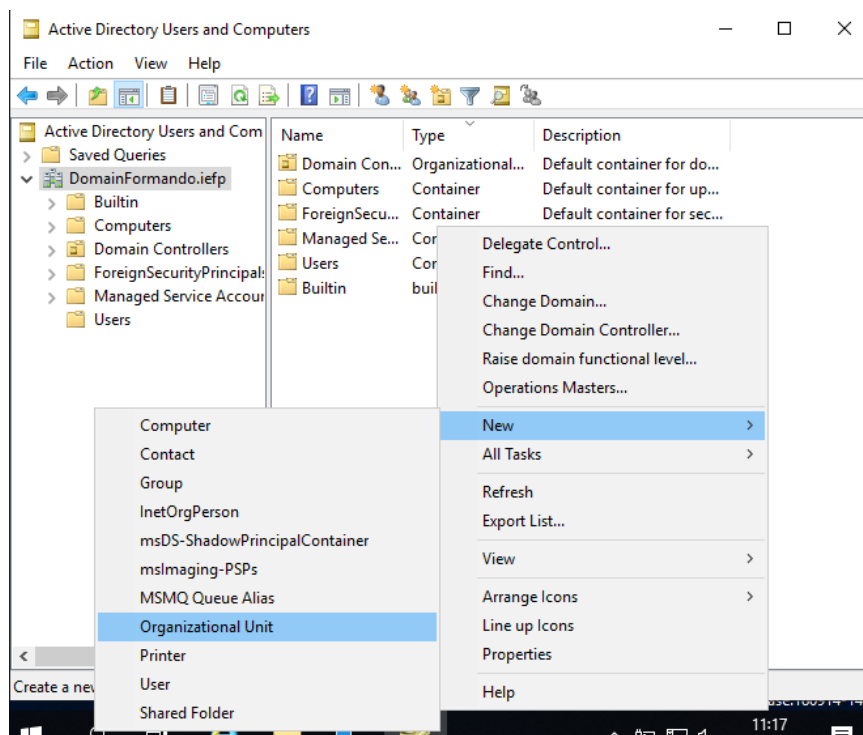


## UTILIZADORES DE REDE

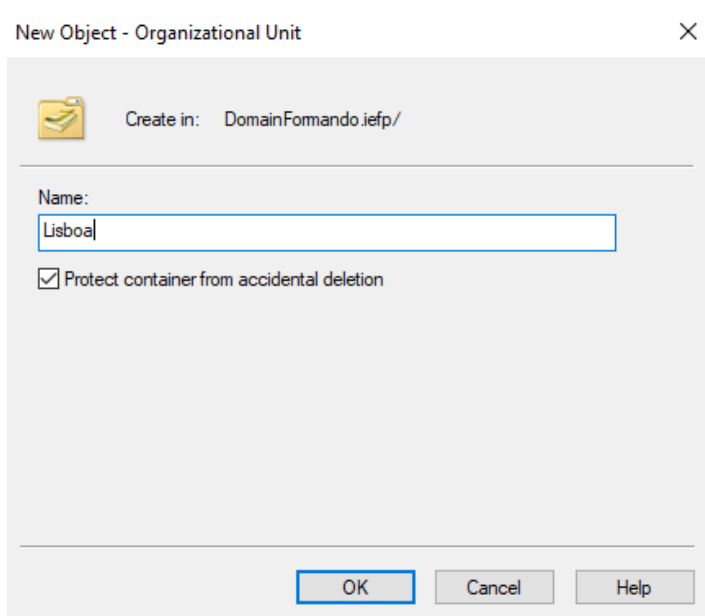
Procedimento para a criação de uma unidade organizacional e depois a colocação de determinados componentes dentro dessa mesma unidade.

As unidades organizacionais, vão funcionar como se fossem 2 tipos de elementos, um serve para organizarmos melhor os nossos conteúdos, o outro serve para podermos criar as políticas de grupo.

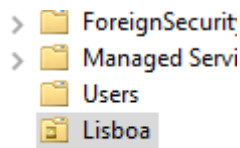
Para criar uma unidade organizacional, no Server Manager, menu Tools, abrir o Active Directory Users and Computers, clicar no nosso domínio e depois com o rato do lado direito numa parte vazia da janela, New, Organizational Unit:



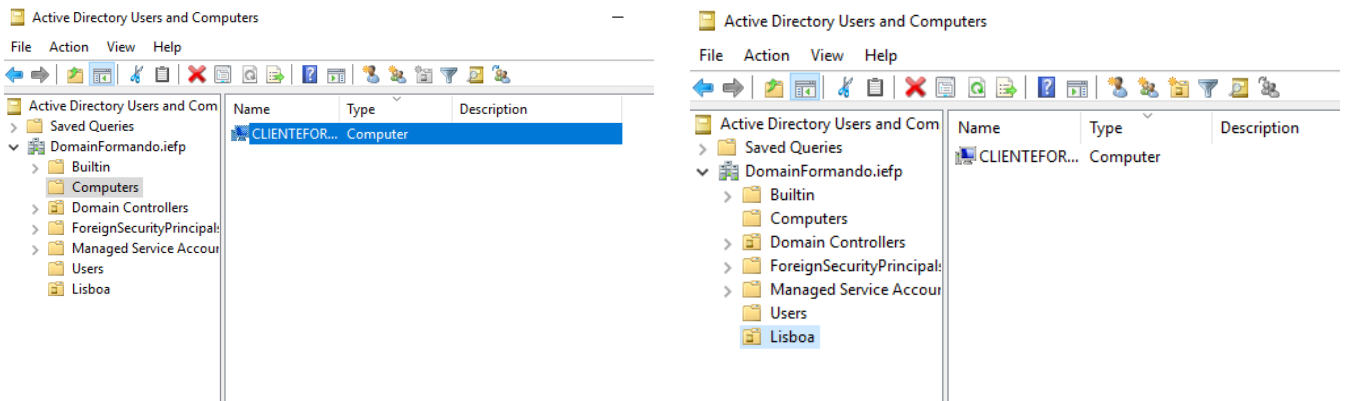
Na janela seguinte, introduzir o nome e de seguida OK, será este o nome da unidade organizacional. Ex: departamentos, cidades, etc:



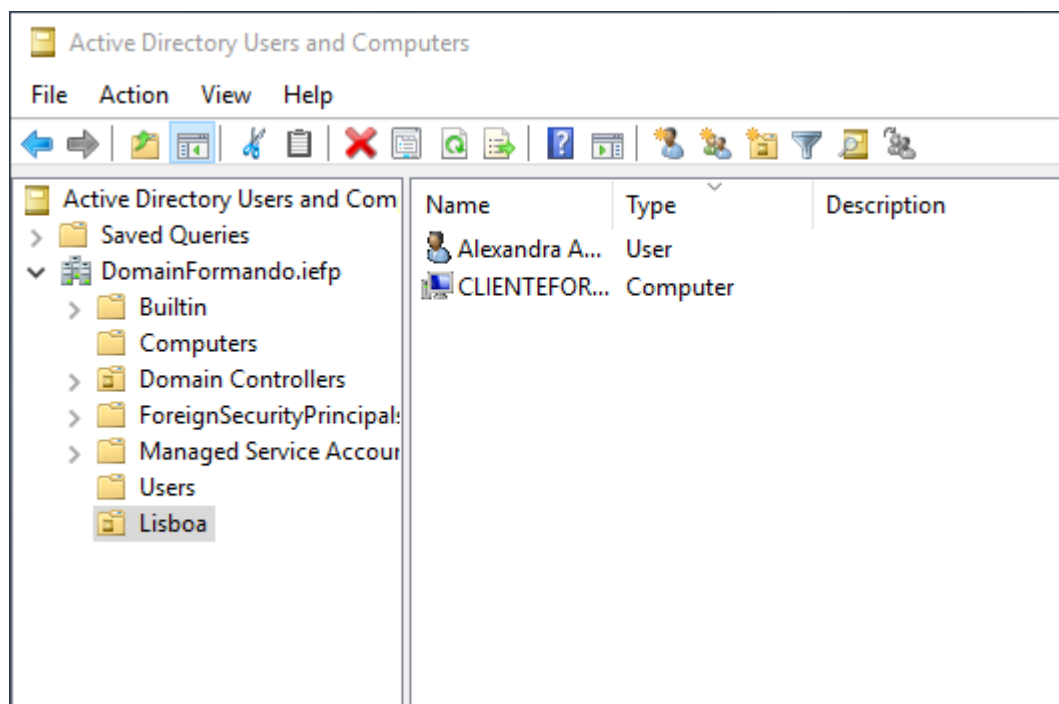
Já temos a nova unidade organizacional criada:



Para dentro de uma Unidade Organizacional, tecnicamente, pode ir, os computadores cliente (selecionar e arrastar para dentro da unidade):



Do mesmo modo, também podemos colocar usuários dentro da pasta:



Ou seja, podemos colocar dentro da Unidade Organizacional, tudo o que tenha a ver com aquela organização, documentos, usuários, etc.

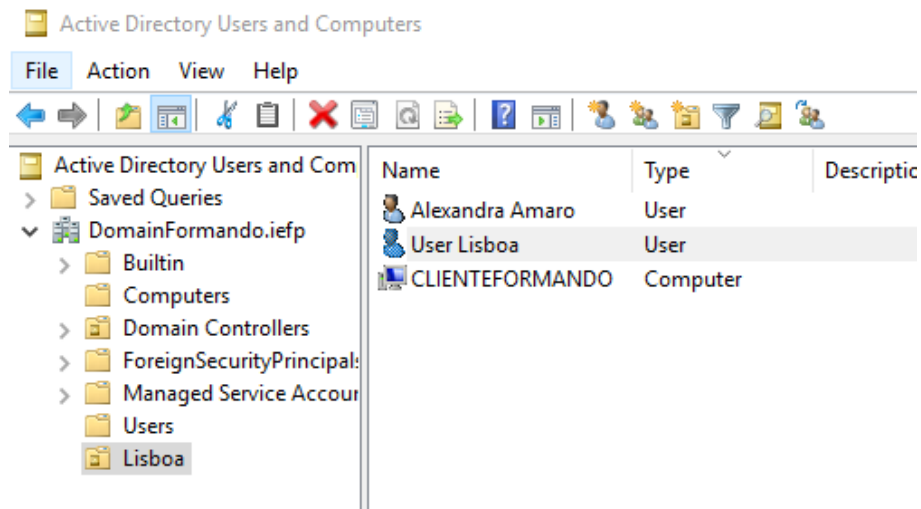
Para criar utilizadores dentro da Unidade Organizacional, clicar no icon para criar un New User e preencher os campos e clicar NEXT:

The screenshot shows the 'New Object - User' dialog box. At the top, there is a toolbar with several icons; the 'New User' icon (a person with a plus sign) is circled in red. Below the toolbar, the dialog has a title bar 'New Object - User' and a close button. The main area shows 'Create in: DomainFormando.iefp/Lisboa'. Below this, there are input fields for 'First name' (User), 'Initials' (empty), 'Last name' (Lisboa), and 'Full name' (User Lisboa). There are also fields for 'User logon name' (user\_lisboa) and a dropdown for the domain (@DomainFormando.iefp). Below that, there are fields for 'User logon name (pre-Windows 2000)' (DOMAINFORMANDO\user\_lisboa). At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted.

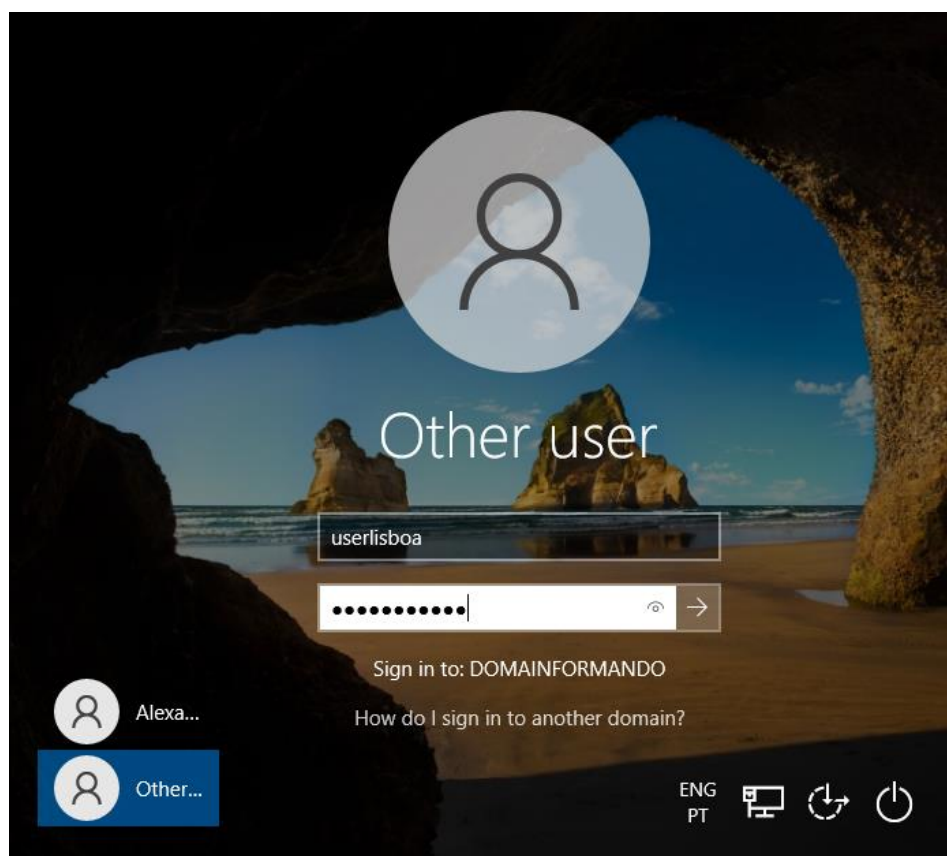
Definir password e seleccionar ou não uma das opções seguintes, consoante as necessidades, neste caso, seleccionar a opção em que o utilizador precise de modificar a password no seu próximo logon, de modo a que mais ninguém saiba a sua password, nem mesmo quem configurou a rede:

The screenshot shows the 'New Object - User' dialog box at the password configuration step. The 'Create in' field is still 'DomainFormando.iefp/Lisboa'. Below this, there are two password input fields: 'Password:' and 'Confirm password:', both filled with dots. Below the password fields, there are four checkboxes: 'User must change password at next logon' (checked), 'User cannot change password' (unchecked), 'Password never expires' (unchecked), and 'Account is disabled' (unchecked). At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted.

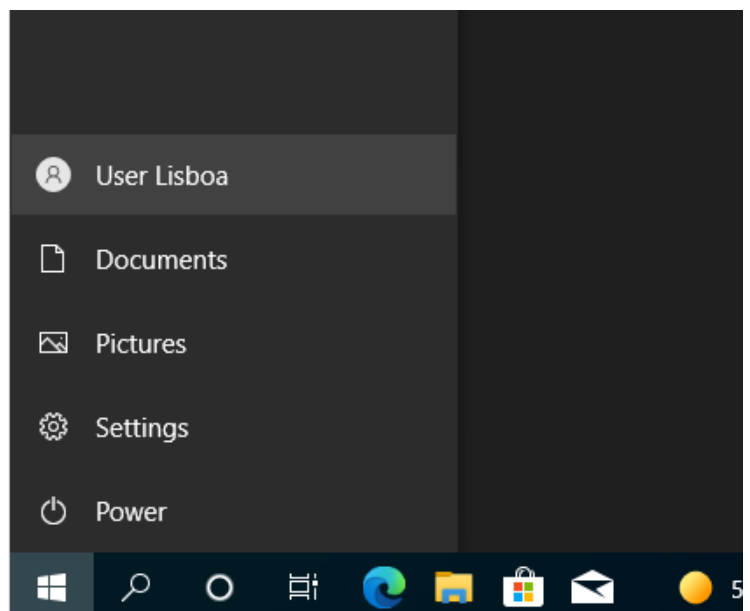
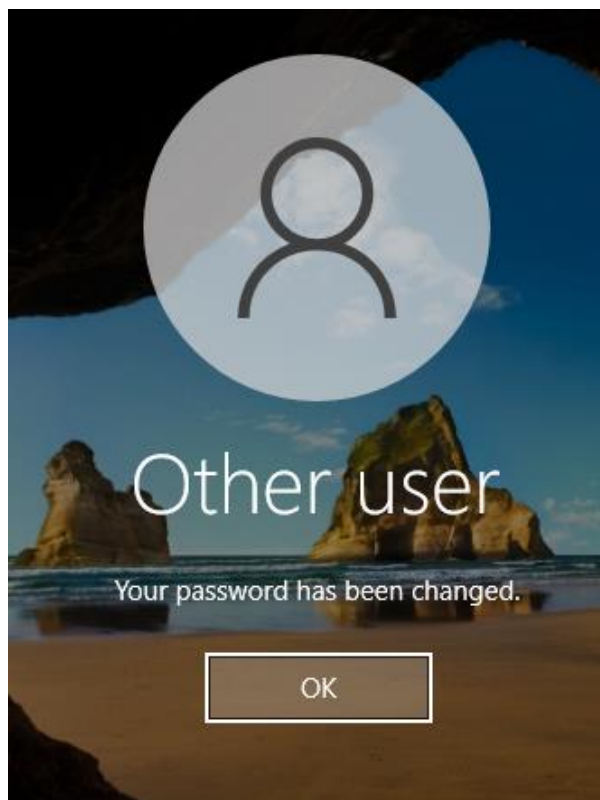
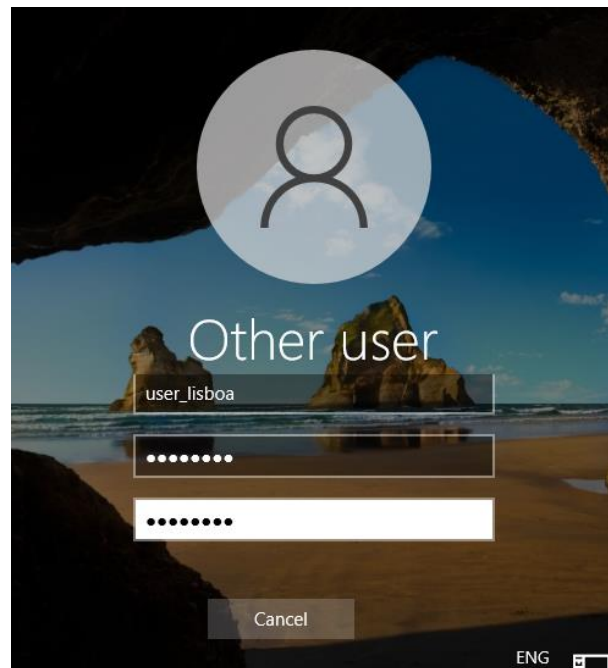
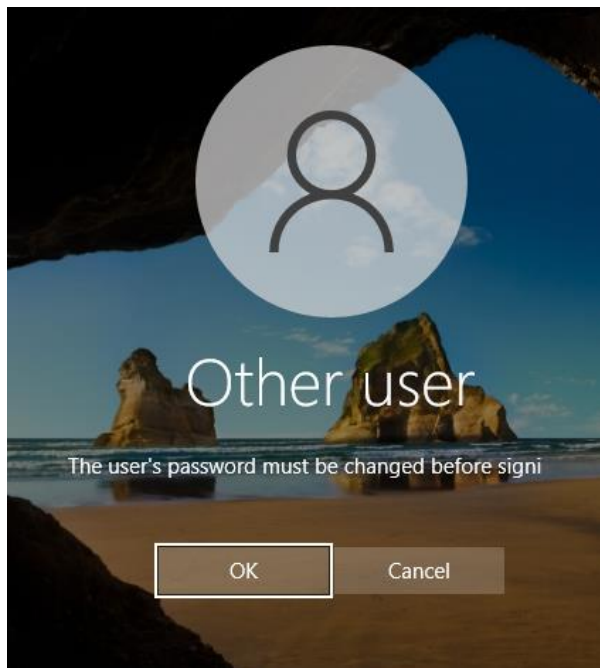
O novo utilizador da Unidade Organizacional já está criado. Todos os utilizadores criados dentro desta unidade, estão agora acessíveis pelo computador cliente:



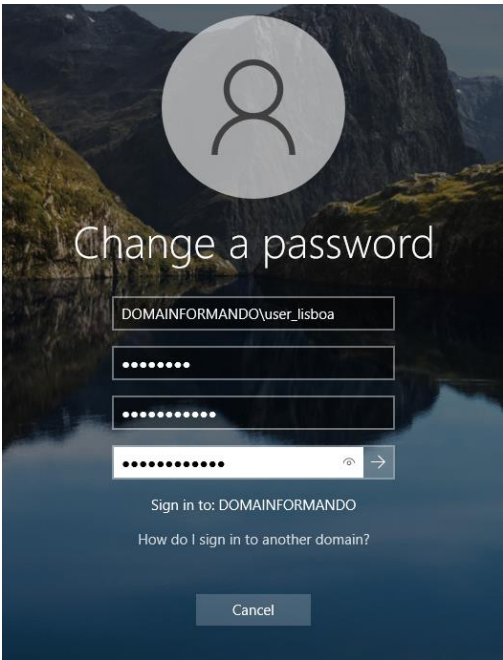
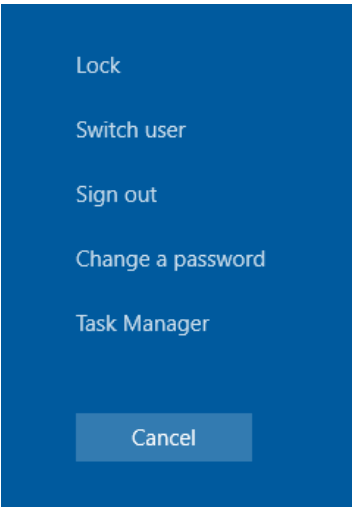
Para fazer o teste, ir à máquina cliente e fazer o sign in no DOMAINFORMANDO, clicando em Other user e escrevendo o nome e password respetiva definida anteriormente:



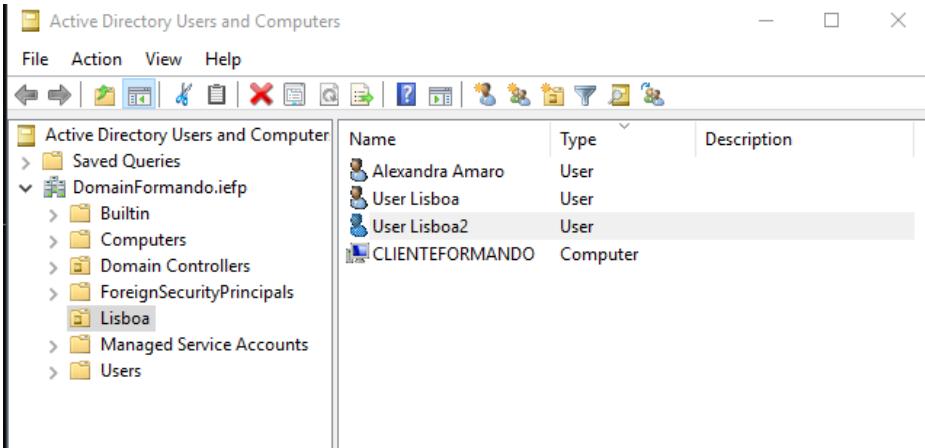
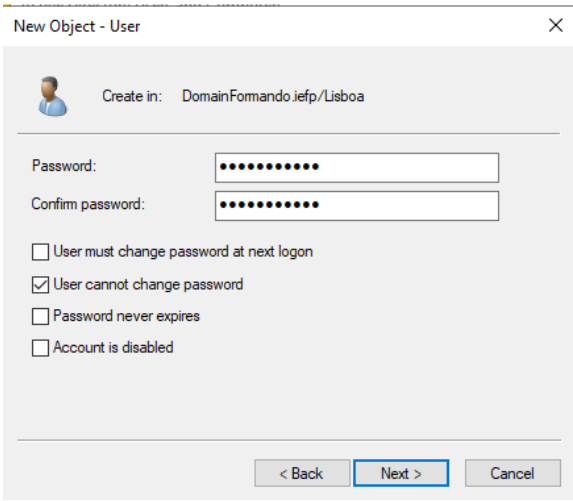
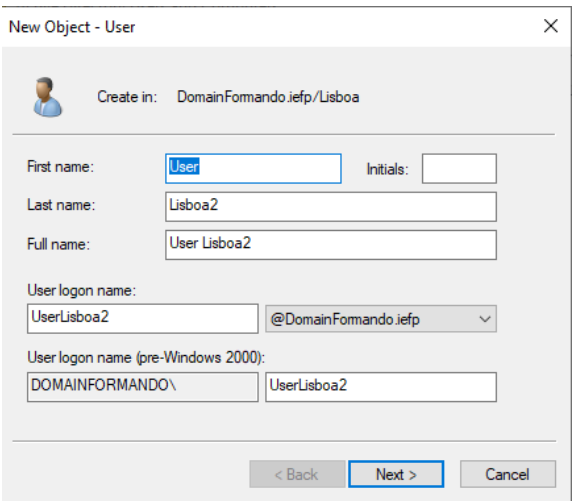
Conforme solicitado na criação do novo usuário no server, deverá redefinir a password:



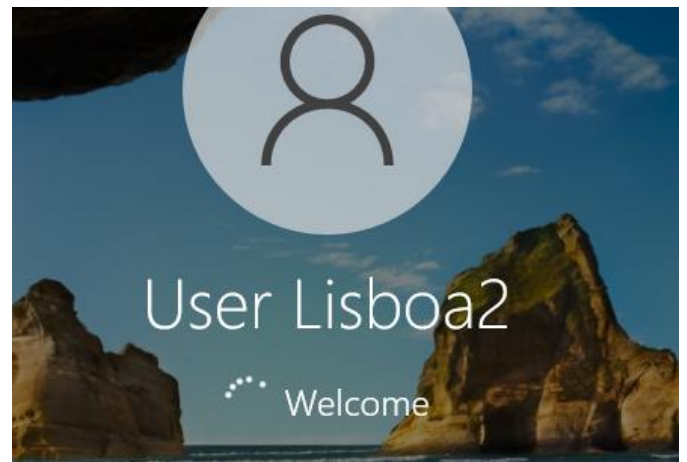
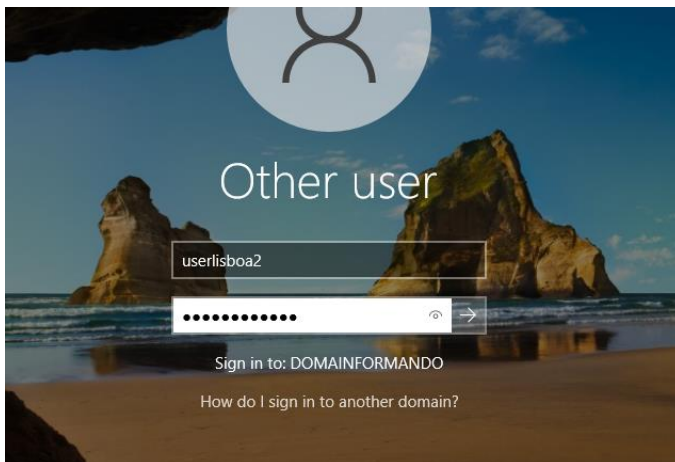
Para voltar a mudar a palavra-passe, em qualquer momento, no ambiente de trabalho, seleccionar ctrl+Alt+Del, change password:



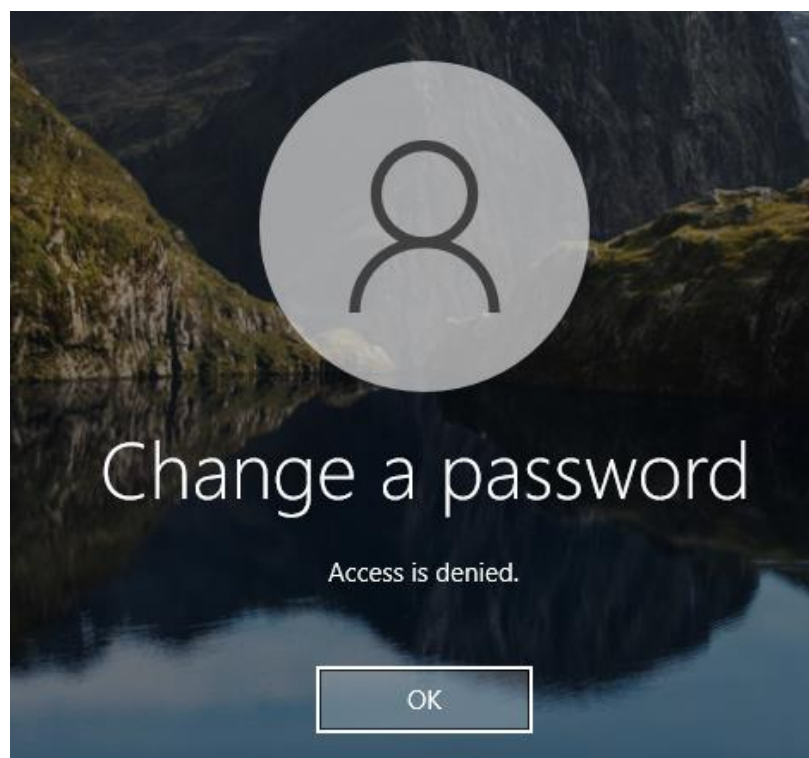
Voltar ao server e criar um novo utilizador, desta vez, seleccionar a opção para o utilizador não ser capaz de mudar a password:



Entrar agora na máquina cliente do novo utilizador:



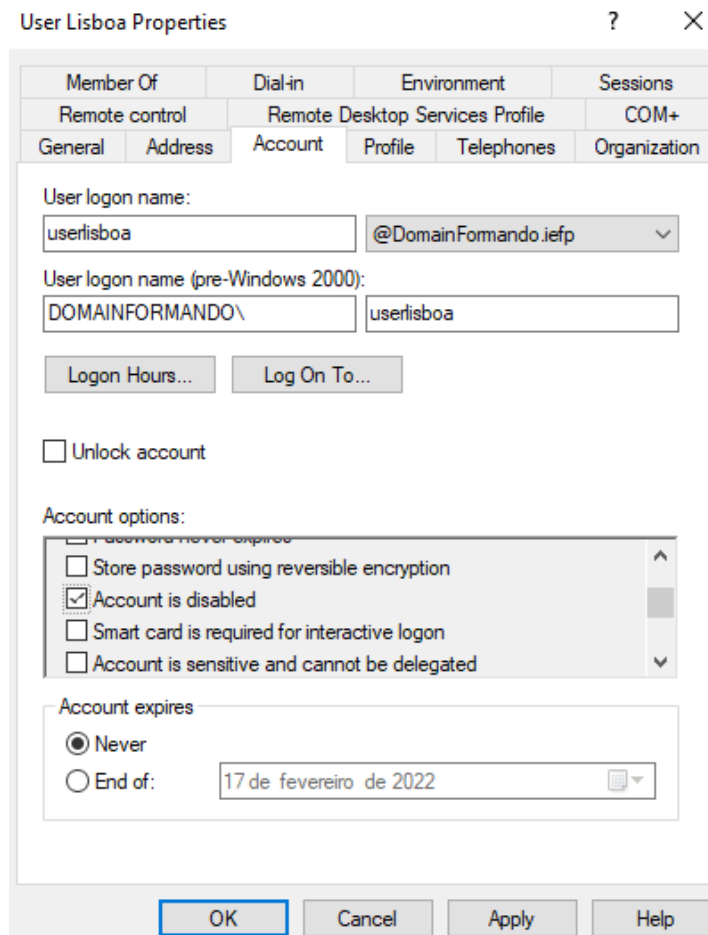
Para mudar a palavra passe, repetir os passos dados no utilizador lisboa (ctrl+alt+delete).  
Desta vez, não é possível a alteração, pois foi assim definido aquando da criação do usuário:





Podemos também alterar as definições do usuário após a sua criação, basta aceder às propriedades do usuário.

Em Account, alterar para a opção Account is disabled:



The image shows the 'User Lisboa Properties' dialog box with the 'Account' tab selected. The 'User logon name' is 'userlisboa' and the domain is '@DomainFormando.iefp'. The 'User logon name (pre-Windows 2000)' is 'DOMAINFORMANDO\userlisboa'. The 'Account options' section shows 'Account is disabled' checked. The 'Account expires' section shows 'Never' selected.

Member Of	Dial-in	Environment	Sessions
Remote control	Remote Desktop Services Profile	COM+	
General	Address	Account	Profile
		Telephones	Organization

User logon name: userlisboa @DomainFormando.iefp

User logon name (pre-Windows 2000): DOMAINFORMANDO\userlisboa

Logon Hours... Log On To...

☐ Unlock account

Account options:

- ☐ Store password using reversible encryption
- ☒ Account is disabled
- ☐ Smart card is required for interactive logon
- ☐ Account is sensitive and cannot be delegated

Account expires:

☒ Never

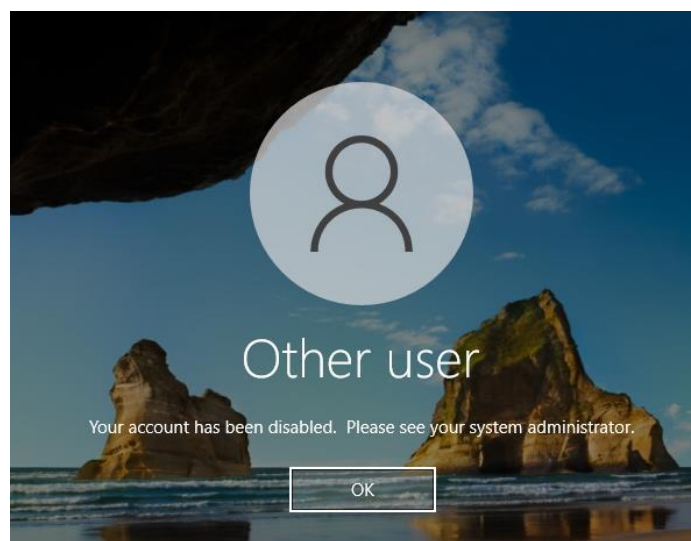
☐ End of: 17 de fevereiro de 2022

OK Cancel Apply Help

User Lisboa já está inativo, poderá ser verificado pela seta apontada para trás no icon.

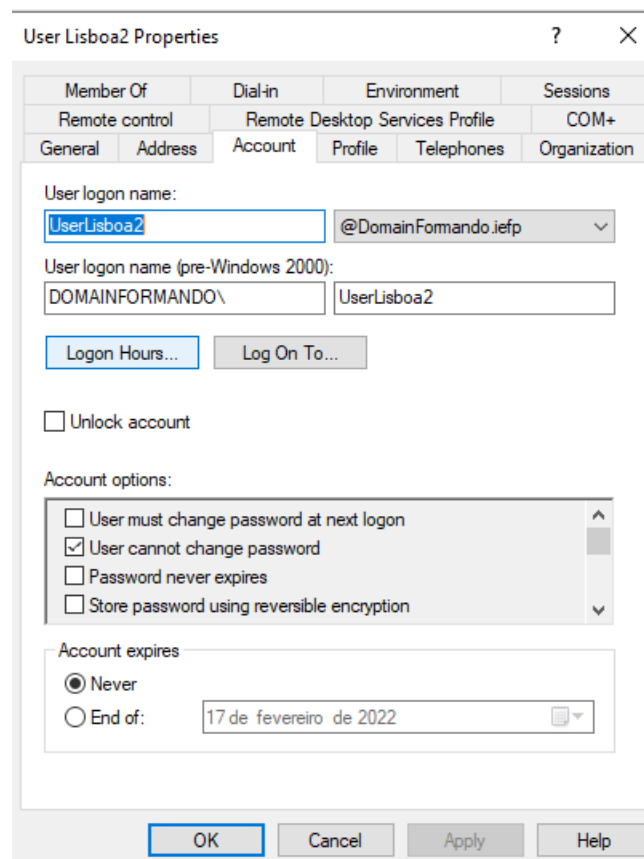
Voltando à máquina cliente e se tentar entrar, já não será possível :

iter	Name	Type
	Alexandra Amaro	User
	User Lisboa	User
	User Lisboa2	User
	CLIENTEFORMANDO	Computer





Existem várias definições que se podem fazer, uma delas é a definição do Logon Hours:



The 'User Lisboa2 Properties' dialog box is shown with the 'Account' tab selected. It contains fields for 'User logon name' (UserLisboa2), 'User logon name (pre-Windows 2000)' (DOMAINFORMANDO\UserLisboa2), and 'Logon Hours...'. The 'Account options' section includes checkboxes for 'User must change password at next logon', 'User cannot change password' (checked), 'Password never expires', and 'Store password using reversible encryption'. The 'Account expires' section has a radio button for 'Never' (selected) and a date field for 'End of:' (17 de fevereiro de 2022).

Member Of	Dial-in	Environment	Sessions
Remote control	Remote Desktop Services Profile		COM+
General	Address	Account	Profile
		Telephones	Organization

User logon name: UserLisboa2 @DomainFormando.iefp

User logon name (pre-Windows 2000): DOMAINFORMANDO\UserLisboa2

Logon Hours... Log On To...

☐ Unlock account

Account options:

- ☐ User must change password at next logon
- ☒ User cannot change password
- ☐ Password never expires
- ☐ Store password using reversible encryption

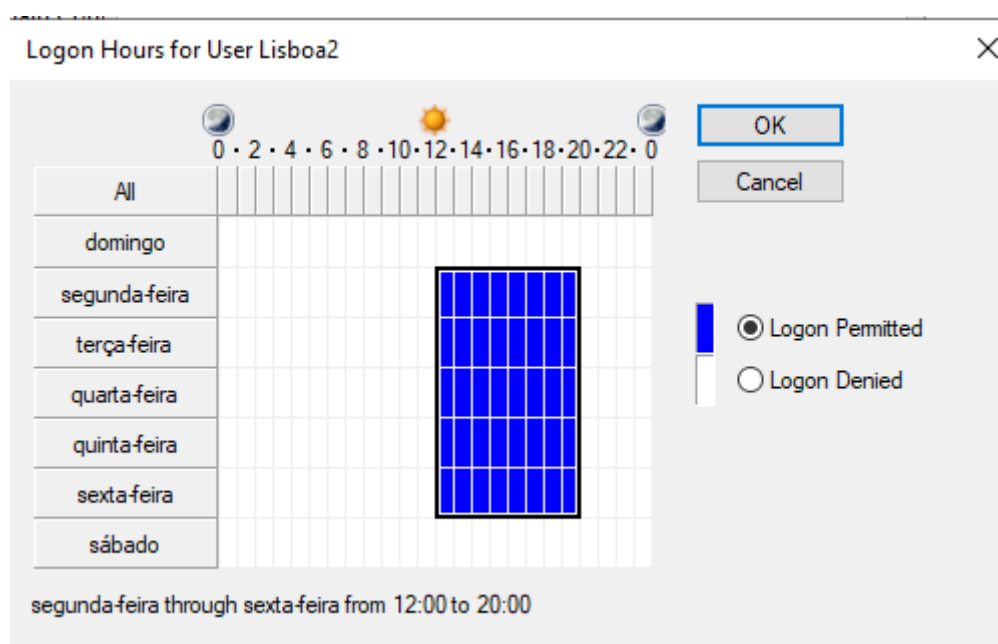
Account expires:

☒ Never

☐ End of: 17 de fevereiro de 2022

OK Cancel Apply Help

Aqui podemos definir a que horas o utilizador pode fazer o logon, em baixo, o utilizador pode fazer logon entre as 12h e as 20h:



The 'Logon Hours for User Lisboa2' dialog box shows a calendar grid for logon hours. The grid has columns for hours (0-23) and rows for days of the week. A blue shaded area indicates logon is permitted from 12:00 to 20:00 on Monday through Friday. The legend shows a blue square for 'Logon Permitted' and a white square for 'Logon Denied'.

Logon Hours for User Lisboa2

0 · 2 · 4 · 6 · 8 · 10 · 12 · 14 · 16 · 18 · 20 · 22 · 0

All

domingo

segunda-feira

terça-feira

quarta-feira

quinta-feira

sexta-feira

sábado

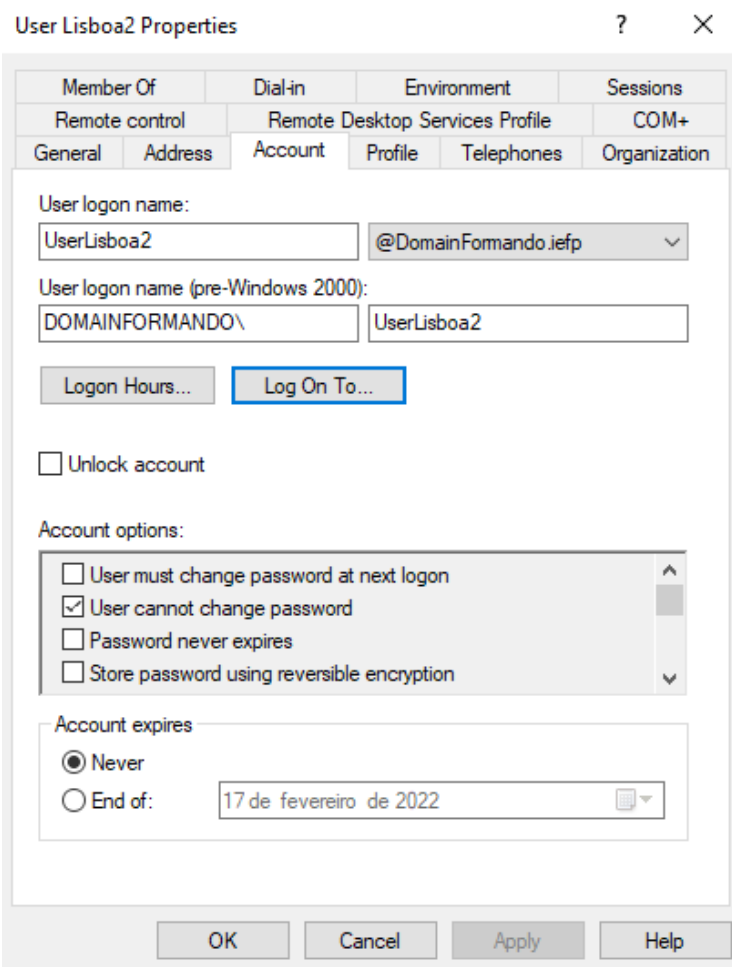
segunda-feira through sexta-feira from 12:00 to 20:00

OK Cancel

☒ Logon Permitted

☐ Logon Denied

Outra definição é o Log On To:



The 'User Lisboa2 Properties' dialog box is shown with the 'General' tab selected. It contains fields for 'User logon name' (UserLisboa2) and 'User logon name (pre-Windows 2000)' (DOMAINFORMANDO\UserLisboa2). The 'Log On To...' button is highlighted. Below, the 'Account options' section has checkboxes for password requirements, with 'User cannot change password' checked. The 'Account expires' section shows 'Never' selected.

Member Of	Dial-in	Environment	Sessions
Remote control	Remote Desktop Services Profile	COM+	
General	Address	Account	Profile
Telephones	Organization		

User logon name: UserLisboa2 @DomainFormando.iefp

User logon name (pre-Windows 2000): DOMAINFORMANDO\UserLisboa2

Logon Hours... Log On To...

☐ Unlock account

Account options:

- ☐ User must change password at next logon
- ☒ User cannot change password
- ☐ Password never expires
- ☐ Store password using reversible encryption

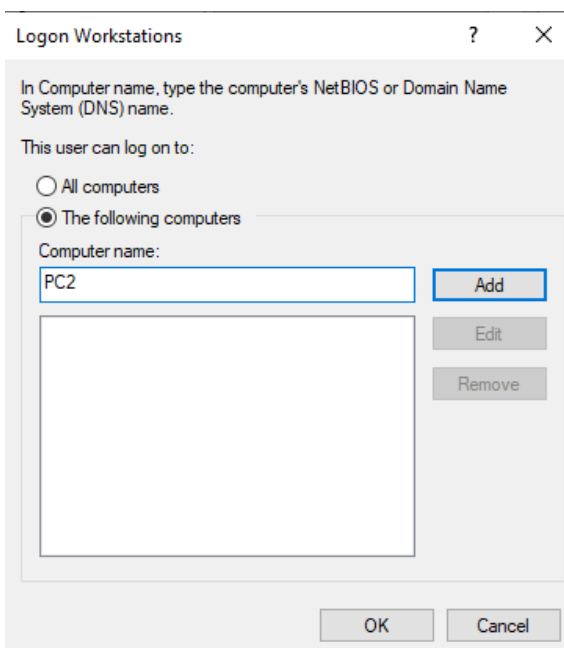
Account expires:

☒ Never

☐ End of: 17 de fevereiro de 2022

OK Cancel Apply Help

Aqui podemos colocar outras restrições, tais como, quais as outras máquinas onde este utilizador se pode ligar.



The 'Logon Workstations' dialog box is shown. It has two radio buttons: 'All computers' and 'The following computers'. The 'The following computers' option is selected. Below it, a list box contains 'PC2'. To the right of the list box are 'Add', 'Edit', and 'Remove' buttons. At the bottom are 'OK' and 'Cancel' buttons.

In Computer name, type the computer's NetBIOS or Domain Name System (DNS) name.

This user can log on to:

☐ All computers

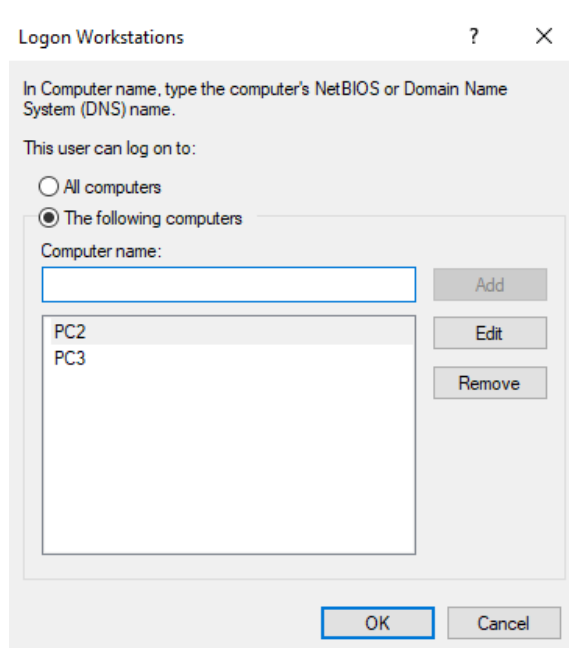
☒ The following computers

Computer name:

PC2

Add Edit Remove

OK Cancel



The 'Logon Workstations' dialog box is shown. It has two radio buttons: 'All computers' and 'The following computers'. The 'The following computers' option is selected. Below it, a list box contains 'PC2' and 'PC3'. To the right of the list box are 'Add', 'Edit', and 'Remove' buttons. At the bottom are 'OK' and 'Cancel' buttons.

In Computer name, type the computer's NetBIOS or Domain Name System (DNS) name.

This user can log on to:

☐ All computers

☒ The following computers

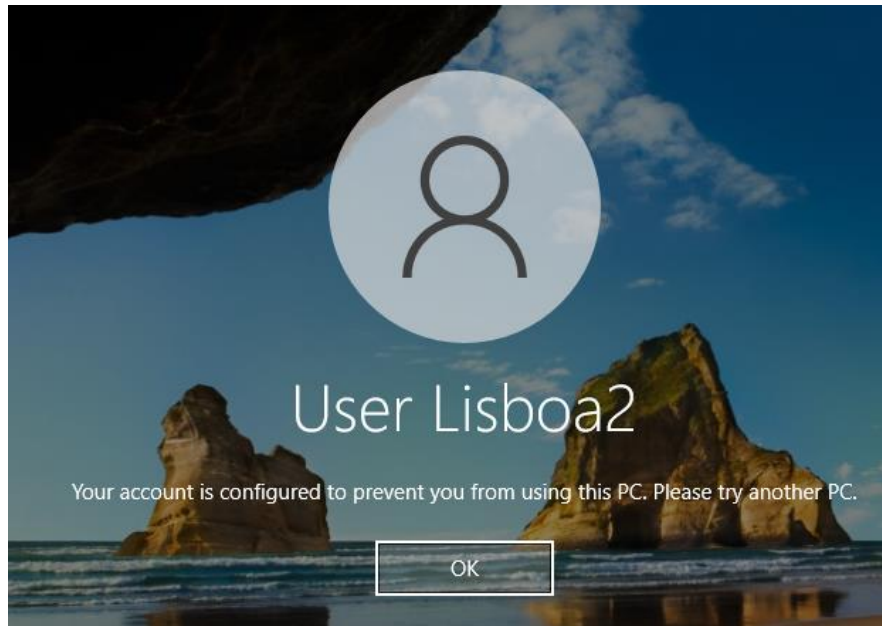
Computer name:

PC2  
PC3

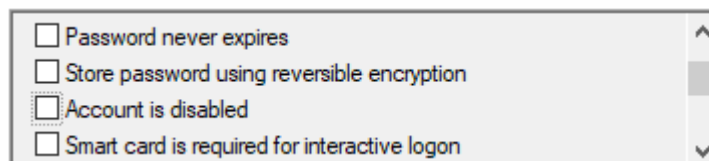
Add Edit Remove

OK Cancel

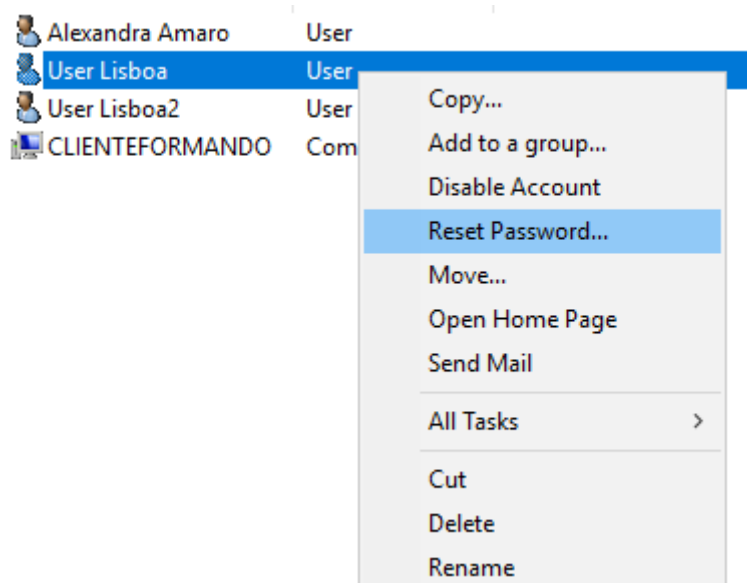
Como o computador se chama CLIENTEFORMANDO, este usuário não conseguirá aceder a ele, pois só tem permissões para aceder ao PC2 e ao PC3:



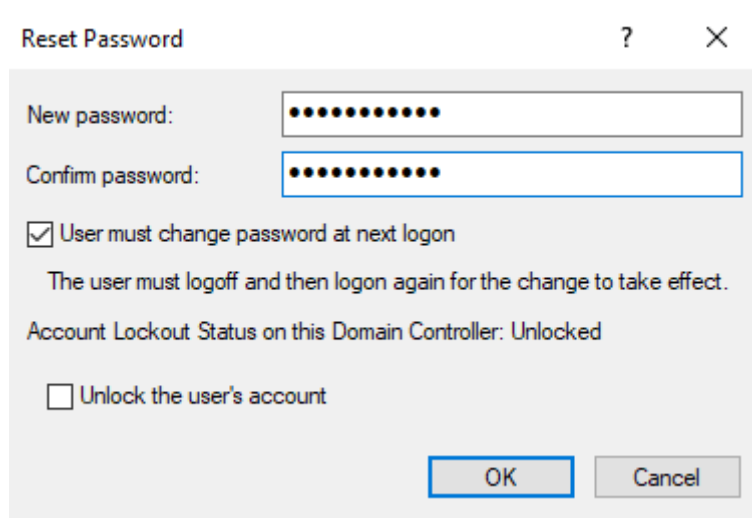
Voltando ao usuário Lisboa, voltar a passar a conta para enable:



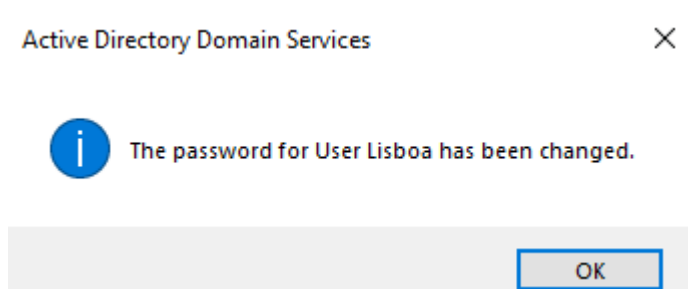
Temos que redefinir a password para que o usuário possa entrar novamente, para isso, rato direito em cima do utilizador, Reset Password:



No caso do utilizador se esquecer da sua palavra passe, definimos uma nova e informamos o usuário:

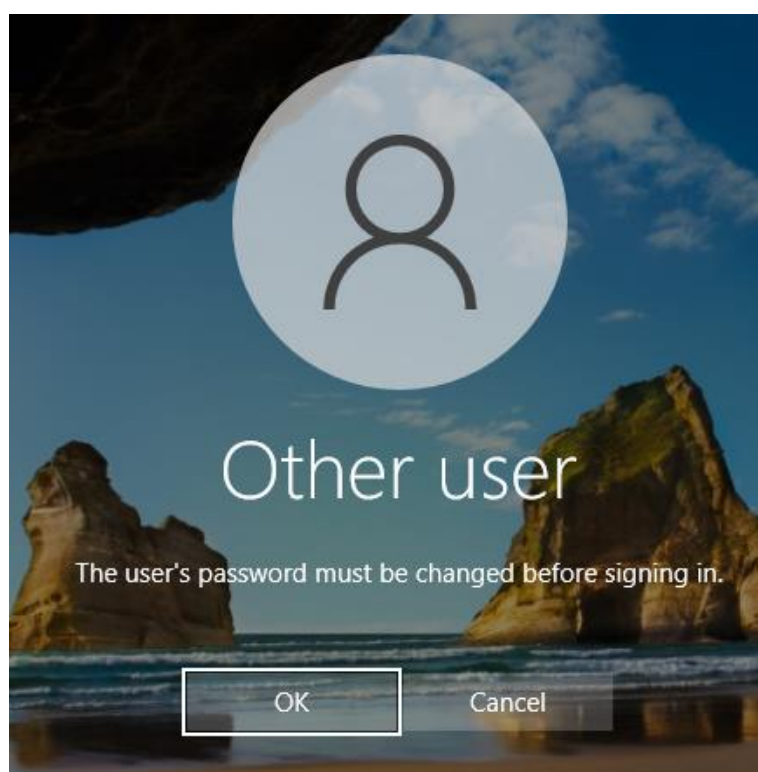


A screenshot of the 'Reset Password' dialog box in Windows. It features two text input fields for 'New password:' and 'Confirm password:', both containing masked characters (dots). Below these fields is a checked checkbox labeled 'User must change password at next logon'. A note states: 'The user must logoff and then logon again for the change to take effect.' Below this, it says 'Account Lockout Status on this Domain Controller: Unlocked'. At the bottom, there is an unchecked checkbox labeled 'Unlock the user's account' and two buttons: 'OK' and 'Cancel'.

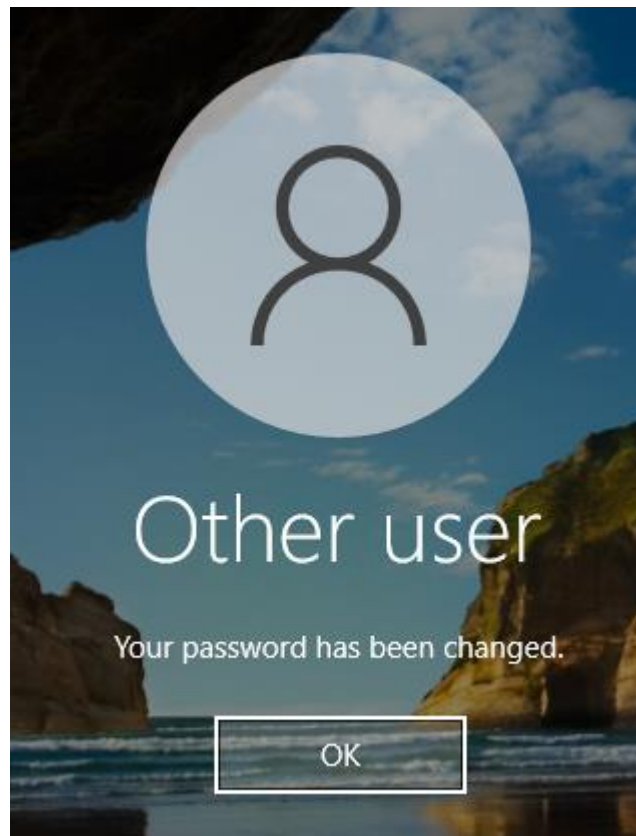


A screenshot of an 'Active Directory Domain Services' notification window. It displays an information icon (a blue circle with a white 'i') followed by the text 'The password for User Lisboa has been changed.' At the bottom right, there is an 'OK' button.

Novamente o processo repete-se. O utilizador ao fazer login, digita a nova password fornecida e depois terá que a alterar para outra que só ele saiba:

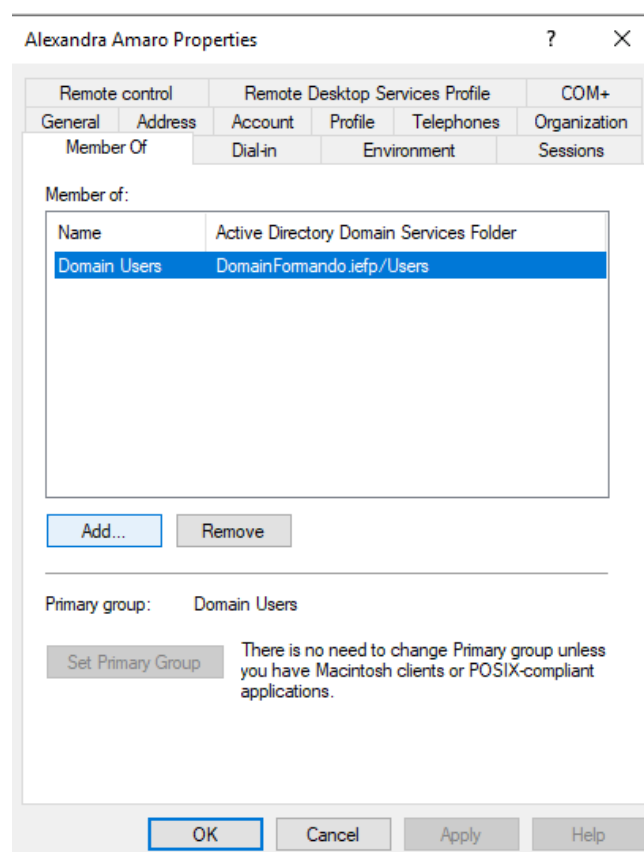


A screenshot of a Windows login screen. The background is a scenic image of a coastline with cliffs and the ocean. In the center, there is a large, semi-transparent circular icon representing a user. Below the icon, the text 'Other user' is displayed. Underneath that, a message reads: 'The user's password must be changed before signing in.' At the bottom, there are two buttons: 'OK' and 'Cancel'.

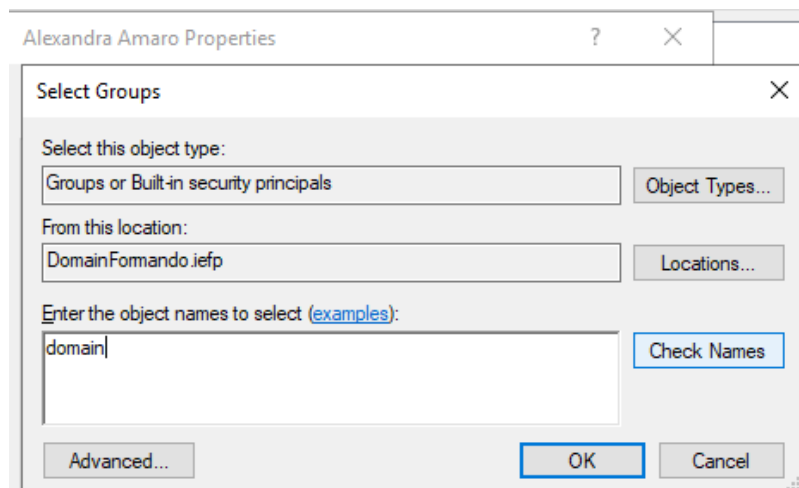


Para fazer com que um utilizador tenha mais privilégios, podemos passar esse utilizador a Administrador desse domínio.

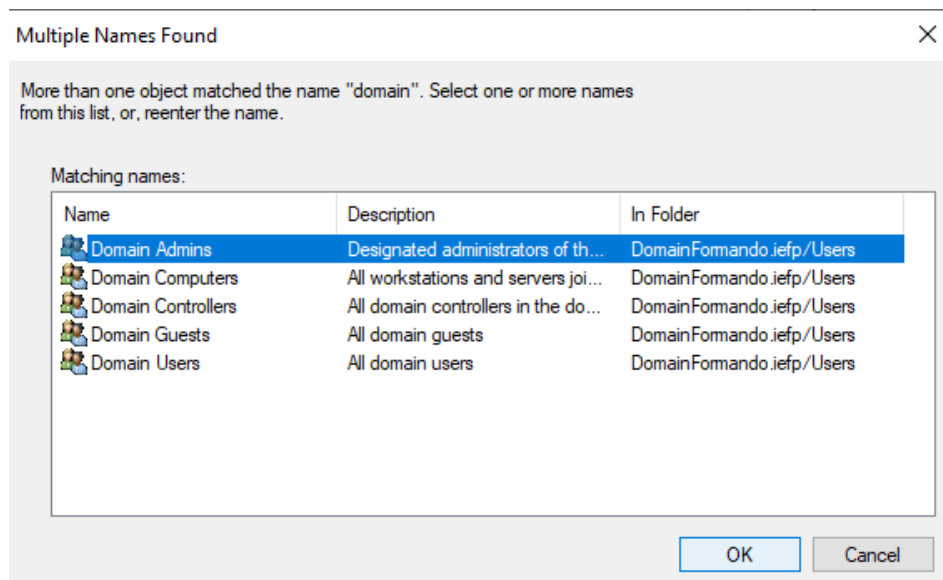
Para isso, ir às propriedades do utilizador, separador Member Of e clicar em Add...



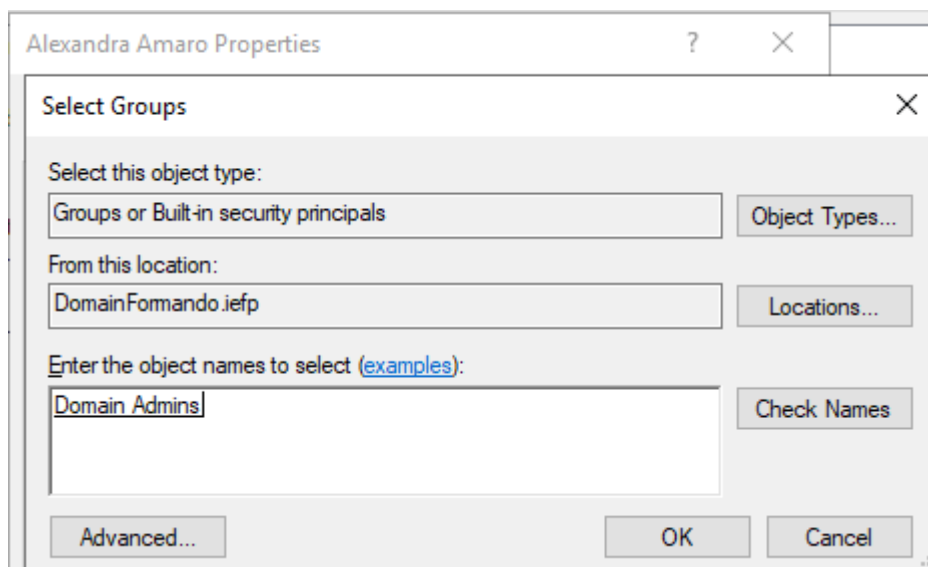
Escrever domain e selecionar Check Names e depois OK:



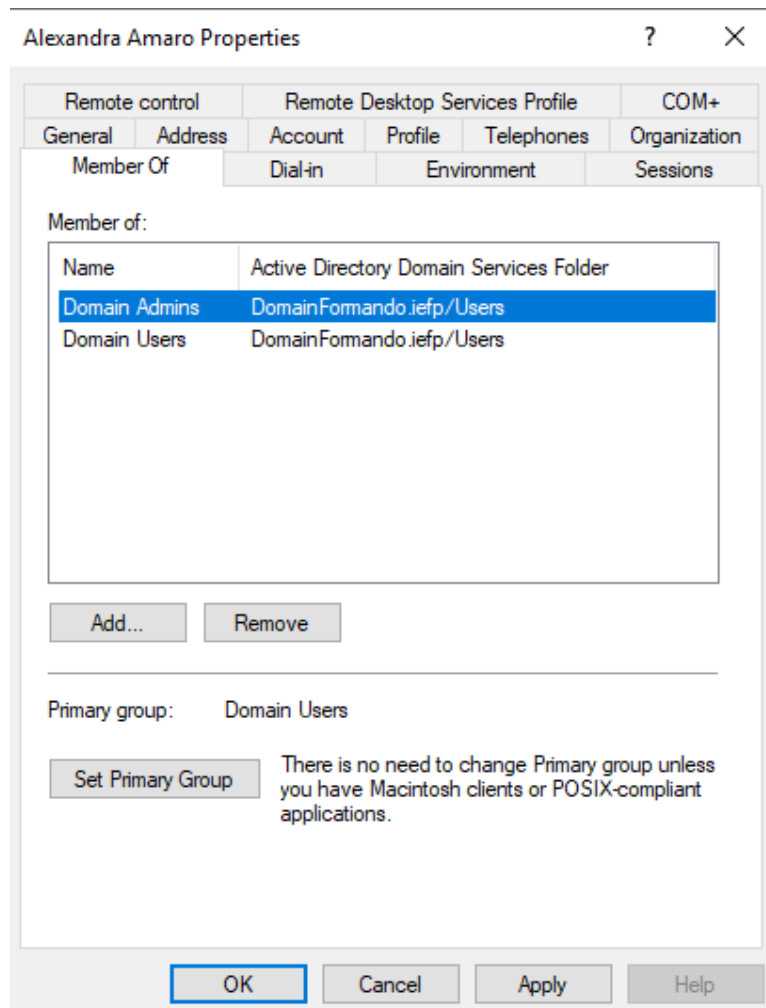
Slecionar Domain Admins e OK:



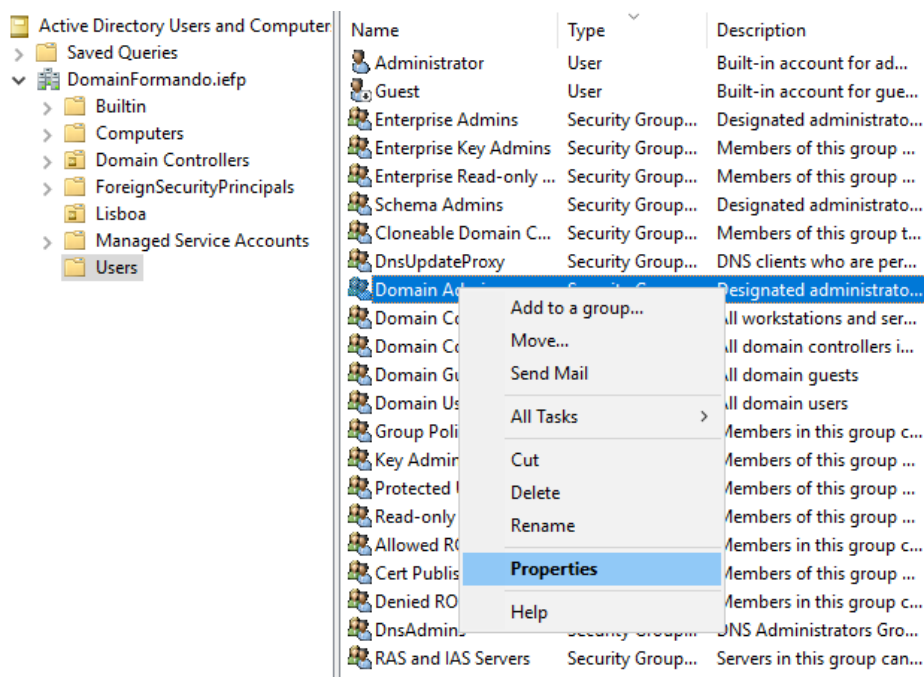
E OK novamente:



Assim, este usuário passa a ter privilégios de administrador, clicar Apply e OK:

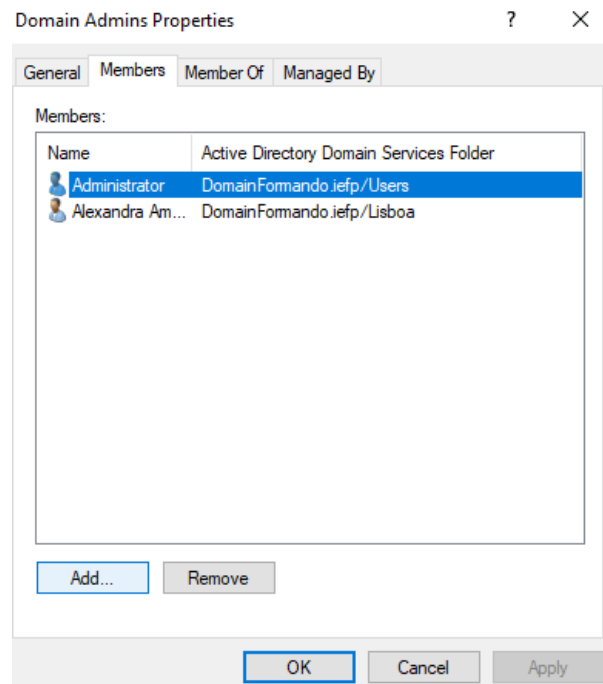


Outro modo de se fazer isto dando permissões a mais do que um usuário, em Users, Domain Admins, rato direito, propriedades:

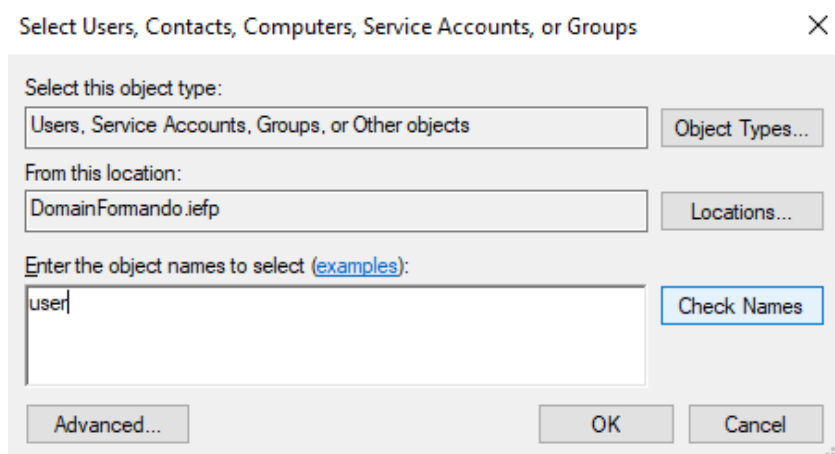




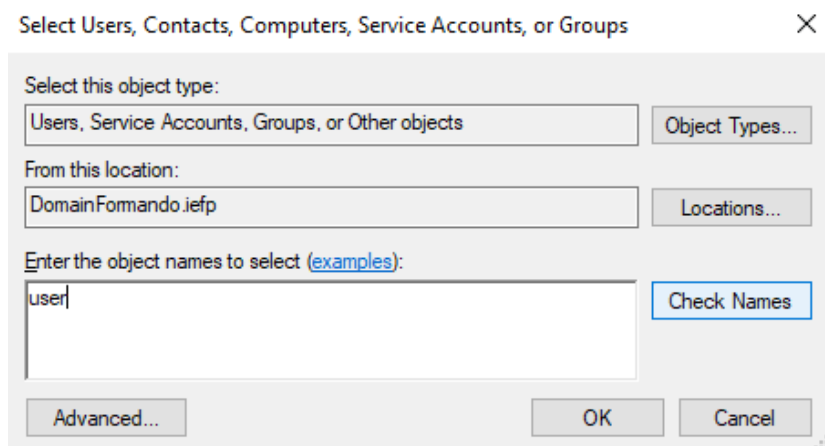
Separador Members, selecionar Add.. para adicionar todos os membros que se quiser:



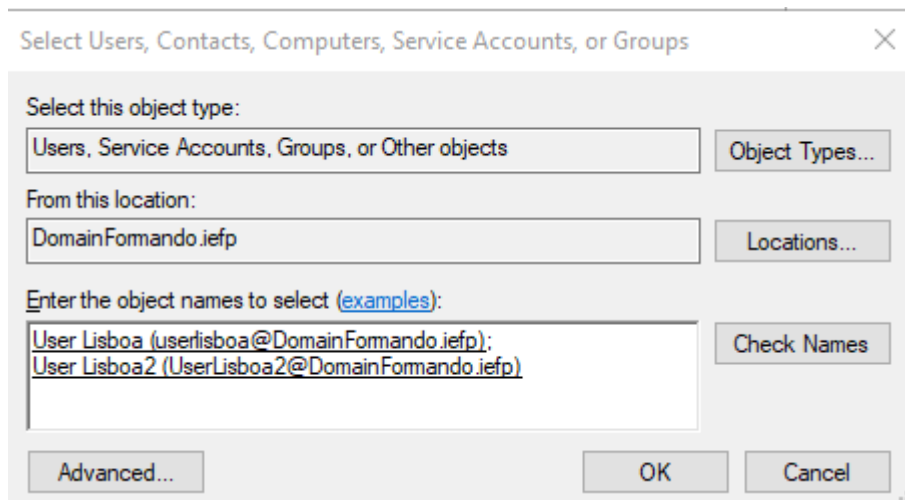
Escrever user e selecionar Check Names:



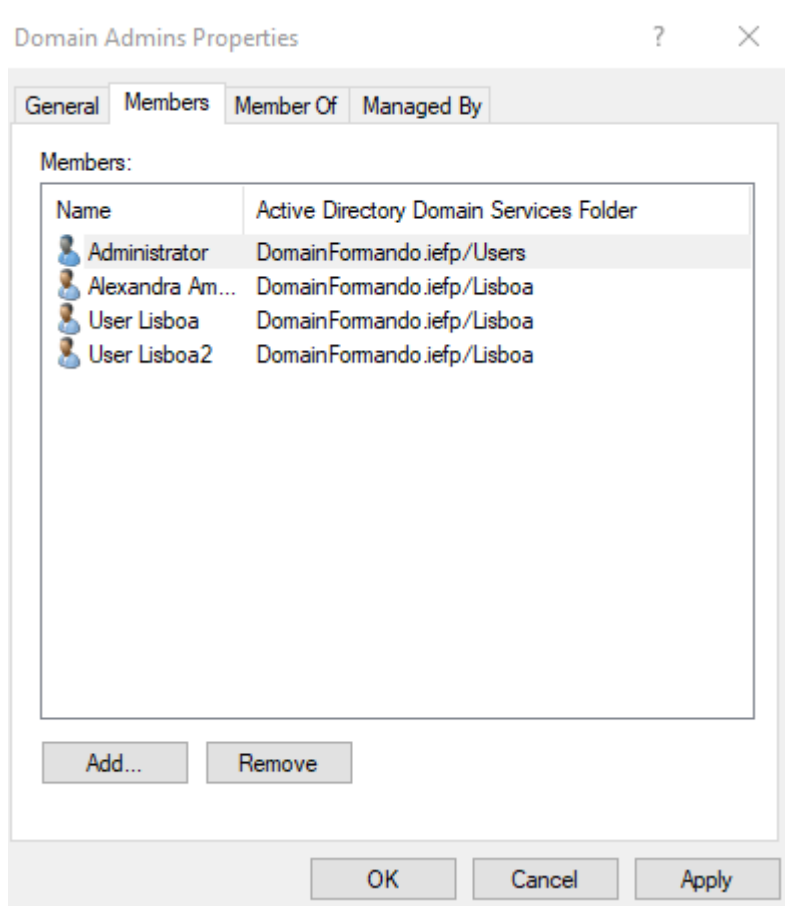
Selecionar os usuários que se pretende dar permissões de Administrador e clicar OK:



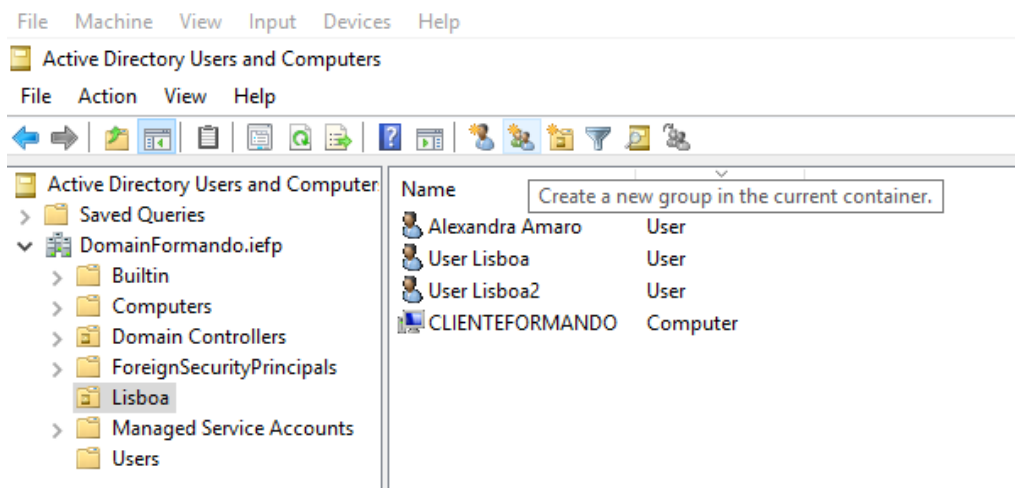
A partir deste momento, todos os usuários selecionados têm permissões de Administrador:



Clicar Apply e OK:



Para criar um grupo para que possa dar permissões para mais tarde, Create a New Group:



Preencher o Group Name:

