

Adding a User and Folder to a Windows Server

May 12, 2010

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.

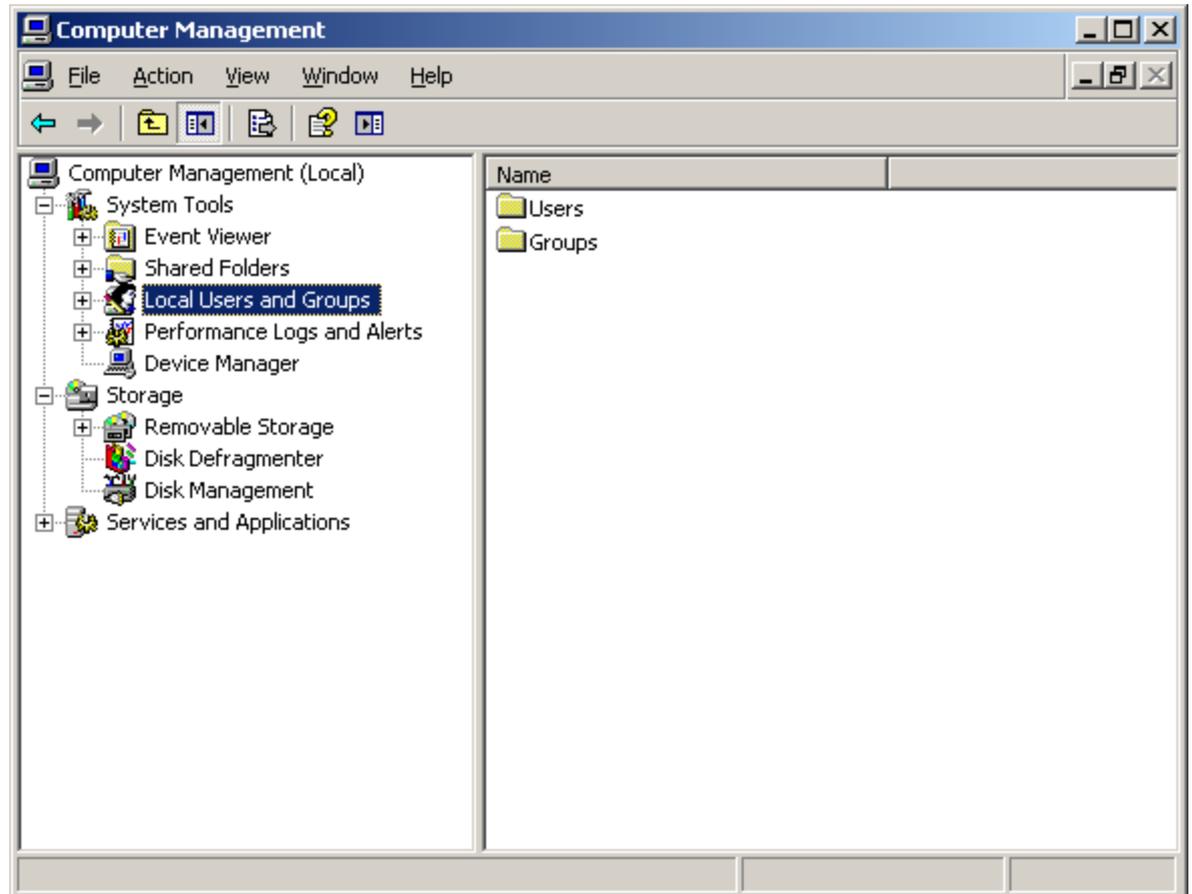
To open the Computer Management window, we select the Start button, Administrative Tools and then Computer Management.



Local Users and Groups

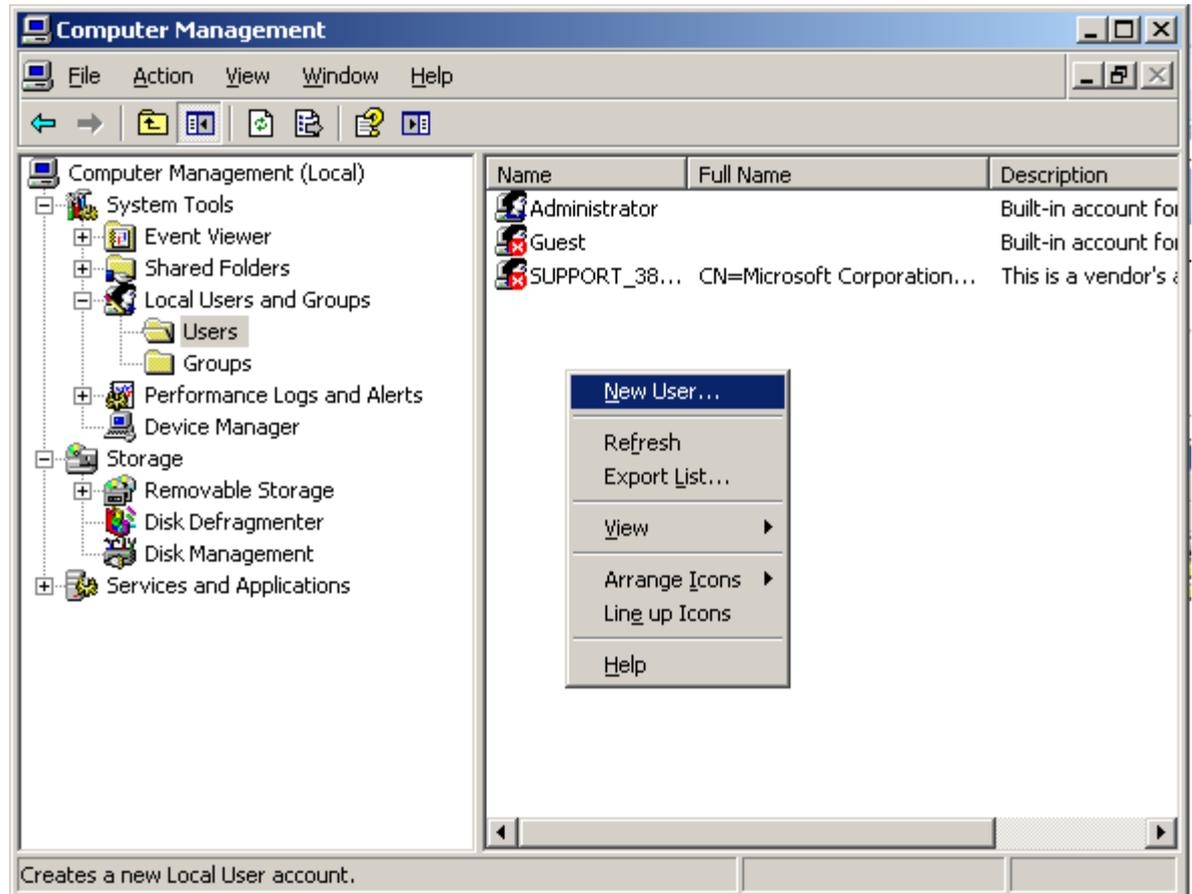
To add a new user to the Windows Server, we need to put in a new user account. We can accomplish this act by selecting Local User and Groups in the left pane. We can see two folders, Users and Groups appear in the right pane.

We then double click on the Users folder.



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.



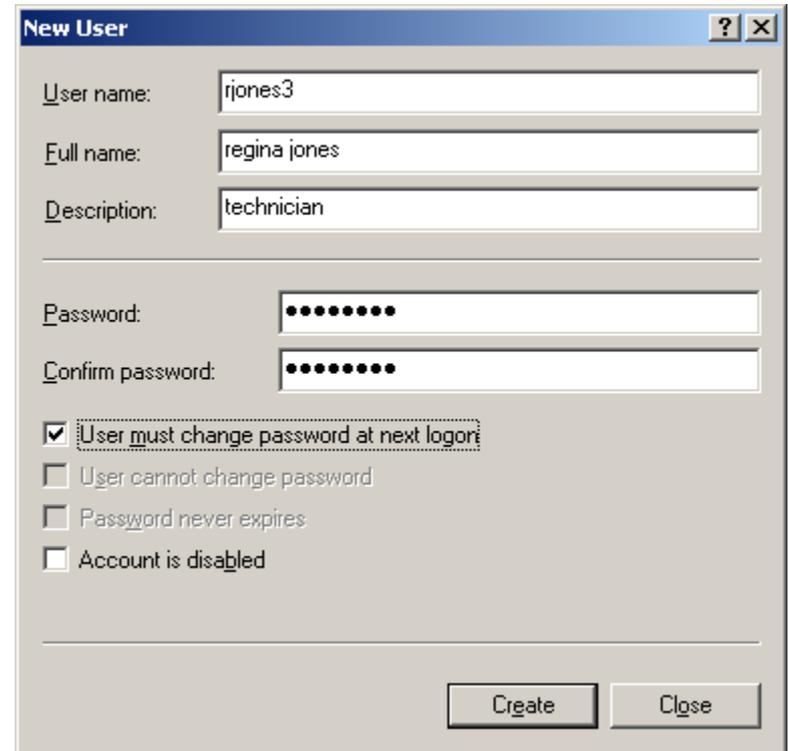
The New User Window

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 logs in to the account, she will have to create her own smart password.

We finish this window by pressing the Create button.



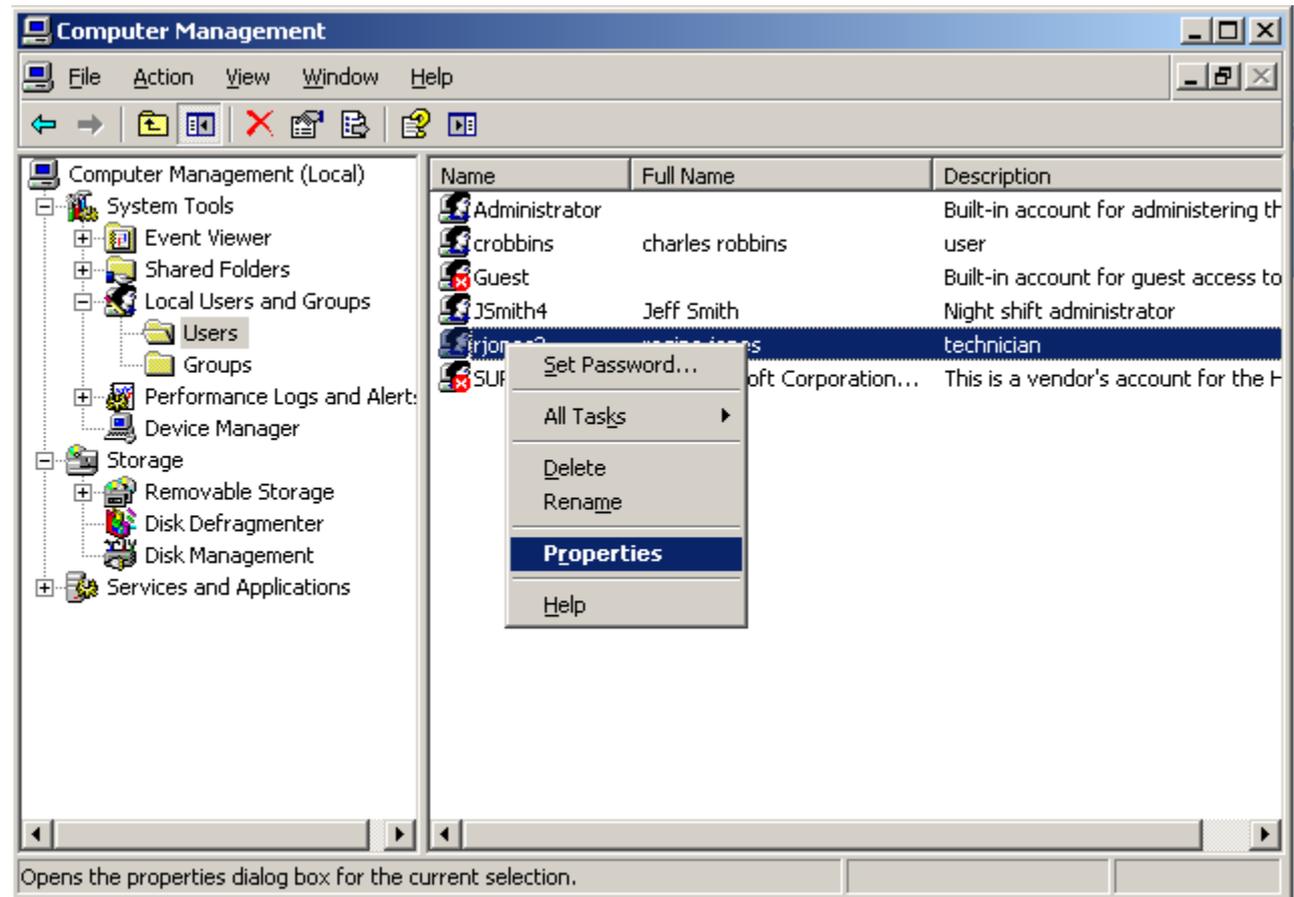
The screenshot shows a 'New User' dialog box with the following fields and options:

- User name:** rjones3
- Full name:** regina jones
- Description:** technician
- Password:** [masked with 8 dots]
- Confirm password:** [masked with 8 dots]
- User must change password at next login
- User cannot change password
- Password never expires
- Account is disabled

Buttons: Create, Close

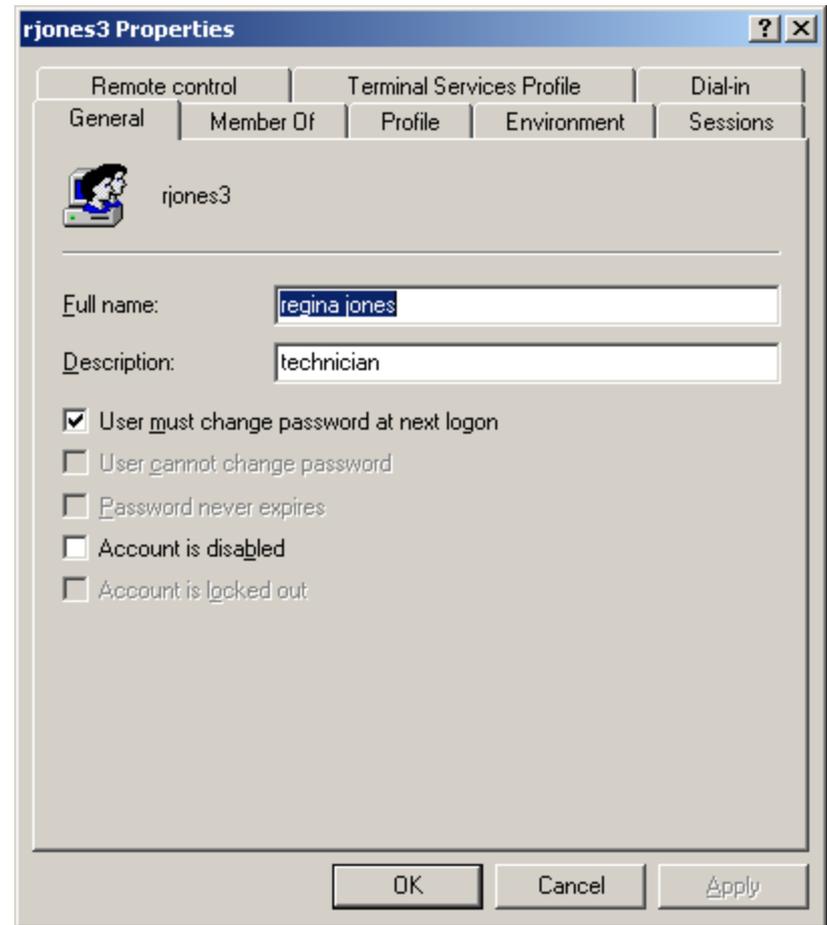
Continue User Account Setup

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



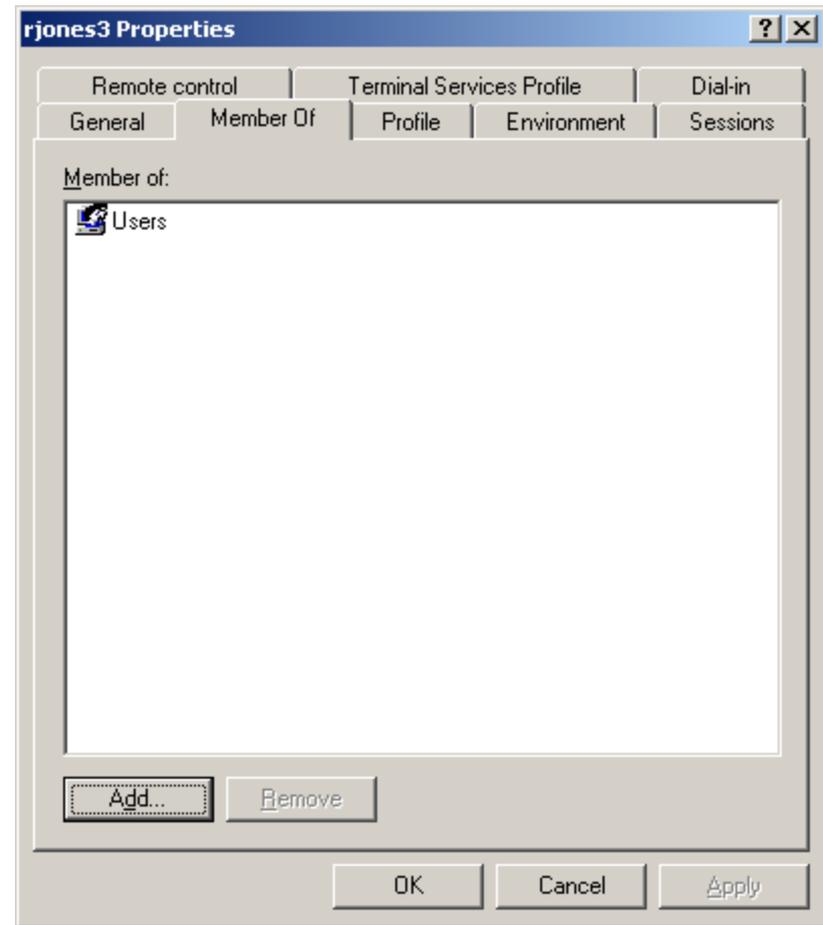
The New Account Properties

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.



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.



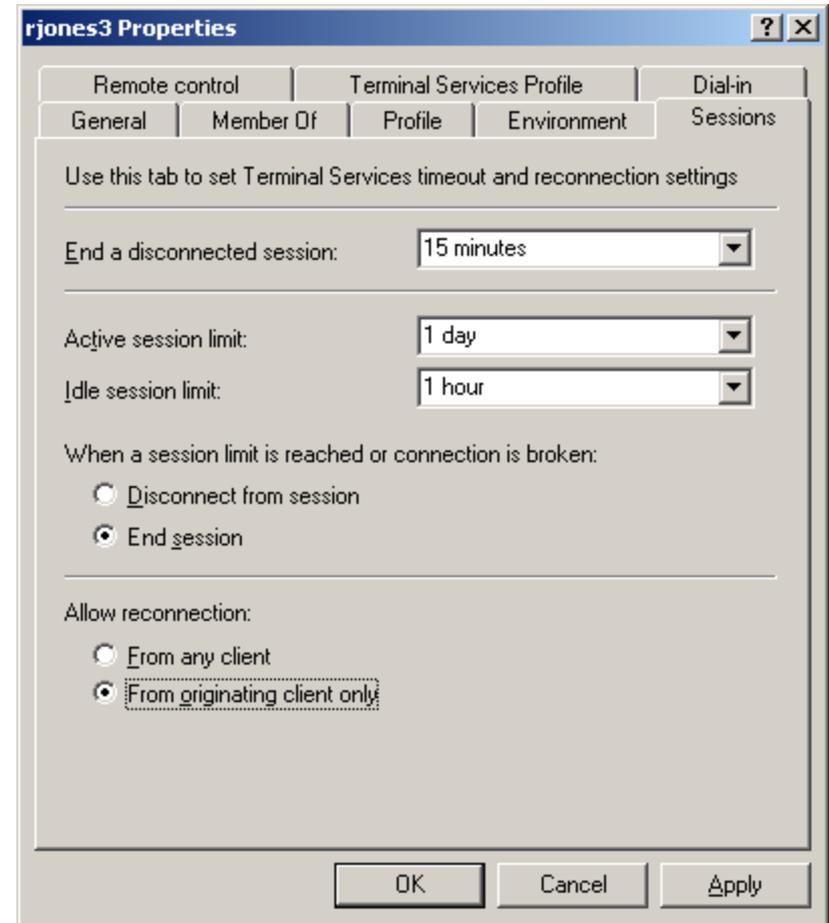
The Sessions Tab

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.

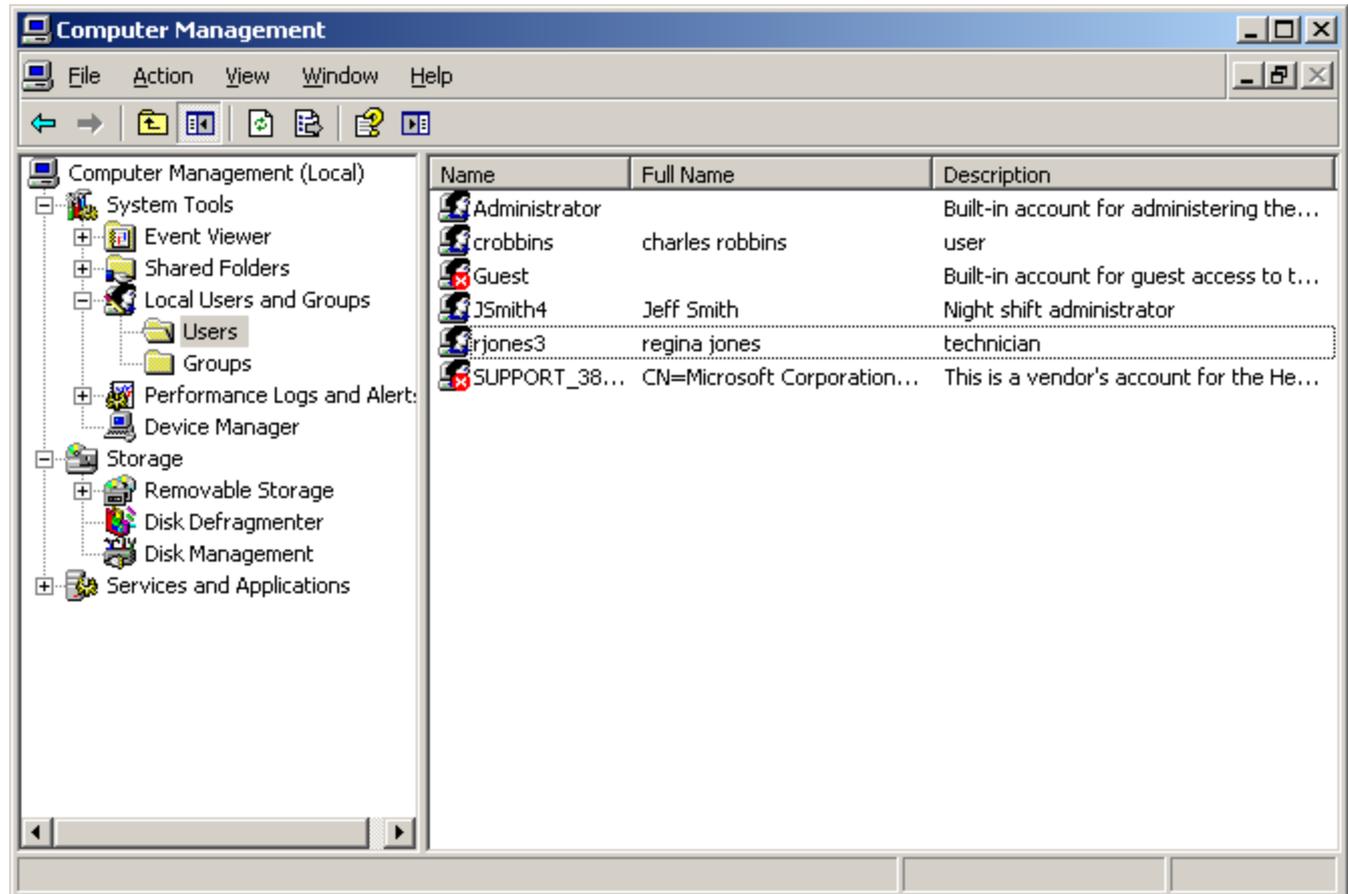
When sessions limits are reached or broken, we will end the session. And we will allow reconnection from the originating client only

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



The Users Folder

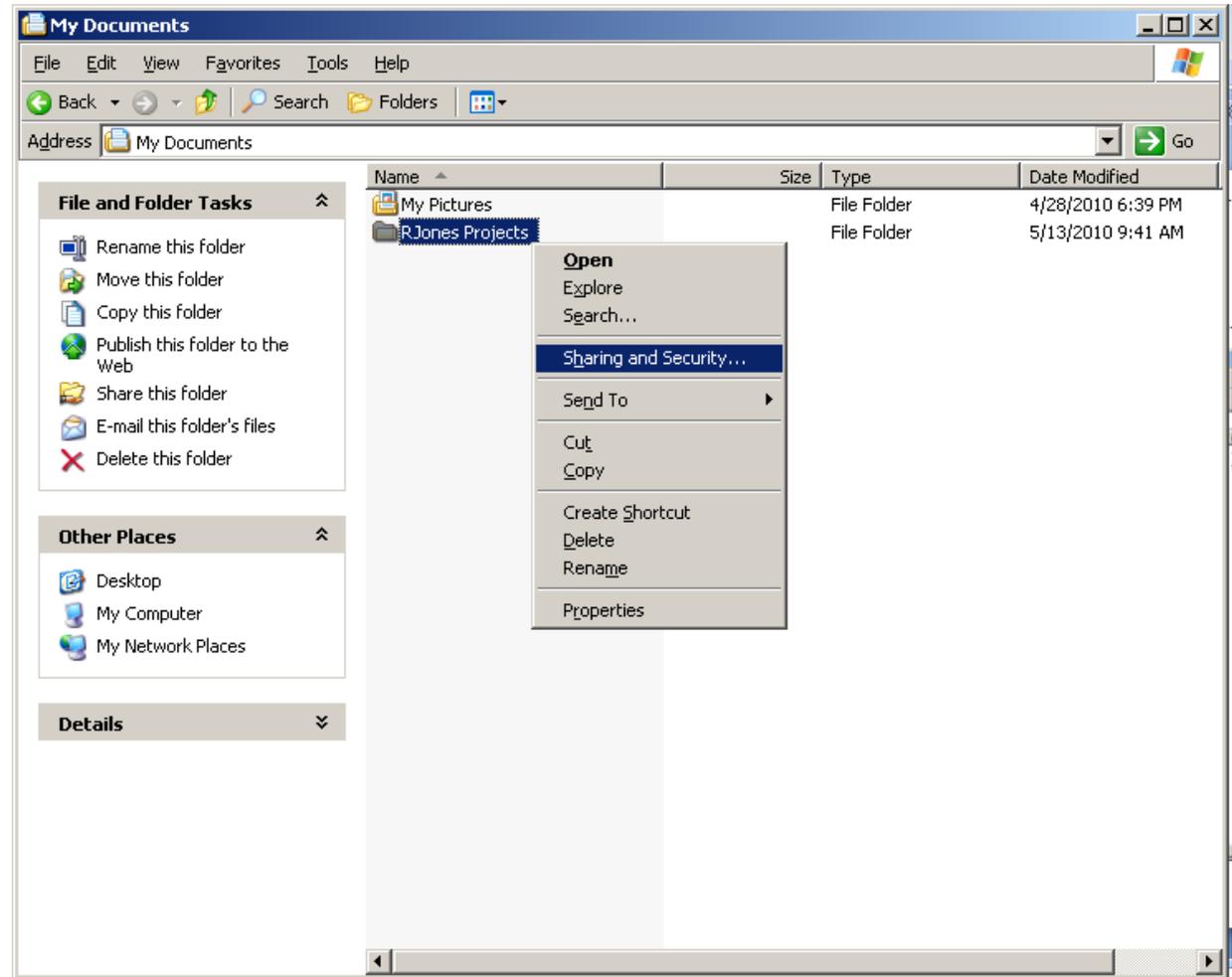
We can see the finished rjones3 name in the User folder.



Creating a User Folder

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

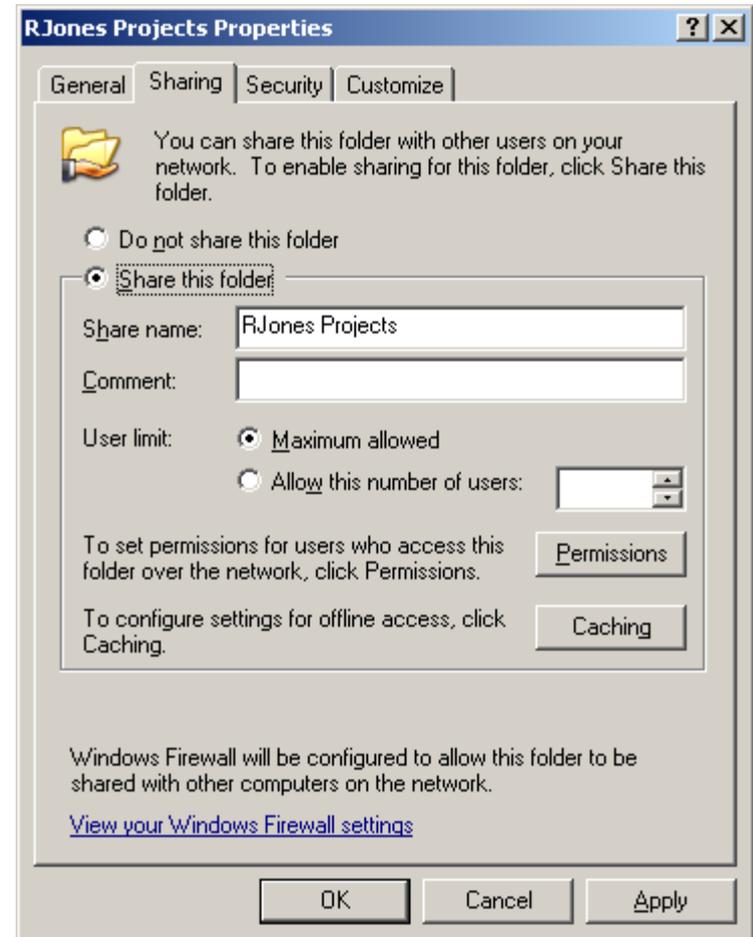
We should right click on the new folder and we will select Sharing and Security.



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.

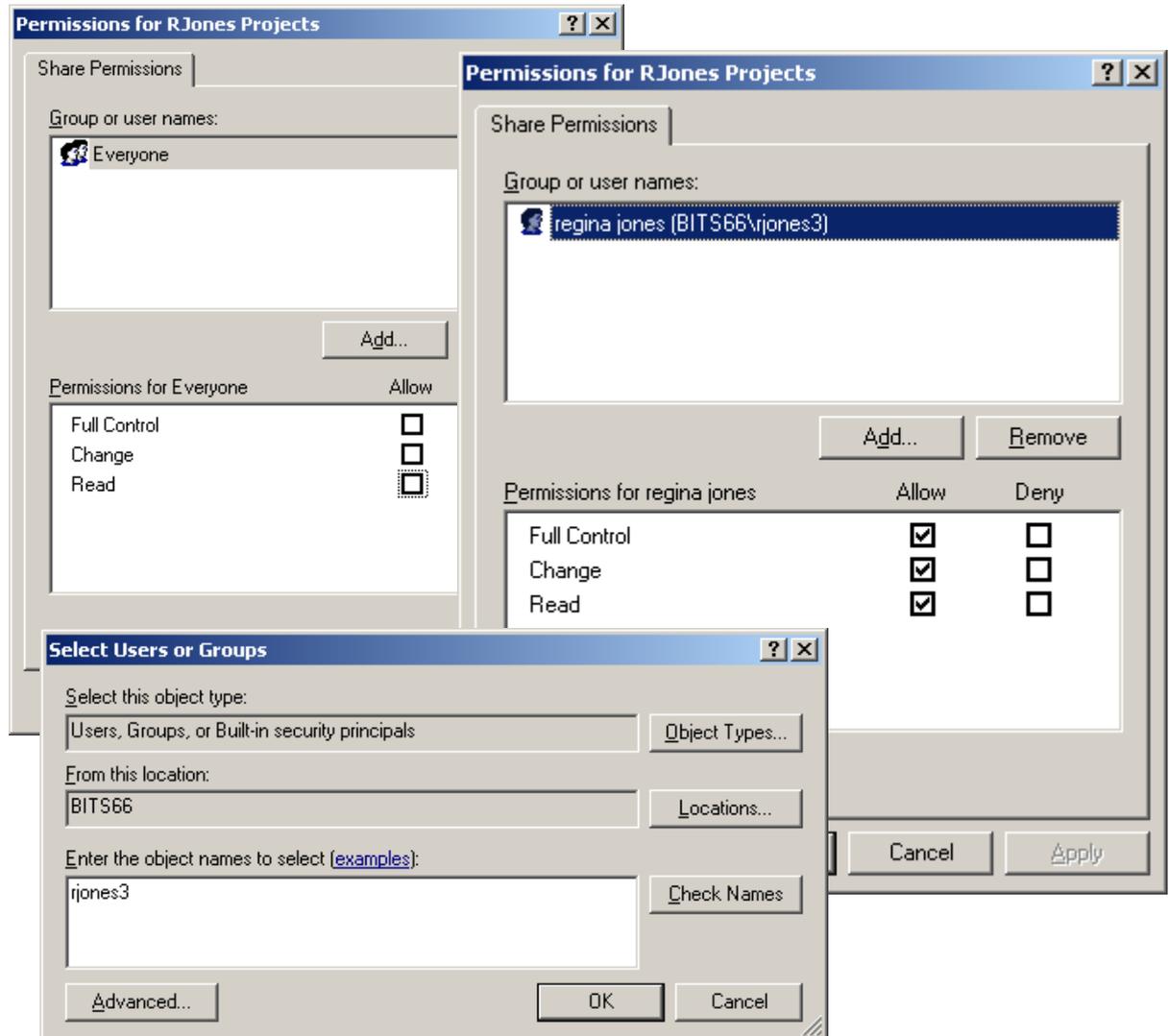
Now, we select the permissions button.



Setting the Permissions

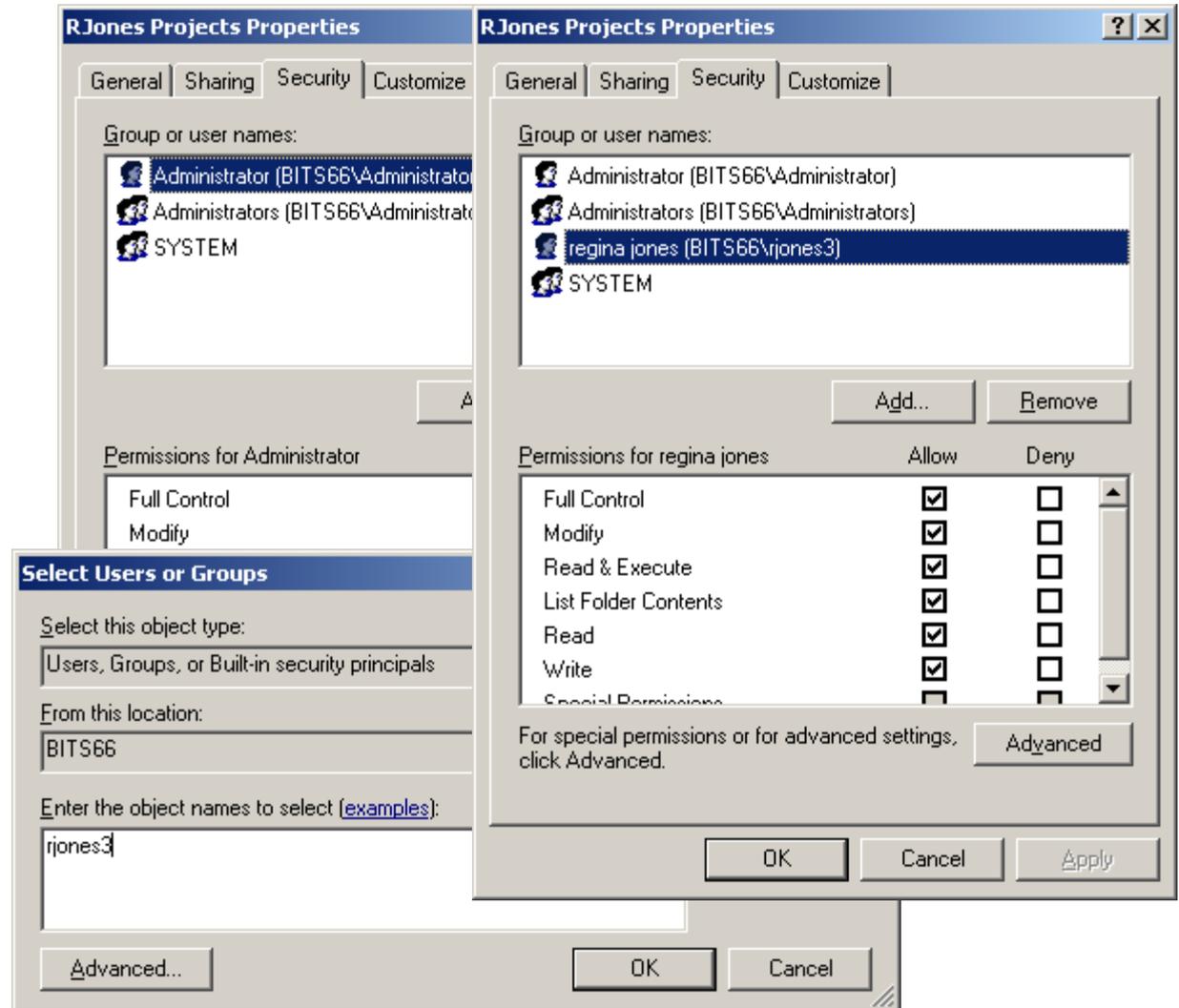
In the permissions folder we remove the everyone read allowance by unchecking the box. We then press the Add button and type rjones3 as a new object in the Select Users or Groups window and press the OK button.

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



Setting the Security Tab

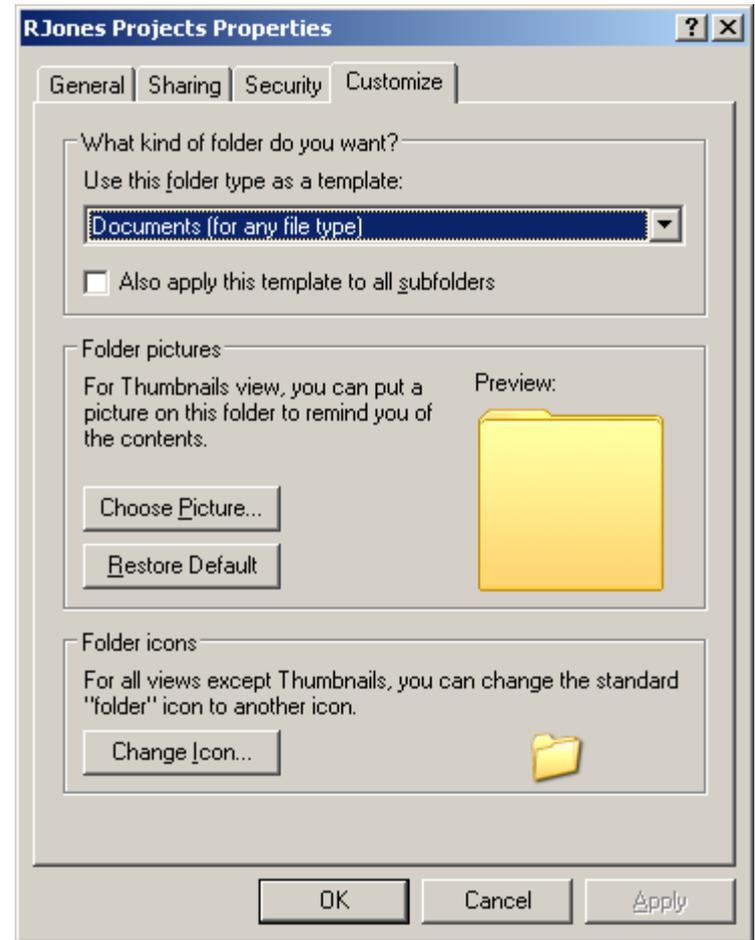
Next, we select the Security tab and we see that the Administrator has full rights. To add full rights to Regina Jones, we select the Add button and in the Select Users and Groups window, we type rjones3. Then, we select the OK button and we can see regina jones in the security list. Check the full control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



Folder Customization

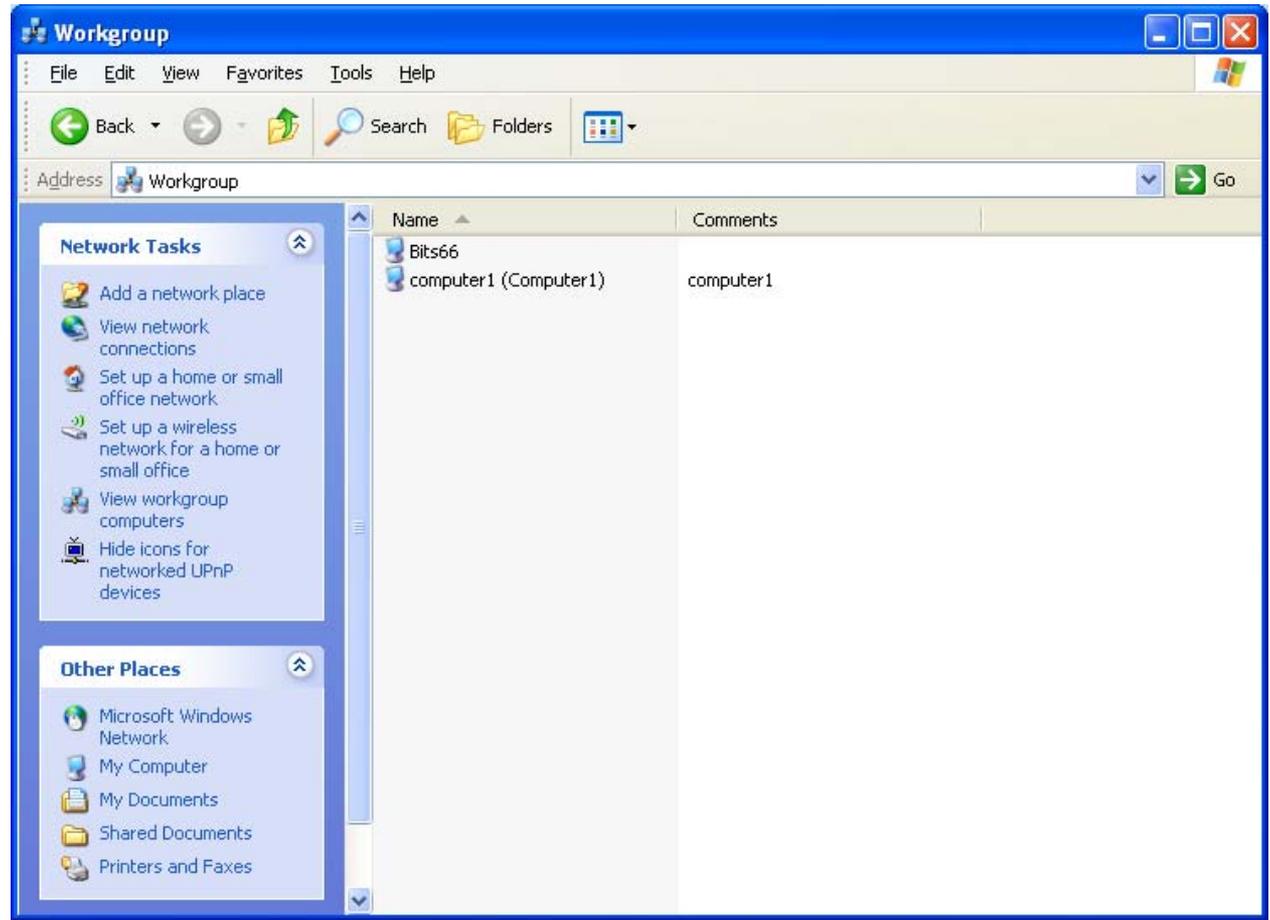
To set the type of folder, the folder image and icon, we can accomplish this task in the customize tab. We did not modify the folder, so we will press the OK to finish the folder setup.

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



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



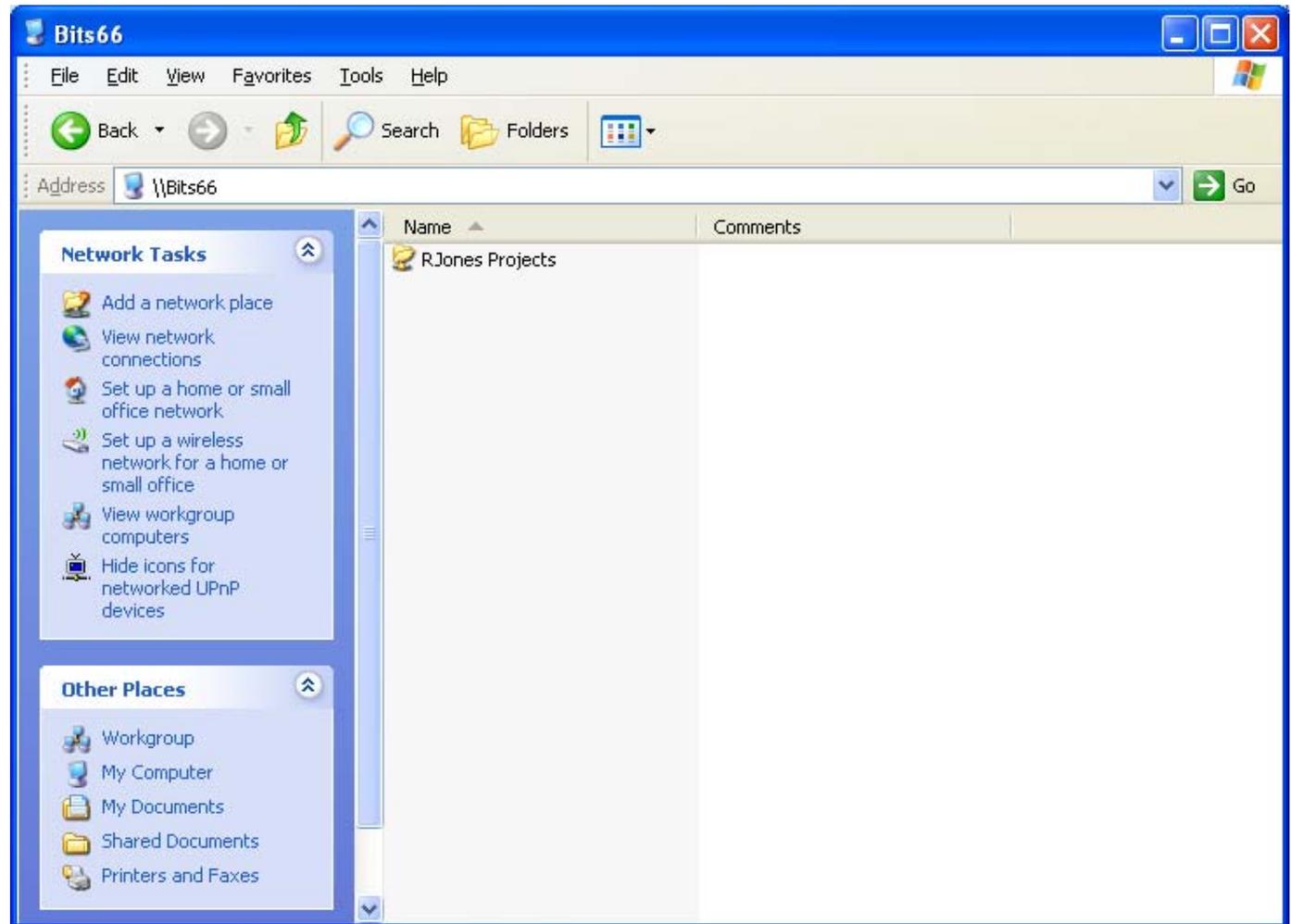
New User Logon

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

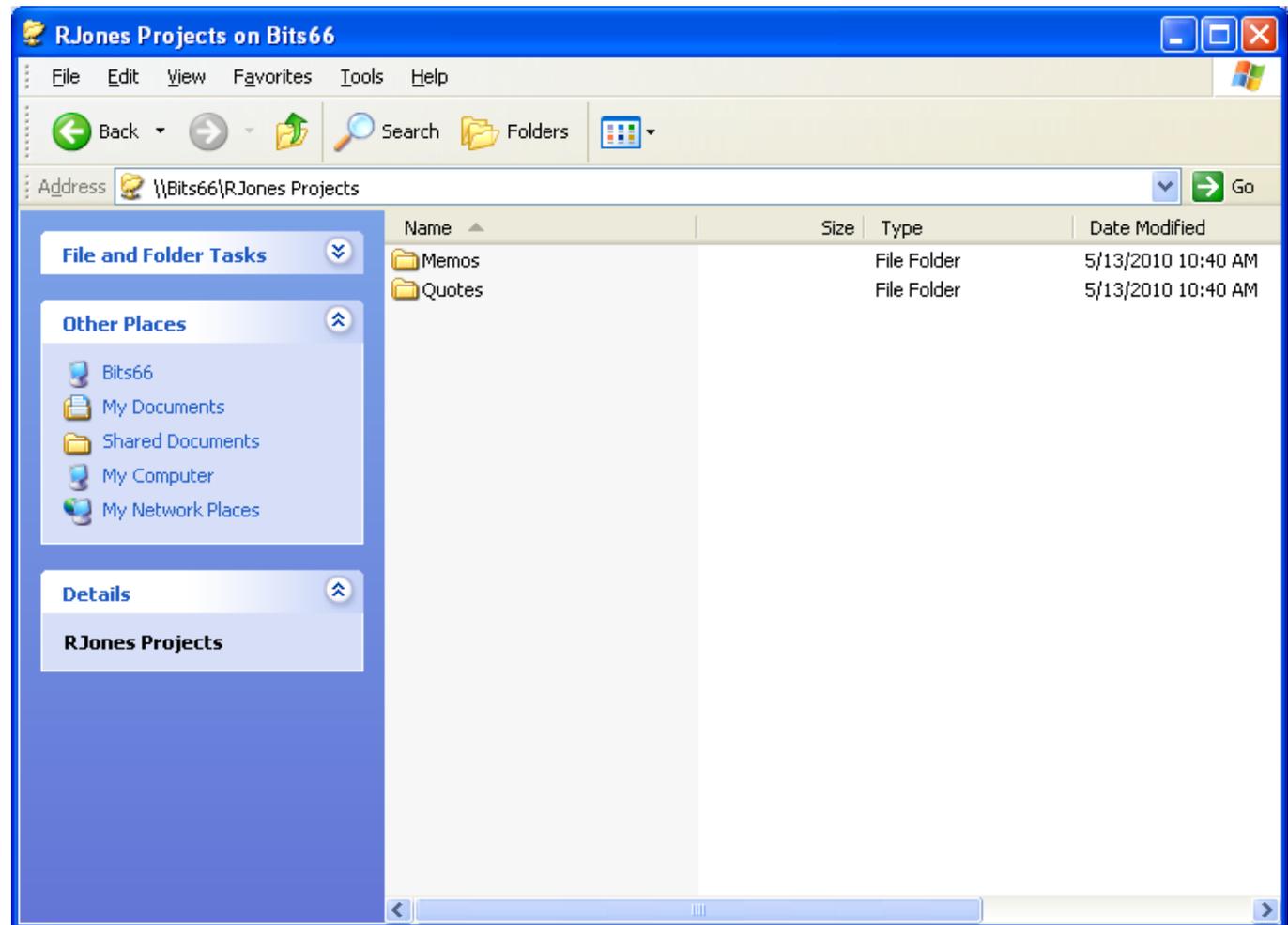
Once we logon the system, the user is brought straight to their project folder.



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.

