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*I confirm that I understand my coursework needs to be submitted online via MST Classroom under the relevant module page before the deadline for my assignment to be accepted and marked. I am fully aware that late submissions will be treated as non-submission and a mark of zero will be awarded.*

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## Windows Server Basic Administration Workshop

### 2 Introduction

This Logbook contains a step-by-step workshop guide for setting up basic Windows Server administration on a Windows Server using Graphical User Interface and PowerShell. It covers step-by-step configurations such as renaming the server, setting the time zone, enabling remote desktop, setting a static IP, managing users, and many more. This logbook helps to understand and perform common server management operations.

### 3 Aim

It helps to familiarize users with windows server management tasks in a windows server environment.

### 4 Objectives

- ✓ Use server manager to configure server settings.
- ✓ Change server's name and setting a time Zone.
- ✓ Enabling remote desktop for remote access.
- ✓ Configure a Static IP addresses and setting DNS settings.
- ✓ Disabled the IE enhanced security and check Windows Updates.
- ✓ Add and remove the user accounts using windows PowerShell.

### 5 Configuration Steps

#### 5.1 Understand server manager

Server manager is a tools or interface to manage the server. It's a dashboard containing all the important settings in one place.

#### 5.2 Rename the server's Name

Go to local server and click on the current Computer Name.

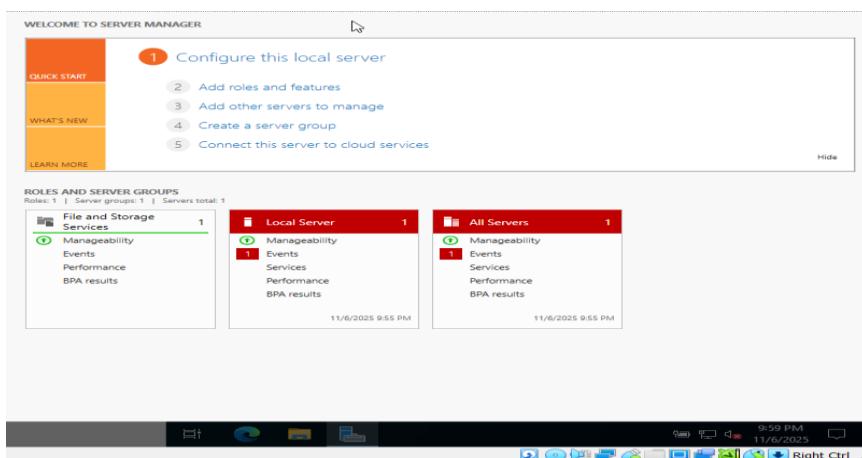


Figure 1 Windows Dashboard

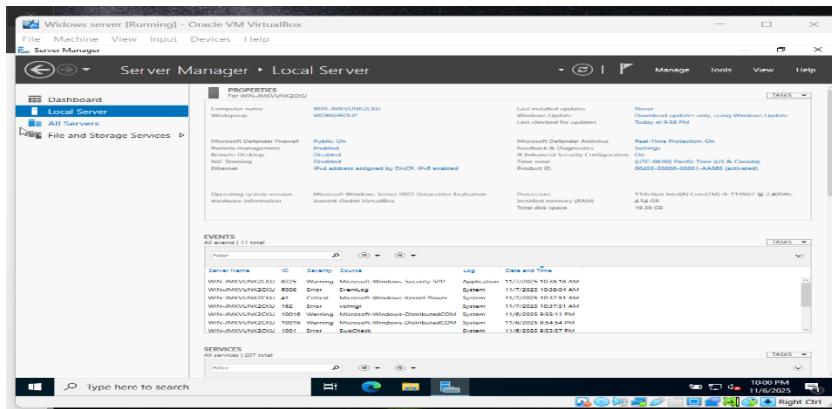


Figure 2 Inside of Local Server

Click the change and type new name and click ok and restart the server when prompted.

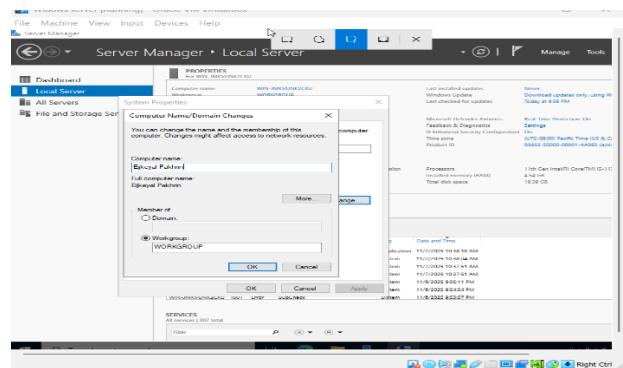


Figure 3 Renaming server name

### 5.3 Enabling the Remote Desktop

To turn on the remote desktop feature, you need to go in local server and click on remote desktop, select Allow remote connections.

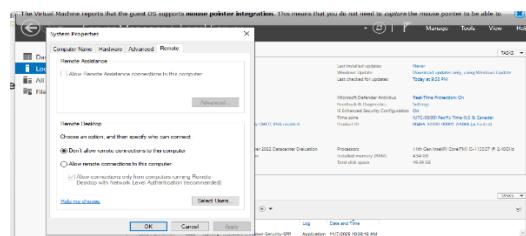


Figure 4 Allowing Remote Desktop

After clicking on allow button, there will be warning about the firewall click ok button to remote desktop gets enabled.

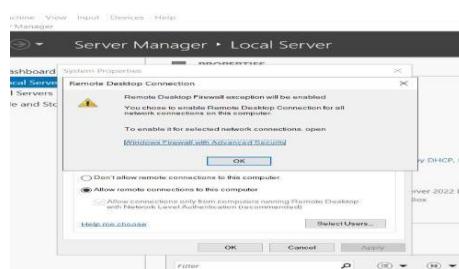


Figure 5 Allowing FireWall

## 5.4 Configuring a static IP address

To set IP address there is local server, click on the Ethernet Connections

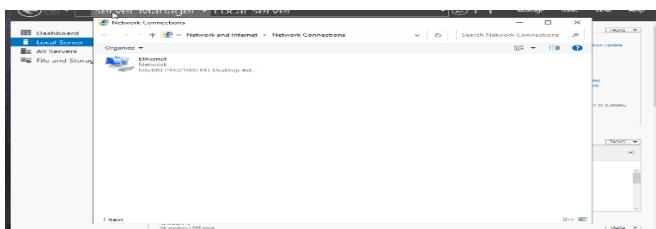


Figure 6 To Set Network

Right click on the ethernet connection and click on properties, then double click on Internet Protocol version (TCP/IPv4).

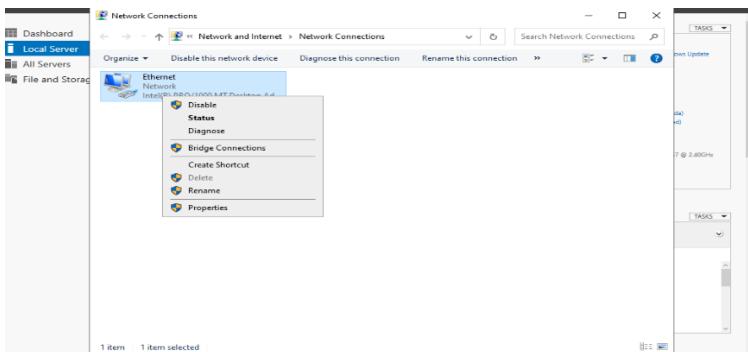


Figure 7 To see Properties

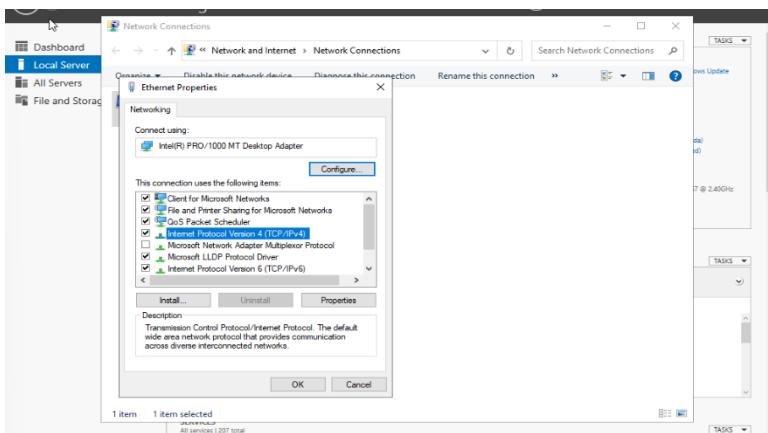


Figure 8 Selecting IPv4

Enter the IP address, Subnet Mask, Default Gateway and DNS server addresses and click ok.

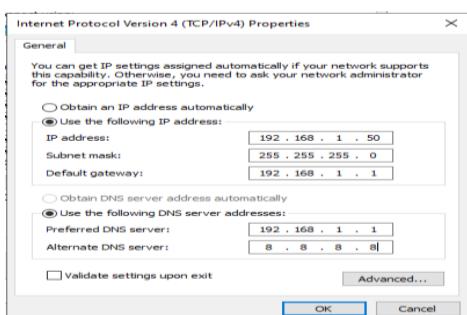


Figure 9 Setting IP address

## 5.5 Change the Time Zone

To change the time zone in the local server there is Time Zone in the right side click the time zone and click the time zone.

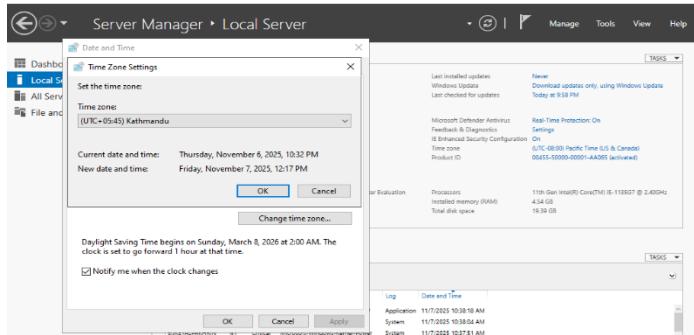


Figure 10 Setting Time Zone

Select the correct time zone like Kathmandu from the dropdown list and click ok.

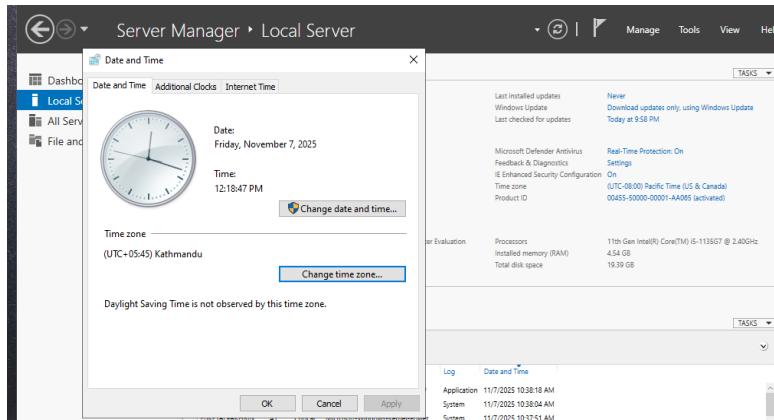


Figure 11 Selecting Country time Zone

## 5.6 Turn Off IE Enhanced Security & check for updates.

From the local server, click on IE enhanced security click ok.

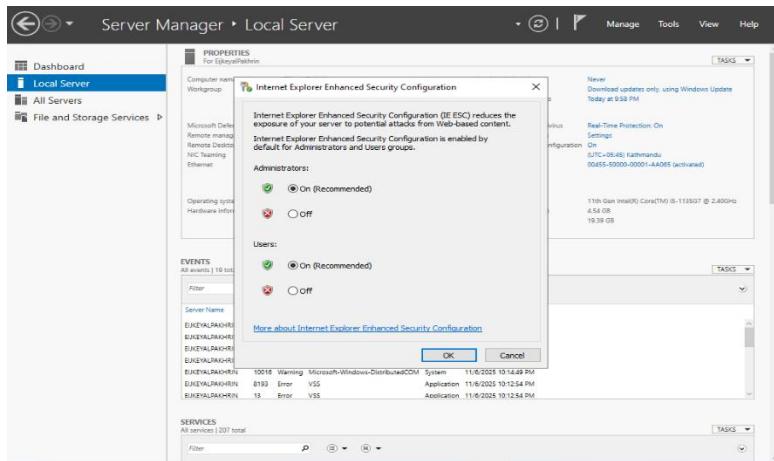


Figure 12 Checking IE enhanced security

By default, its settings configurations are turned on. Now we need to turn off the IE enhanced security updates for both admin and users then pressed Ok.

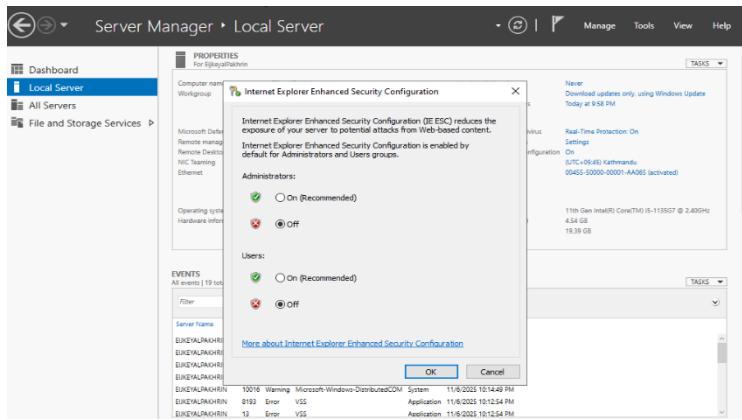


Figure 13 Turn off the windows update

For windows updates, click updates and check for windows updates.

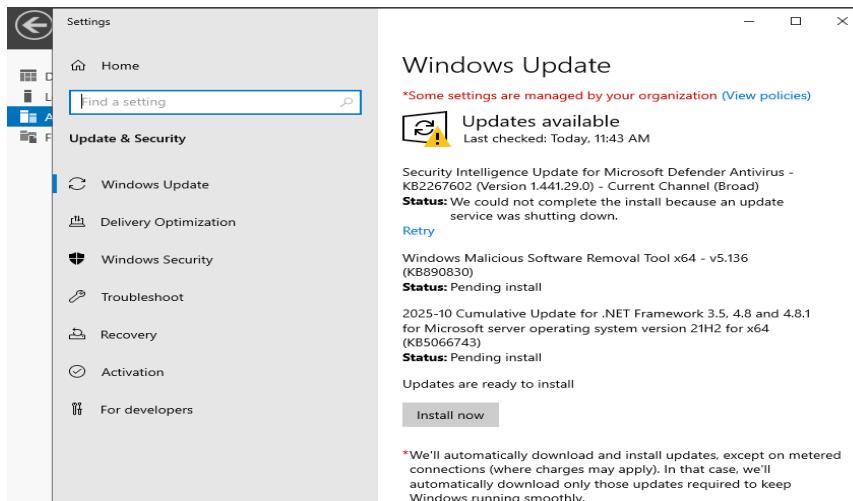


Figure 14 Updating windows

## 5.7 Add a user using Graphical User Interface (GUI)

From server manager go to Tools and open the computer management.

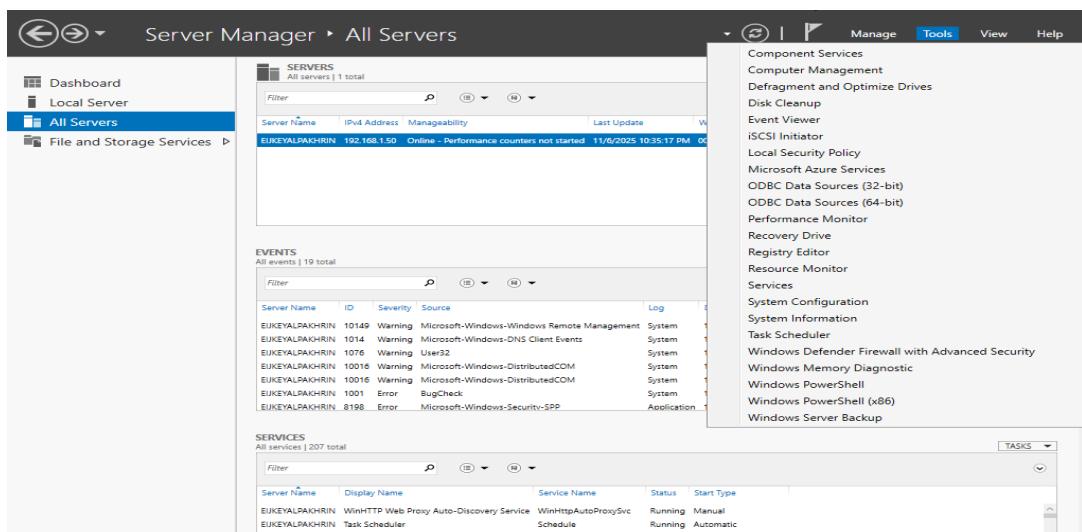


Figure 15 Selecting Computer Management

And then select local users to open users.

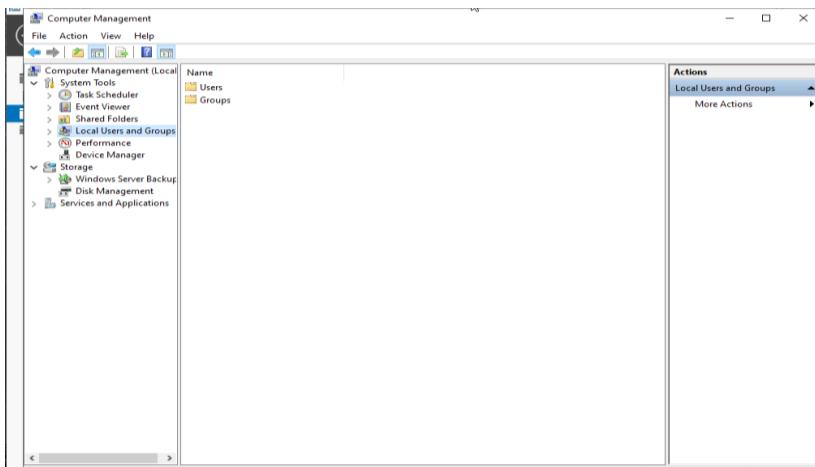


Figure 16 Selecting Local users

Right click in the empty space and select new user.

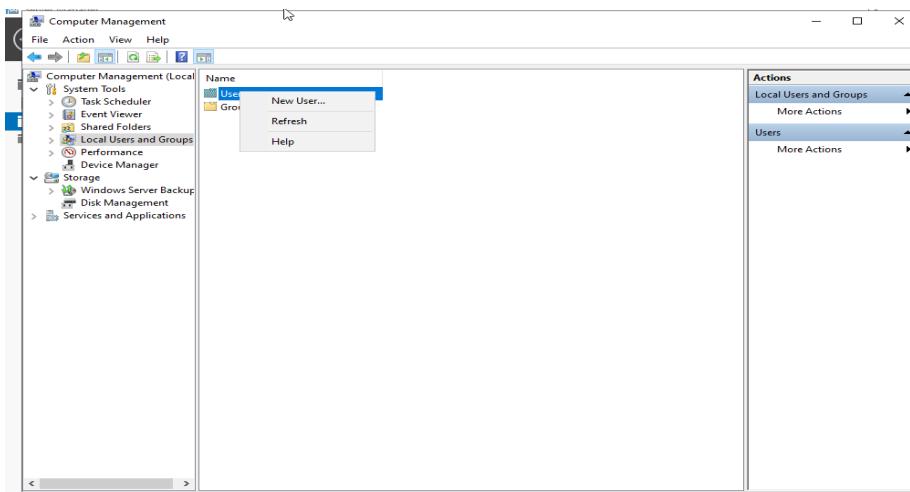


Figure 17 Creating New Users

Fill in the username and password and then click create.

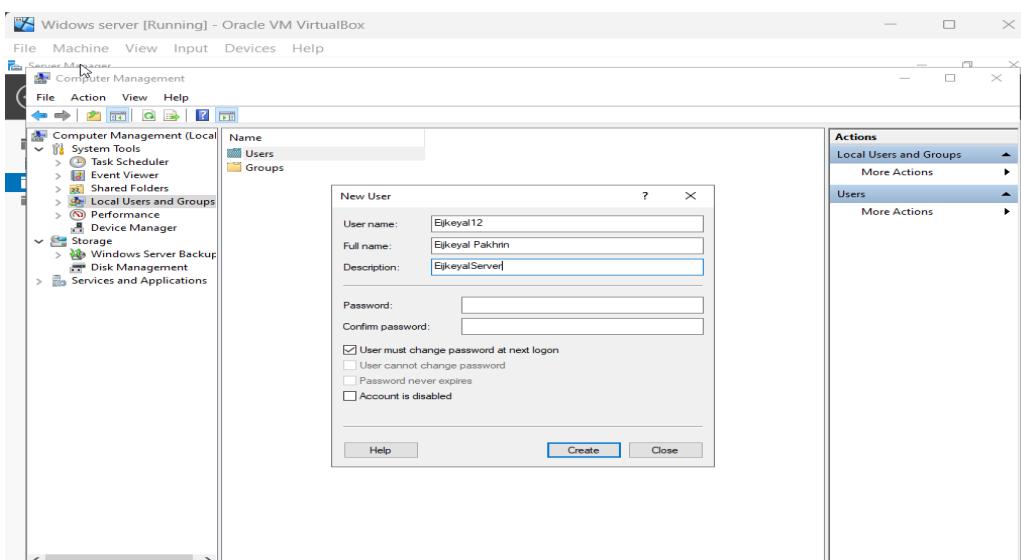


Figure 18 Setting Users Name

New users added.

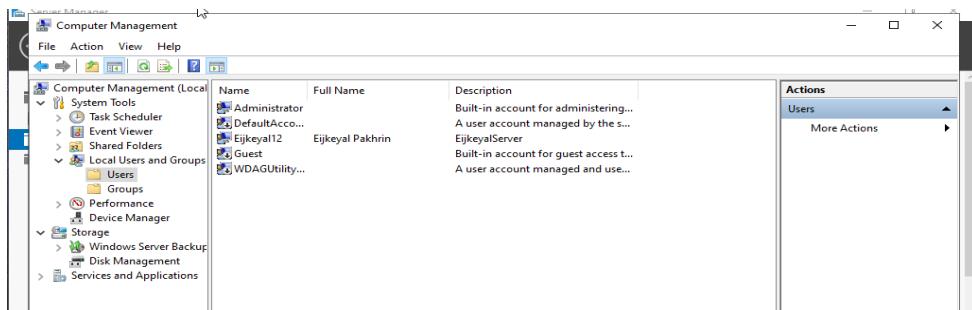


Figure 19 Users Added

## 5.8 Add a user using PowerShell

Open windows PowerShell Administrator

```
Administrator: Windows PowerShell
Windows PowerShell
Copyright (C) Microsoft Corporation. All rights reserved.

Install the latest PowerShell for new features and improvements! https://aka.ms/PSWindows
PS C:\Users\Administrator>
```

Figure 20 Opens a administration in CLI

“get-localuser” command to view all the users.

```
PS C:\Users\Administrator> get-localuser

Name          Enabled Description
----          -- -- -----
Administrator  True   Built-in account for administering the computer/domain
DefaultAccount False  A user account managed by the system.
Eijkeyal12    True   EijkeyalServer
Eijkeyal12    True   This is a test Eijkeyal12
Guest         False  Built-in account for guest access to the computer/domain
WDAGUtilityAccount False  A user account managed and used by the system for Windows Defender Application Guard scen...
```

Figure 21 To view all users

To create a user: New-LocalUser -Name "username" -Description "description"

New users is added successfully.

```
PS C:\Users\Administrator> new-localuser -name "Eijkeyal12" -description "This is a test Eijkeyal12" -nopassword

Name          Enabled Description
----          -- -- -----
Eijkeyal12  True   This is a test Eijkeyal12

PS C:\Users\Administrator>
```

Figure 22 Add local user

To add the user to a group Add-LocalGroupMember -Group "Users" -Member "username"

```
PS C:\Users\Administrator> add-localgroupmember -group "users" -member "Eijkeyal12"
PS C:\Users\Administrator>
```

Figure 23 Add LocalGroup

## 5.9 Remove a user using PowerShell

use the command: Remove-LocalUser -Name "username"

```
PS C:\Users\Administrator> add-localgroupmember -group "users" -member "Eijkeyal2"
PS C:\Users\Administrator> remove-localuser -name "Eijkeyal2"
PS C:\Users\Administrator>
```

Figure 24 Remove local user

To confirm user is removed or not

```
PS C:\Users\Administrator> add-localgroupmember -group "users" -member "Eijkeyal2"
PS C:\Users\Administrator> remove-localuser -name "Eijkeyal2"
PS C:\Users\Administrator> get-localuser

Name          Enabled Description
----          -----
Administrator True   Built-in account for administering the computer/domain
DefaultAccount False A user account managed by the system.
Eijkeyal12    True   EijkeyalServer
Guest         False  Built-in account for guest access to the computer/domain
WDAGUtilityAccount False A user account managed and used by the system for Windows Defender Application Guard scen...

PS C:\Users\Administrator>
```

Figure 25 To confirm new users remover or not

## 5.10 Store passwords securely in PowerShell

create a secure password variable: \$pass = Read-Host -assecurestring

Type your password (it will be hidden by asterisks \*)

```
PS C:\Users\Administrator> $password = read-host -assecurestring
*****
PS C:\Users\Administrator> -
```

Figure 26 Set passwords

New users is created after giving the variable as password.

```
PS C:\Users\Administrator> new-localuser -name "new user 3" -password $password -description "This is user 3"

Name          Enabled Description
----          -----
new user 3    True   This is user 3
```

Figure 27 setting passwords using variables

```
PS C:\Users\Administrator> get-localuser

Name          Enabled Description
----          -----
Administrator True   Built-in account for administering the computer/domain
DefaultAccount False A user account managed by the system.
Eijkeyal12    True   EijkeyalServer
Guest         False  Built-in account for guest access to the computer/domain
new user 3    True   This is user 3
WDAGUtilityAccount False A user account managed and used by the system for Windows Defender Application Guard scen...

PS C:\Users\Administrator>
```

Figure 28 Again to view users

## 6 Conclusion

This Logbook demonstrates how to configure basic task from Both GUI and PowerShell with practical skills for server setup and user management. It gives strong foundation for upcoming classes and server administrations work.