main					
Charm local Delegate Control Find			taine aniza taine	tional	Default co	ntainer for u ntainer for o ntainer for s	do		
Change Domain.			taine			ntainer for s			
Change Domain			taine			ntainer for u			
Raise domain fur									
Operations Mast									
	ci s			-					
New		•		Comput					
All Tasks		•		Contact					
View		- F		Group					
Refresh				InetOrg	Person				
Export List				mslmag	ing-PSPs				
			MSMQ Queue Alias						
Properties				Organiza	ational Unit				
Help				Printer					
				User					
< III >				Shared F	older				
Create a new object									

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 Object - Organizational Unit	×
Create in: charm.local/	
N <u>a</u> me:	
Graphics	
Protect container from accidental deletion	
OK Cancel	Help

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.

	Active Directory Users and Computers						
 ▶ Saved Queries ▲ math charm.local ▶ a Builtin ▶ a Computes ▶ a Domain C ▶ a ForeignSe 	ctive Directory Users and Com Name Type Description Saved Queries There are no items to show in this view. charm.local There are no items to show in this view. Builtin Computers Domain Controllers ForeignSecurityPrincipal: Managed Service Accour Users						
	New All Tasks View Cut Delete Rename		Computer Contact Group InetOrgPerson msImaging-PSPs MSMQ Queue Alia Organizational Uni	_			
Create a new ob	Refresh Export List		Printer User				

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.

New C)bject - Group	x		
Create in: charm.local/Graphics				
Group n <u>a</u> me:				
Graphic_students				
Group name (pre- <u>W</u> indows 2000):				
Graphic_students				
Group scope	Group type			
O Domain local	● <u>S</u> ecurity			
● <u>G</u> lobal				
○ <u>U</u> niversal				
	OK Cancel			

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.

👪 l 💽 🚯 👳 l	Users			-	□ X
File Home Share \	/iew				× 🕐
📀 🐵 🔻 🕈 퉬 🕨 Comput	ter → Local Disk (C:) → Users →	×	C Search Users		<i>م</i>
🔶 Na	ame		Date modified	Туре	Si
🔲 Desktop	Administrator		7/9/2013 3:31 PM	File folder	
📜 Downloads 🔋	Public		7/26/2012 1:05 AM	File folder	
📃 Recent places	View	•			
	Sort by				
📜 Libraries	Group by	•			
Documents	Refresh				
J Music ≡	Customize this folder	-			
Pictures		_			
Videos	Paste Paste shortcut				
🖳 Computer		_			
Local Disk (C)	5.10.2 1.11.				
DVD RW Drive (D					
🕑 CD Drive (E:) U3 🛀 🕒	New		Folder		
👝 Removable Disk 🛛	Properties	5	Shortcut		
× <	III	Ð	Microsoft Access Da	tabase	>
2 items			Bitmap image		
			Contact		

Name the New Folder

We will name the folder



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.

Graphics_Students Properties				
General Sharing Security Previous Versions Customize				
Network File and Folder Sharing				
Graphics_Students Not Shared				
<u>N</u> etwork Path: Not Shared				
Share				
Advanced Sharing Set custom permissions, create multiple shares, and set other advanced sharing options.				
OK Cancel Apply				

Share this Folder

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

Then we press the permissions button.

Advanced Sharing			
✓Share this folder:			
Settings			
S <u>h</u> are name:			
Graphics_Students			
Add Remove			
Limit the number of simultaneous users to:			
Comments:			
Permissions Caching			
OK Cancel Apply			

Permissions for the Folder

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

Permissions for Graphics_Students Share Permissions <u>Group or user names:</u>	Group or user names:
& Graphic_intructors (CHARM\Graphic_intructors)	Add Remove
Add Remove Permissions for Graphic_intructors Allow Deny Full Control Image Image Image Change Image Image Image Read Image Image Image	Permissions for Everyone Allow Deny Full Control □ □ Change □ □ Read ✓ □
	Learn about access control and permissions OK Cancel Apply
Learn about access control and permissions OK Cancel Apply	

Shara Parmissions

х

Permissions for Graphics_Students

Permissions for the Folder

Add the Administra	ators group with full control.	Permissions for Graphics_Students
	c_students group with read	Share Permissions
only permission. Press the Apply button and close the Advanced Sharing window.	Permissions for Graphics_Students Share Pemissions Group or user names: Administrators (CHARM\Administrators) Graphic_intructors (CHARM\Graphic_intructors) Graphic_students (CHARM\Graphic_students) Add Remo Permissions for Graphic_students Allow Permissions for Graphic_students	eny
	Learn about access control and permissions OK Cancel A	Apply

Folder Properties – Security Tab

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

Graphics_Students	Properties 🛛 🗙			
General Sharing Security Previous V	/ersions Customize			
Object name: C:\Users\Graphics_Stu	dents			
<u>G</u> roup or user names:				
& Everyone				
SYSTEM .				
Administrators (CHARM\Administrat	ors)			
& Users (CHARM\Users)				
To change permissions, click Edit.	<u>E</u> dit			
Permissions for Everyone	Allow Deny			
Full control	^			
Modify				
Read & execute	√ ≡			
List folder contents	~			
Read	~			
Write	\checkmark			
For special permissions or advanced sett click Advanced.	tings, Ad <u>v</u> anced			
Learn about access control and permissions				
Close	Cancel <u>Apply</u>			

Graphics Instructors Group

Add the graphic_intructors group with full control.

Permissions for G	raphics_Stud	ents ×		
Security				
Object name: C:\Users\Graphic	s_Students			
Group or user names:				
SYSTEM Administrators (CHARM\Admin	nistrators)			
Graphic_intructors (CHARM\(;)		
& Users (CHARM\Users)				
	A <u>d</u> d	<u>R</u> emove		
Permissions for Graphic_intructors	Allow	Deny		
Full control	~			
Modify	✓			
Read & execute	✓			
List folder contents	✓			
Read	✓			
Learn about access control and permissions				
ОК	Cancel	Apply		

Graphic Students Group

Add the graphic_students group with full control.

Permissions for Graphics_Students							
Security							
Object name: C:\Users\Graphic	s Students						
	-						
Group or user names:		- I					
SYSTEM							
Graphic_students (CHARM\Graphic_students)							
& Graphic_intructors (CHARM\							
& Administrators (CHARM\Admi	nistrators)						
& Users (CHARM\Users)							
	Add <u>R</u> emove						
Permissions for Graphic_students	Allow Deny						
Full control		~					
Modify		=					
Read & execute		=					
List folder contents							
Read		$\overline{}$					
Leam about access control and permissions							
ОК	Cancel <u>Apply</u>	/					

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.

Name	:	C:\Users\Graphics_Students				
Owne	r:	Administrators (CHARM\Adm	inistrators) 🏀 <u>C</u> hange			
Perm	issions	Share Auditing	Effective Access			
Permi	ssion e		Access	Inherited from	the entry and click Edit (if available). Applies to	
	llow	Graphic_intructors (CHARM\	Full control	None	This folder, subfolders and file	
88 A	llow	Graphic_students (CHARM\Gr	Full control	None	This folder, subfolders and file	
88 A	llow	SYSTEM	Full control	C:\Users\	This folder, subfolders and file	
88. A	llow	Administrators (CHARM\Ad	Full control	C:\Users\	This folder, subfolders and file	
88. A	llow	Users (CHARM\Users)	Read & execute	C:\Users\	This folder, subfolders and file	
8 A	llow	Everyone	Read & execute	C:\Users\	This folder, subfolders and file	
	<u>d</u> d able <u>i</u> nl	<u>R</u> emove <u>V</u> iew				
		I child object permission entries wi				

Member of Tab

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

Lisa Grant Properties ?					x	
Remote control General Address Member Of					COM+ Organization Sessions	
Member of:						
Name Domain Users	Active Director charm.local/L	-	Services Folder	-		
Graphic_students	charm.local/0	iraphics				
A <u>d</u> d	<u>R</u> emove					
Primary group: Domain Users Set Primary Group There is no need to change Primary group unless you have Macintosh clients or POSIX-compliant applications.						
0	K C	ancel	Apply		He	elp

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.

Lisa Grant Properties ? ×							
Remote control Remote Desktop Services Profile					COM+		
Member Of	Dial-in	Environment		Ś	Sessions		
General Address	Account	Profile Telephones		0	Organization		
User profile							
Profile path:							
Logon <u>s</u> cript:							
Home folder						5	
◯ <u>L</u> ocal path:							
● <u>C</u> onnect:	S: ♥ <u>T</u> o:	:ham2\(Graphics_Stude	ents∖l	grant		
C)K (Cancel	<u>A</u> pply		He	elp	

New Folder for the User

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

