Lab – Configure Users and Groups in Windows (Instructor Version)

Introduction

In this lab, you will create users and groups and delete users using the Local Users and Groups Manager. You will also assign group and user permission to the folders.

Recommended Equipment
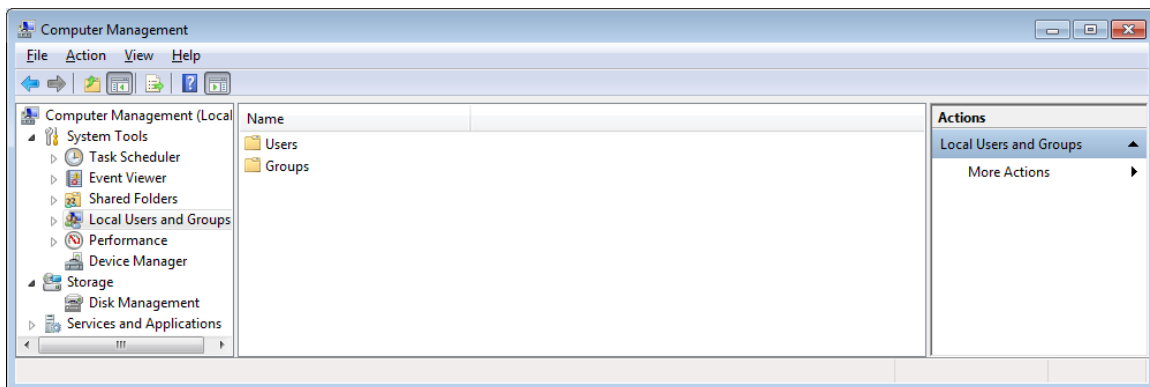
- A computer with Windows installed

Part 1: Creating New Users

New users can be created individually or you can create a list of new users and groups with the Local Users and Groups Manager.

Step 1: Access Local Users and Groups Manager.

In this step, log on the computer using an account with administrative privileges provided by the instructor. In this lab, the initial user ITEUser is used and Studentxx and Staffxx accounts will be created in this lab.
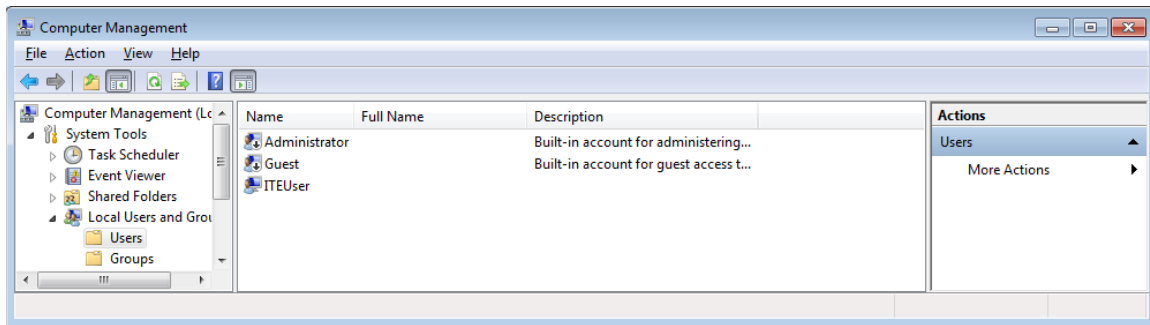
a. Click **Control Panel > Administrative Tools > Computer Management**. Click **Local Users and Groups**.
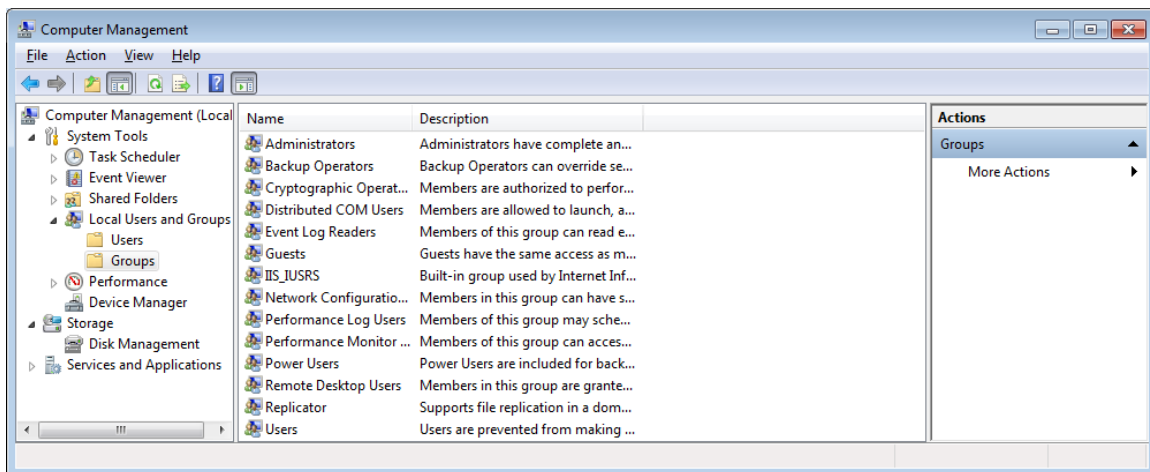
b. In the Local Users and Groups Manager, select the **Users** folder. What are the names of the accounts listed?

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Answers will vary. The Administrator and Guest accounts are included in all the answers.

c. Select the **Groups** folder. Name five groups from the list.

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Answers will vary. Some of the Groups in the list are: Administrators, Backup Operators, Guests, Power Users, and Users.

d. Click the **Users** folder. Right-click your account and select **Properties**. Click the **Member Of** tab. Which group does your account belong to?

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Answers will vary. The account should be a member of the Administrators Group because the user is logged into an account with administrative privileges.
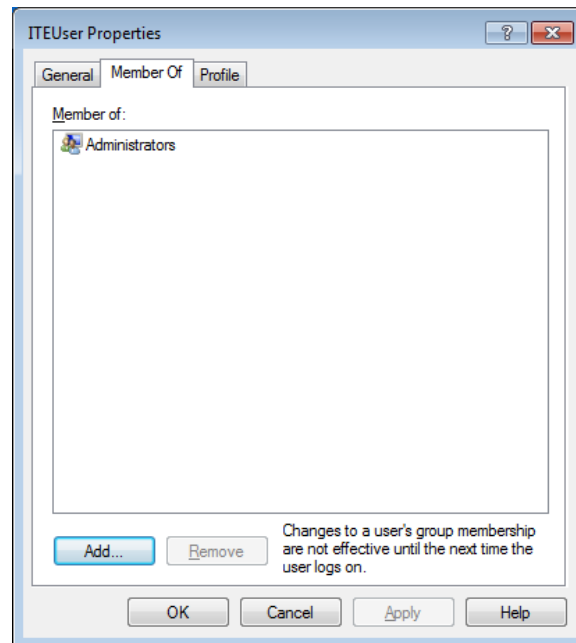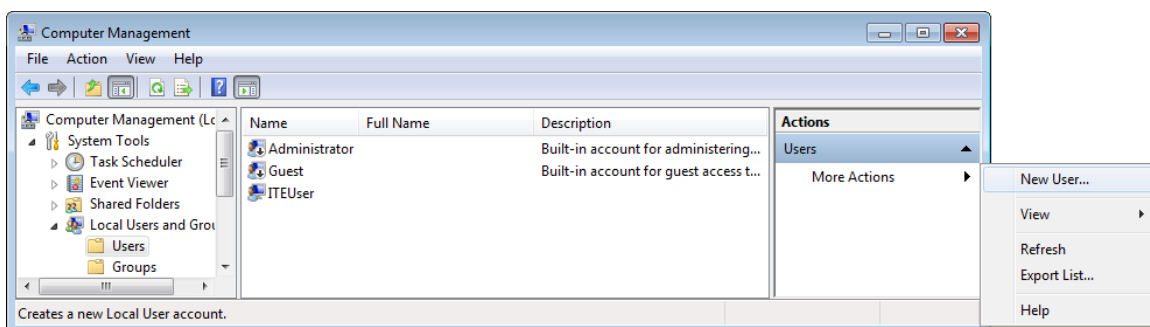

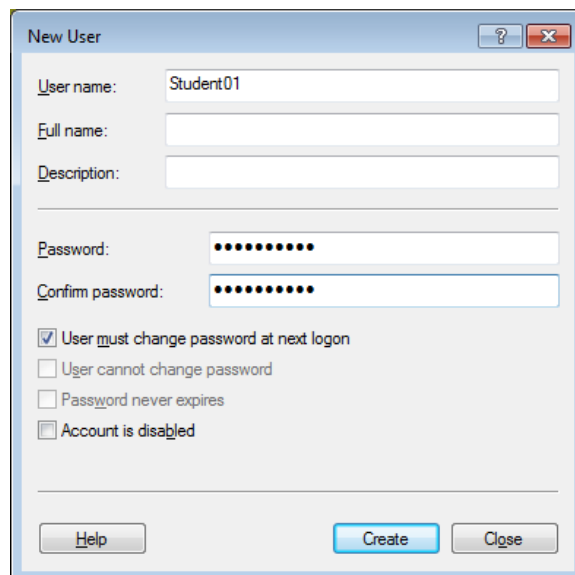e. Click **OK** to close the Properties window.

Step 2: Create new users.

In this step, you will create a few more local users using the **Local Users and Groups Manager**.

a. In the **Local Users and Groups** window with the **Users** folder selected, click **More Actions** under **Users** and select **New User** in the right column.

b. In the **New User** window, enter **Student01** as a new user name and **cisco12345** as the password. If desired, provide a full name and description for the user. Click **Create**.
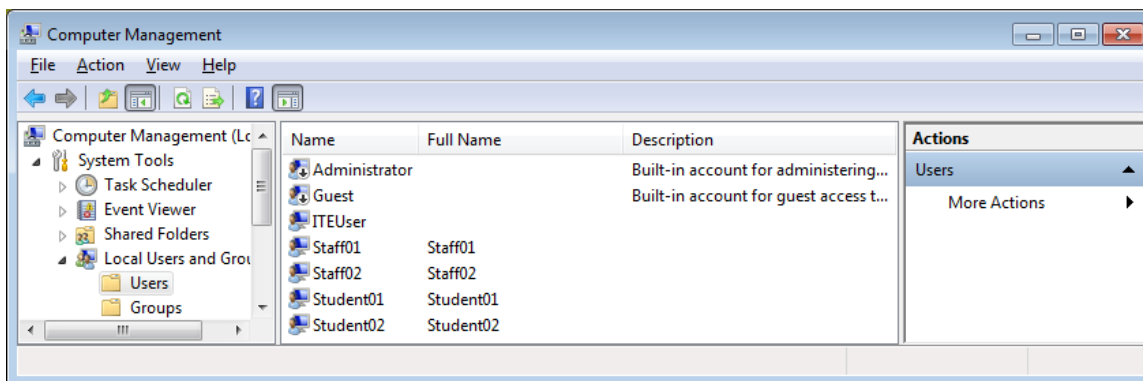

What is Student01 required to do when logging in the first time?

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Change password.

c. Create users **Student02**, **Staff01**, and **Staff02** or a list of user names provided by the instructor. Use **cisco12345** as the password for these users. Unselect **User must change password at next logon** for each user. Click **Close** when finished creating all the users.

d. Double-click **Student01**. Unselect the **User must change password at next logon**.

What group does User01 belong to?

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Users.

e. Click **OK**.

f. Click the **Groups** folder. Double-click the **Users** group.

From the description, can the members of the Users group make system wide changes? What can the Users group do on the computer?

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The members of the Users group cannot make system wide changes, but they can run most applications on the local computer.

Who are the group members?

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In this example, Student01, Student02, Staff01, Staff02, and 2 built-in members are part of the Users group.

g. Click **OK** to continue.

Step 3: Verify user and group permissions.

The permission for the Users group allows the members to run most applications on the local computer. The group member inherited the permission when they joined the group during the creation of the account. These members cannot make any system wide changes. In this step, you will try to create another new user as a member of the Users group and use Internet Explorer to navigate to www.cisco.com.

a. Log off the computer.

b. Log on as any member of the Users group.

c. Navigate to the **Local Users and Groups Manager**. Click **Users**.
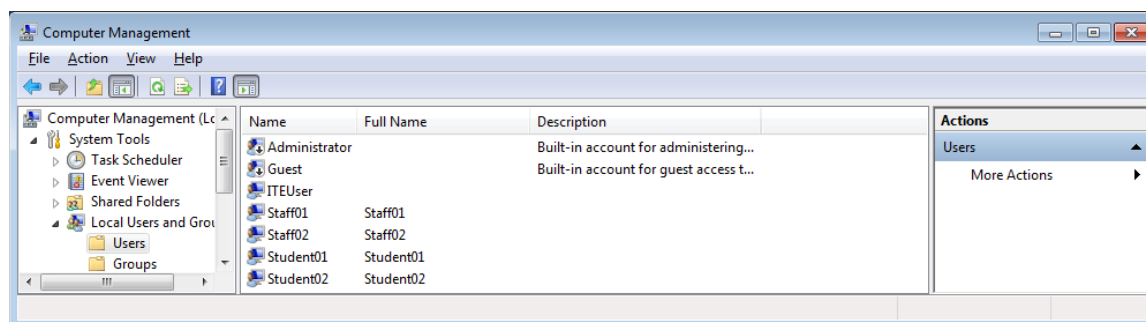
d. Create a new user account using the name **Test** and password **cisco12345**. Were you successful in creating the new account? Explain.

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Access is denied. As a member of the Users group, you cannot create a new user account because the creation of user account affects the entire computer.

e. Navigate to **www.cisco.com** using Internet Explorer. Were you able to navigate to **www.cisco.com**? Explain.

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Yes. You can run most applications as allowed by the permissions for a member of the Users group.

Part 2: Creating New Groups

In this part, you will create new groups named **ITEStudent** and **ITEStaff** and add members to the group. You will also create folders and assign

Step 1: Create new groups.

a. Log off the computer. Log on to the computer using an account with administrative privileges. In this example, the account **ITEUser** has administrative privileges.

b. Navigate to the **Local Users and Groups Manager**.

c. Right-click the **Groups** folder and select **New Group**.
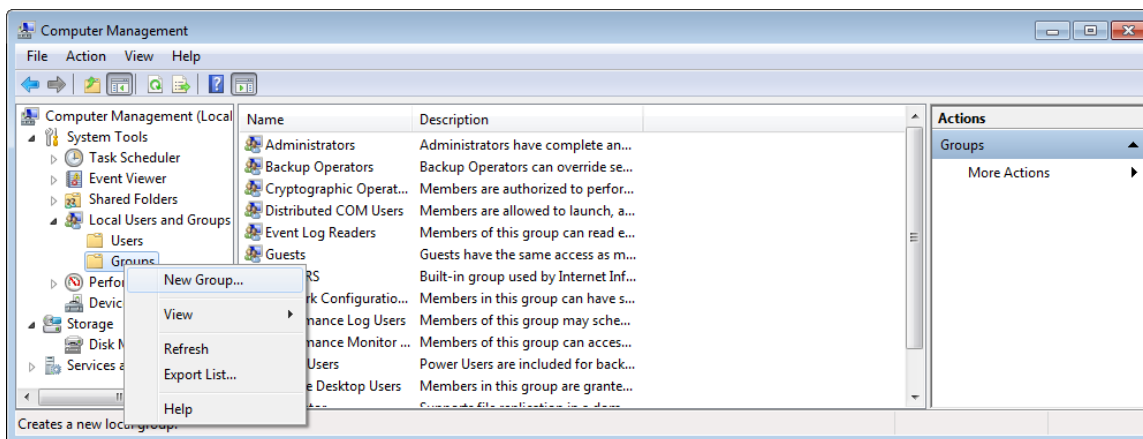
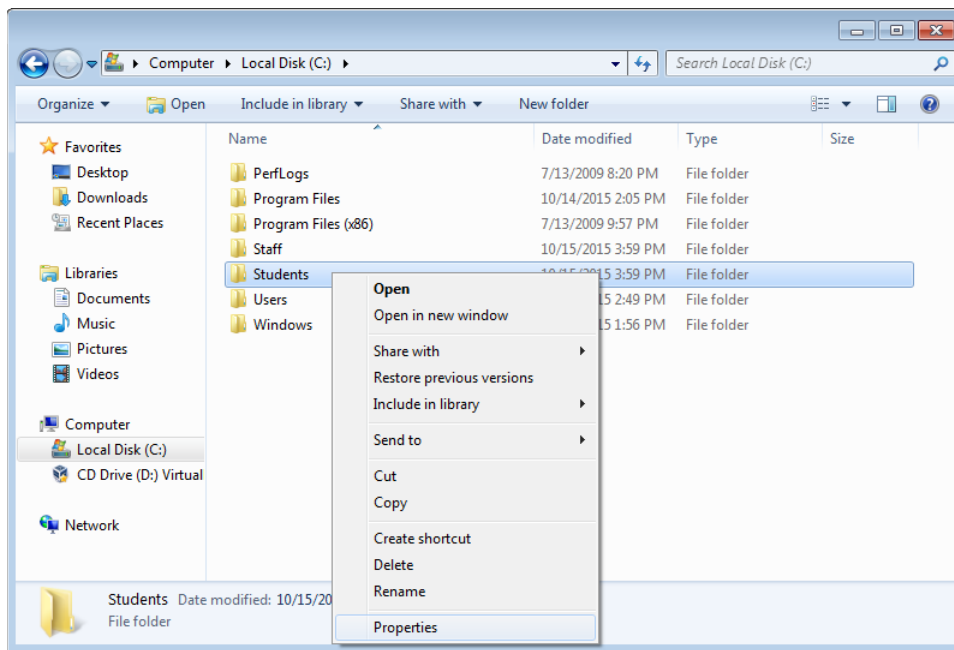d. Enter **ITEStaff** as the group name. Click **Add** to add users to this group.
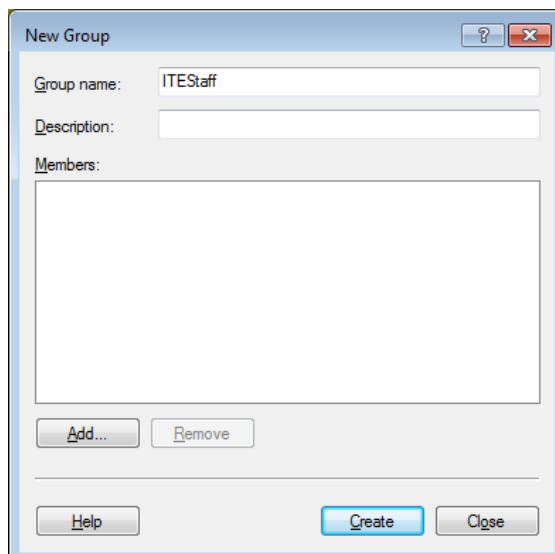
e. In the **Select Users** window, enter **Staff01** under the heading **Enter the object names to select**. Click **Check Names** to verify the object was entered correctly. Click **OK** to add **Staff01** to the group **ITEStaff**. Repeat this procedure to add **Staff02** to the group **ITEStaff**.
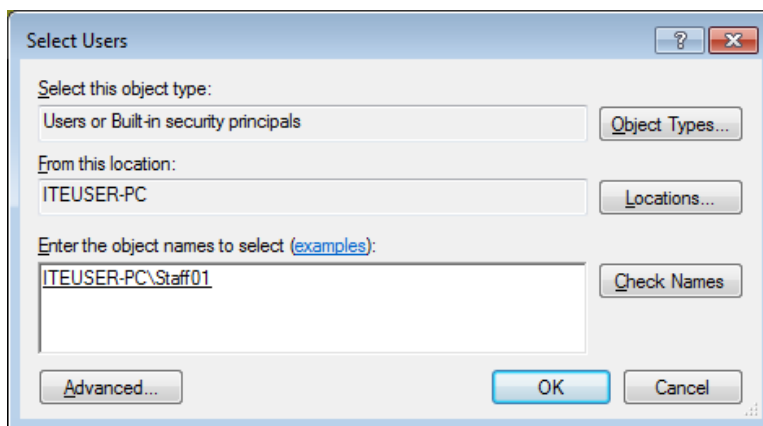
f. Click **Create** to complete the group creation process.

g. Repeat the same procedure to add users **Student01** and **Student02** to the group **ITEStudent**. Click **Create**. Click **Close** when finished with new group creation.

h. Click **Users** and double-click each of the four users and verify they are members of the correct groups by clicking the **Member Of** tab. Click **Cancel** to close each user after verification.
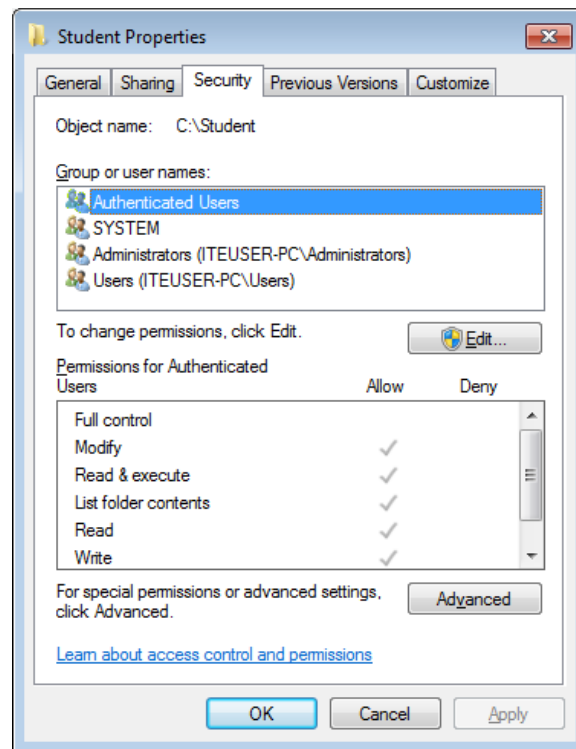
Step 2: Assign group permissions to folders.

a. Create folders named **Staff** and **Students** in the C:\ drive.

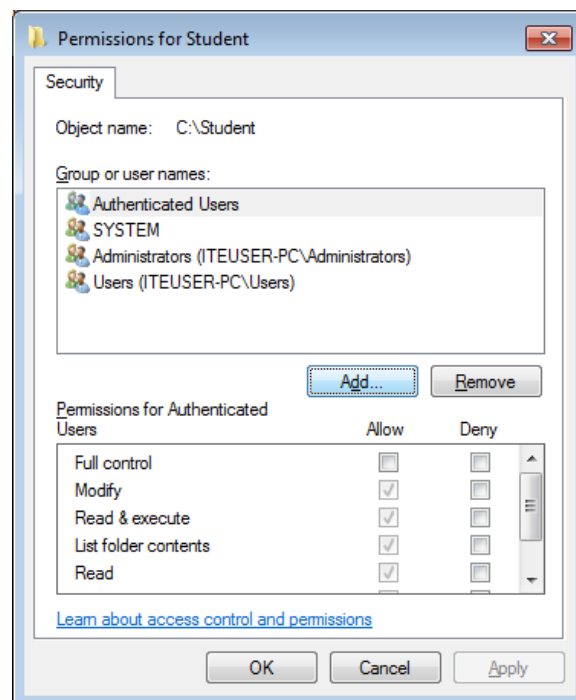b. Select and then right-click the **Students** folder and select **Properties**.

c. Select the **Security** tab. Click **Edit** to change the permission for this folder.

d. Click **Add** to add group permission to this folder.

e. In the **Select Users or Groups** window, enter **ITEStaff** under the heading **Enter the object names to select**. Click **Check Names** for verification. Click **OK** to continue.
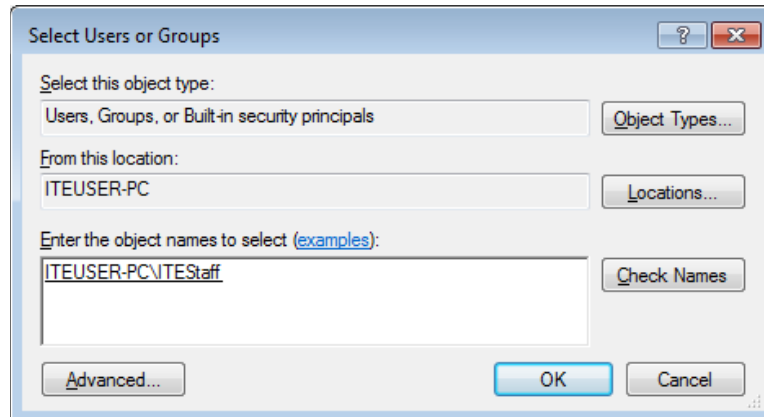
With the group **ITEStaff** highlighted, what can the members do in this folder?

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The members of the **ITEStaff** group have read & execute, list folder contents, and read permissions.
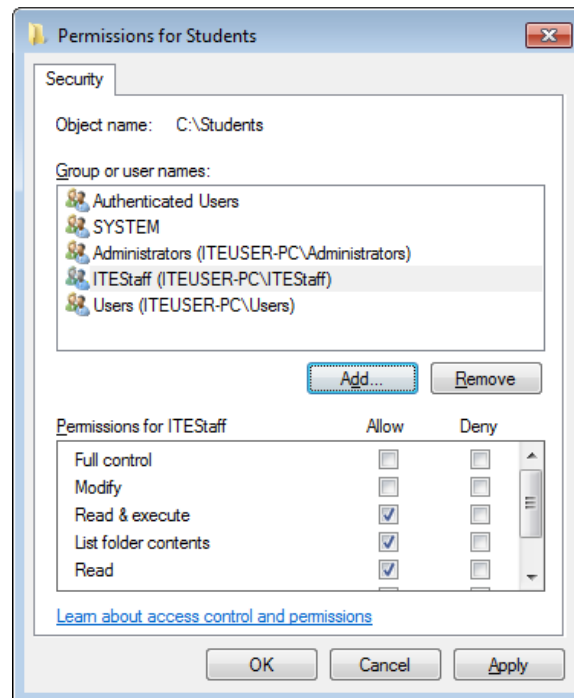
f. Repeat the same procedure to add permissions for the group **ITEStudent**. In addition, the members of this group should have full control for this folder.
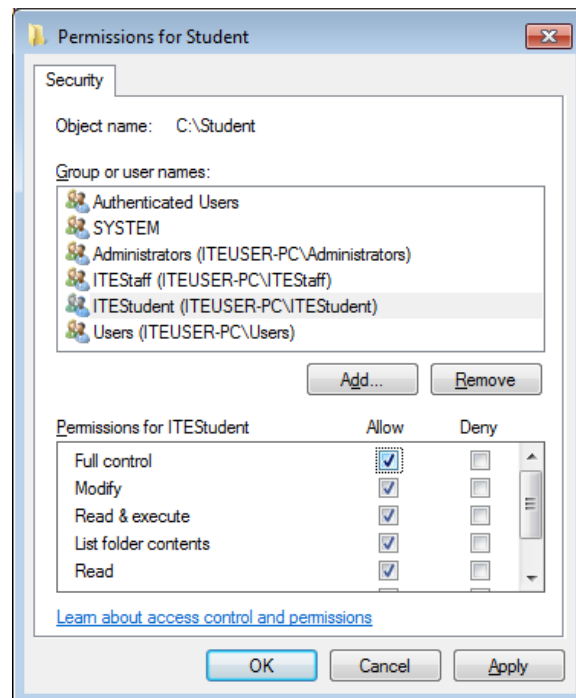
Which additional checkbox would you select?

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You would select the **Full Control** checkbox.

g. Click **OK** to continue. Click **OK** to close the **Properties** window.

h. Select the **Staff** folder. Right-click the folder and select **Properties**.

i. Click the **Security** tab to add group permission as follows:

o   Allow the group **ITEStaff** Full control.

o   Deny Full control for the group **ITEStudent**

j. Click **OK**.

k. Click **Yes** when prompted to deny permission to a group.

l. Click **OK** to close the **Properties** window.

Part 3: Modifying User and Group Permissions

In this part, you will verify the results of the group permission on the folders **Staff** and **Student**. You will also modify user and group permissions.

Step 1: Verify and modify folder permissions.

a. Log off the computer. Log on the computer as **Student01**.

b. Navigate to the folder **C:\Students**. Create a folder named **Student01** and create a text document in the folder. Were you successful? Explain.

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Yes. As a user in the group **ITEStudent**, **Student01** has full control in this folder.

c. Navigate to the folder **C:\Staff**. Create a folder named **Student01** and place a text file in the folder. Were you successful? Explain.

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No. As a user in the group **ITEStudent**, **Student01** has no permission to access this folder. A user with administrative privilege needs to grant you access to this folder.

d. Now log off the computer and log on as **Student02**.

e. Navigate to **C:**. Can you place a text file in the **Staff** folder? Can you modify the text file in folder **Student01**? Explain.

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No and Yes. As a user in the group **ITEStudent**, **Student02** has no access to the Staff folder, but he has full control in **Student** folder, including files and folders created by other group members.

f. Create a new folder named **Student02** in the folder **C:\Students** and create a text document in the folder.

g. To prevent the user **Student01** and other **ITEStudent** group members from modifying this folder and its content, right-click the folder **Student02** and select **Properties**.

h. In the **Security** tab, click **Edit**.

i. Add the user **Student02** with Full control permission to this folder. Select **Full Control** under the **Allow** column.
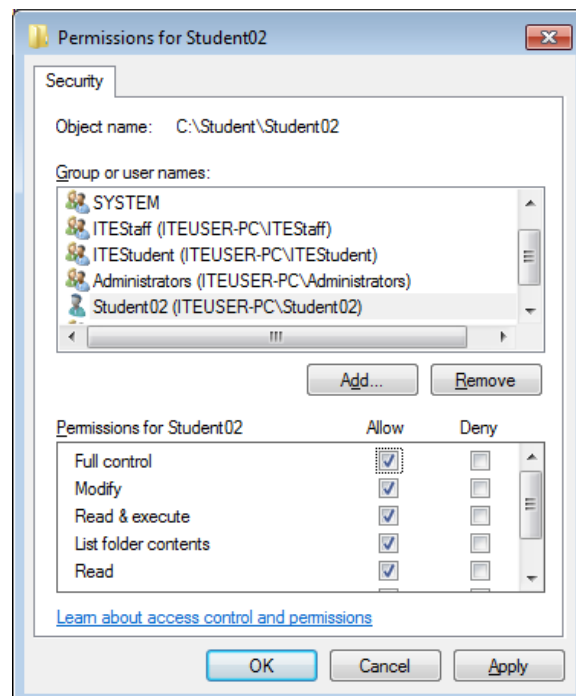
j. Select the group **ITEStudent**. Select the **Modify** checkbox under the **Deny** column to prevent other **ITEStudent** group members from modifying this folder and its content. Click **OK**. Click **Yes** in the **Windows Security** window when prompted. Click **OK** to close the **Properties** window.
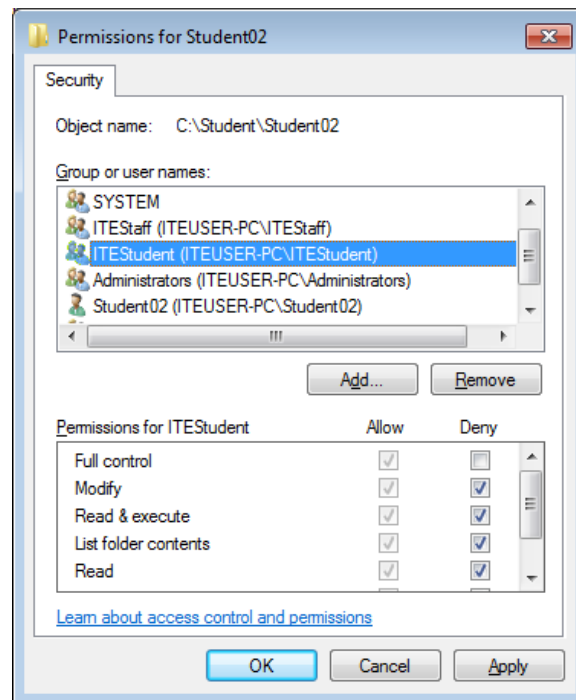
k. Log off the computer and log on as **Student01**.

l. Navigate to the folder **C:\Students**. Are you able to access the content in the **Student01** and **Student02** folders? Explain.

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Yes and No. As a user in the group **ITEStudent**, **Student01** still has access to **Student01** folder, but there is no access to **Student02** folder.

m. Log off the computer and log on as **Staff01**.

n. Navigate to the folder **C:**. Were you able to access the content in the folders **Staff**, **Student\Student01** and **Student\Student02**? Explain.

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Yes. As a user in the group **ITEStaff**, **Staff01** has all the content in **C:\Staff** and **C:\Student**. The group permission did not deny write access to the student folders.

Step 2: Disable a user account.

At this time, the user account **Staff02** is not used. In this step, you will disable this account.

a. Log off the computer and log on as **ITEUser** or an account with administrative privileges.

b. Navigate to the **Local Users and Groups Manager**.

c. Select the **Users** folder. Double-click **Staff02**.

d. Check **Account is disabled**.
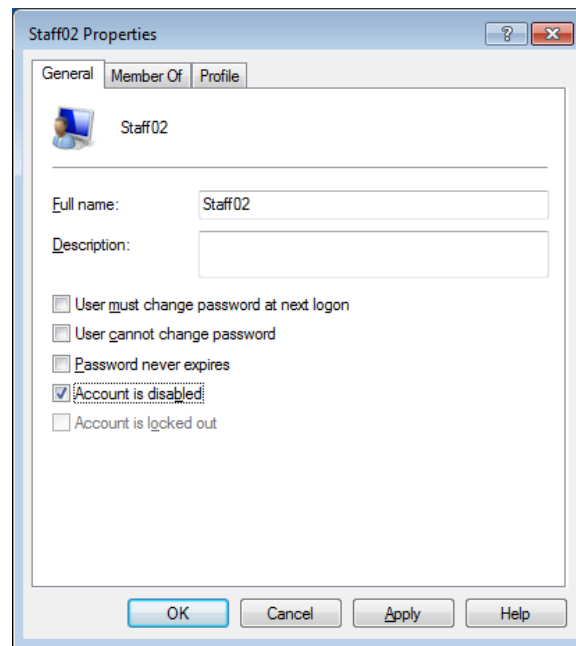
e. Click **OK** to continue.

f. Log off the computer. Can you log on as **Staff02**? Explain.

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No. Because the account has been disabled, **Staff02** is not listed and you are unable to log on as **Staff02**.

Step 3: Clean up.

In this step, you will delete the users, groups, files, and folders created in this lab.

a. Log on using an account with administrative privileges.

b. Navigate to **C:** and delete the folders **Staff** and **Student**.

c. Navigate to the **Local Users and Groups Manager**.

d. Select **Users**.

e. Right-click **Staff01** and select **Delete**. Click **Yes** to confirm the user deletion. Repeat this for **Staff02, Student01 and Student02**.
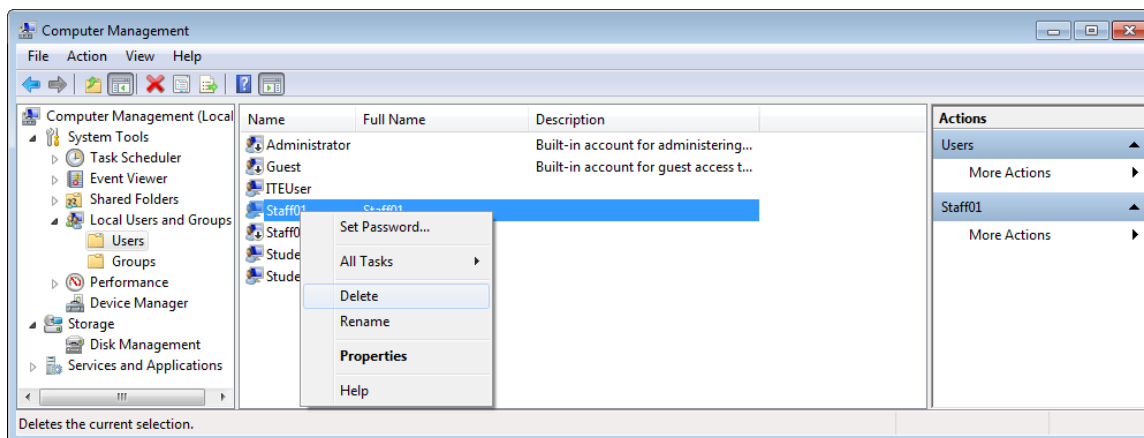
f. Select **Groups**.

g. Right-click **ITEStaff** and select **Delete**. Click **Yes** to confirm the group deletion. Repeat this for **ITEStudent**.

Reflection

1. How would you give administrative privileges on the local computer to all the members of ITEStaff?

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The members of the group **ITEStaff** inherits local administrative privileges when it is added to the built-in group **Administrator**. To change group permission, navigate to **Control Panel > Administrative Tools > Computer Management > Local Users and Groups** > right-click **Add to Group**. Click **Add** to add ITEStaff to the group **Administrator**.

2. How would you deny access to a file for everyone, except the owner?

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In the file properties window, give full control to the owner and explicitly deny all access to other groups and users.