

## StackFull Pre-Onboarding: A Step-by-Step Guide

Alright, let's get this new hire set up!

Here's a simple guide to get your new team member's computer ready for their first day:

**What you'll need:**

- **A new computer** (DESKTOP-2)
- **Admin credentials** for the domain (contoso.com)
- **Access to the domain controller server**

**Let's get started:**

### 1. Power Up the New Machine:

- Turn on the computer and let it boot up.

### 2. Join the Domain:

- Log in as an admin.
- Go to **System Settings**.
- Under **System**, click **Change** next to "Computer name, domain, and workgroup settings."
- Click **Join domain** and enter **contoso.com**.
- Input the admin credentials.
- Restart the computer once it's joined.

### 3. Create a New User Account:

- Log into the domain controller server as an admin.
- Open **Active Directory Users and Computers**.
- Right-click on **Users** and select **New > User**.
- Fill in the new hire's info:
  - First name
  - Last name
  - Username
  - Password (make it strong!)
- Uncheck "User must change password at next logon."
- Click **Next** and **Finish**.

### 4. Create a Department Group:

- Right-click on **Users** and select **New > Group**.
- Name it after the department (e.g., HR, Sales, Marketing).
- Right-click the group, select **Add Members to Group**, and add the new user.

## 5. Set Up a Shared Folder:

- Log into the file server.
- Create a new folder for the department.
- Right-click the folder, go to **Properties**, and click **Sharing**.
- Click **Share** and add the department group with **Read/Write** permissions.

## 6. Create an Organizational Unit (OU):

- In **Active Directory Users and Computers**, right-click the domain and select **New > Organizational Unit**.
- Name it after the department.
- Move the new user, group, and computer into the OU.

## 7. Apply Group Policy Settings:

- Right-click the department OU, select **Properties**, and go to the **Group Policy** tab.
- Edit the **Default Domain Policy**.
- Configure these settings:
  - **Startup/Shutdown**: Display a message on logon.
  - **User Configuration > Windows Settings > Security Settings**: Restrict user access to certain commands.
  - **User Configuration > Scripts > Logon**: Add a script to map the network drive to the shared folder.

## 8. Verify User Access:

- Log in to the new computer with the new hire's credentials.
- Check if they can access the shared folder and other needed resources.