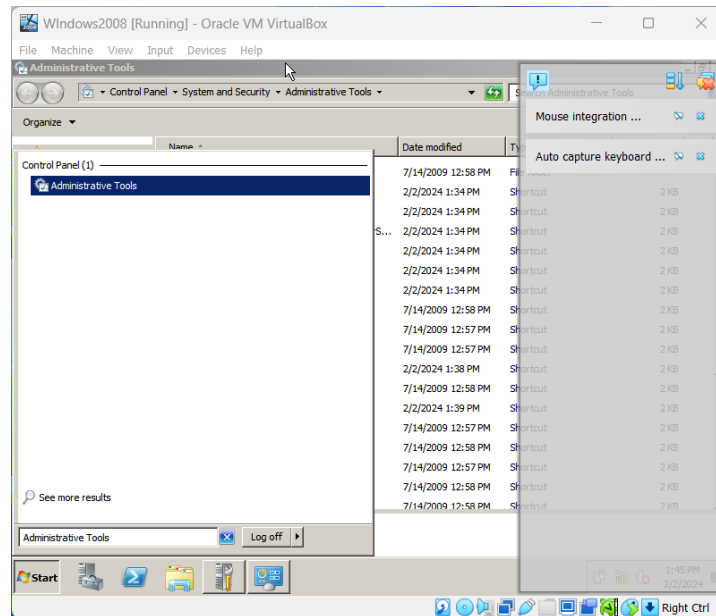
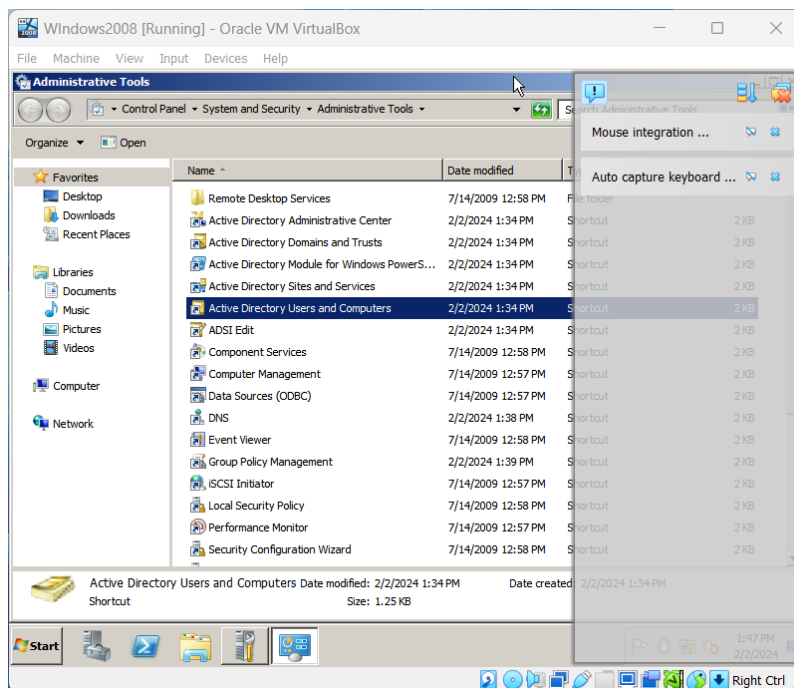


OS – C4

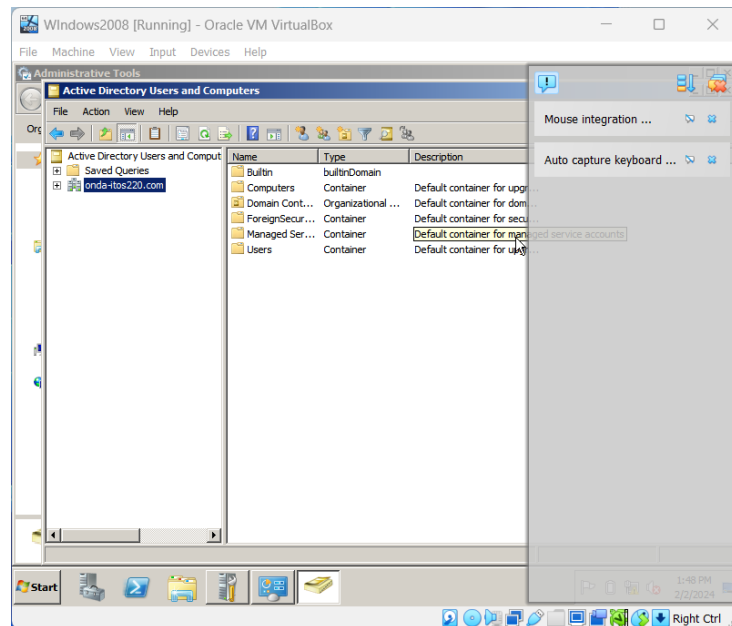
Open your windows and search in the search bar ‘Administrative Tools’.



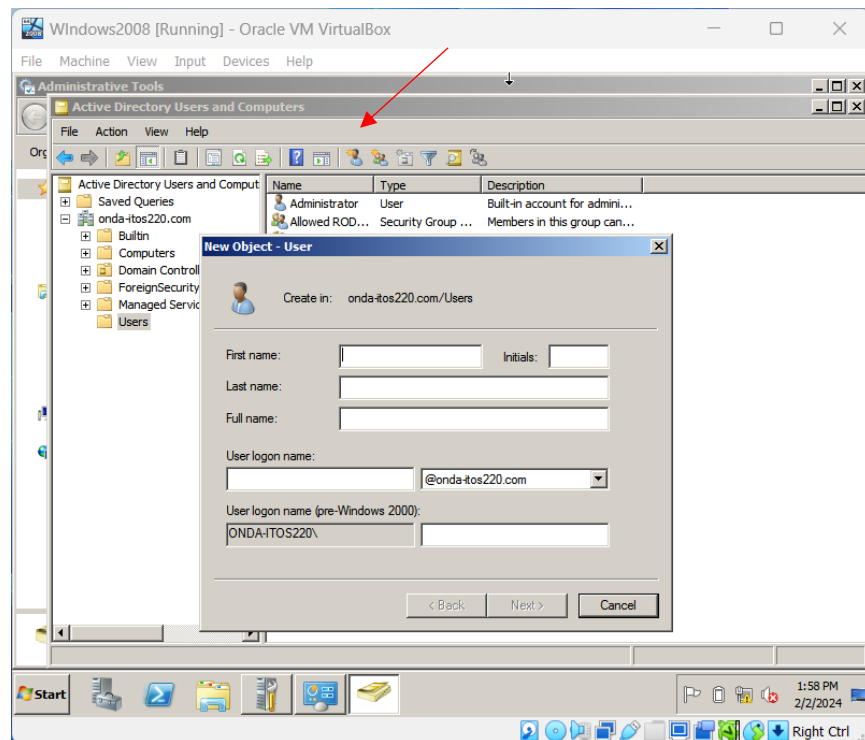
Click ‘Active Directory Users and Computers’.



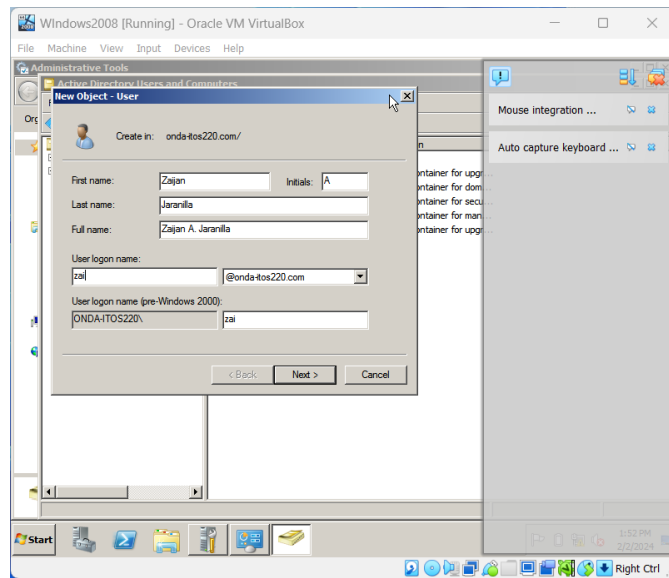
Open your domain and click on 'Users'.



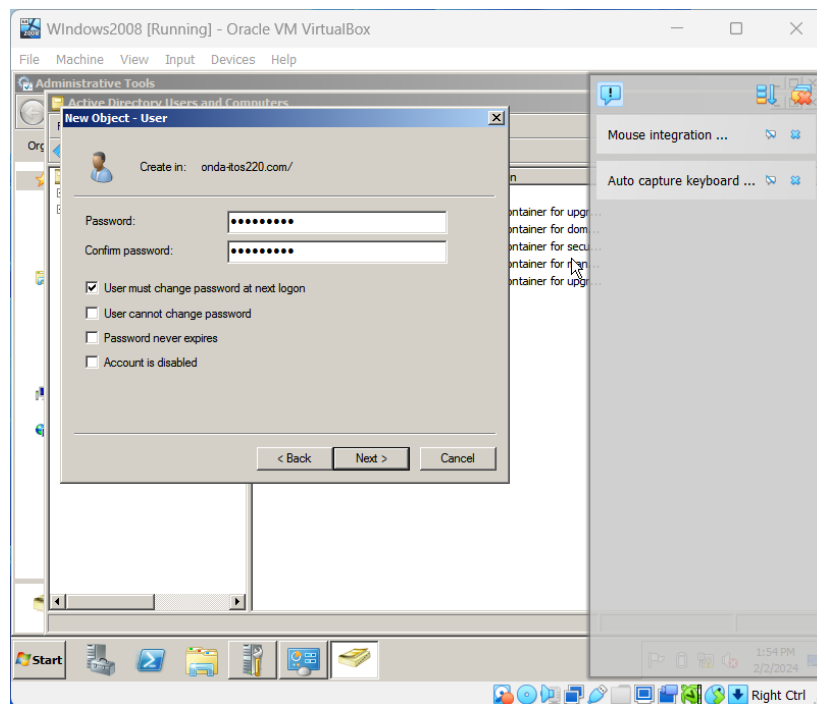
For adding a user, this is the best way to add a user. Just click this icon.



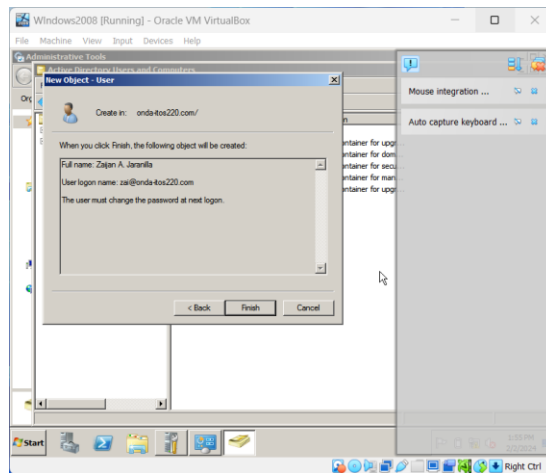
Fill out the necessary things and click 'Next'.



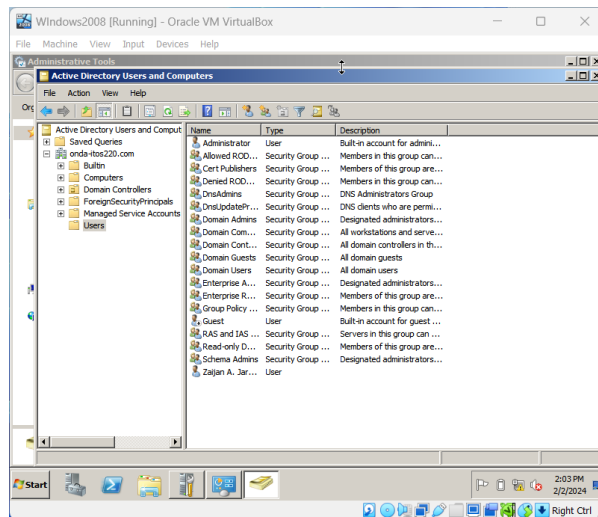
Enter your desired password, check the 'User must change password at next login' so that the user will need to change the password you have entered and click 'Next'.



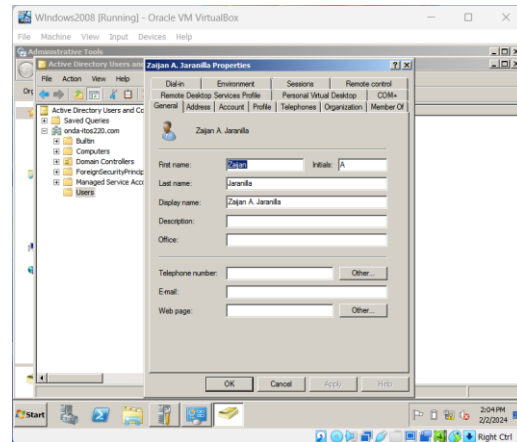
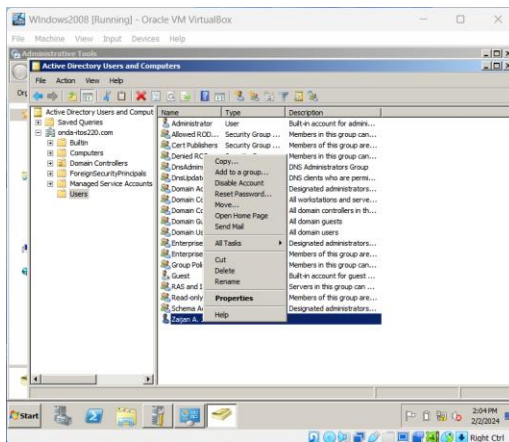
Click 'Finish'.



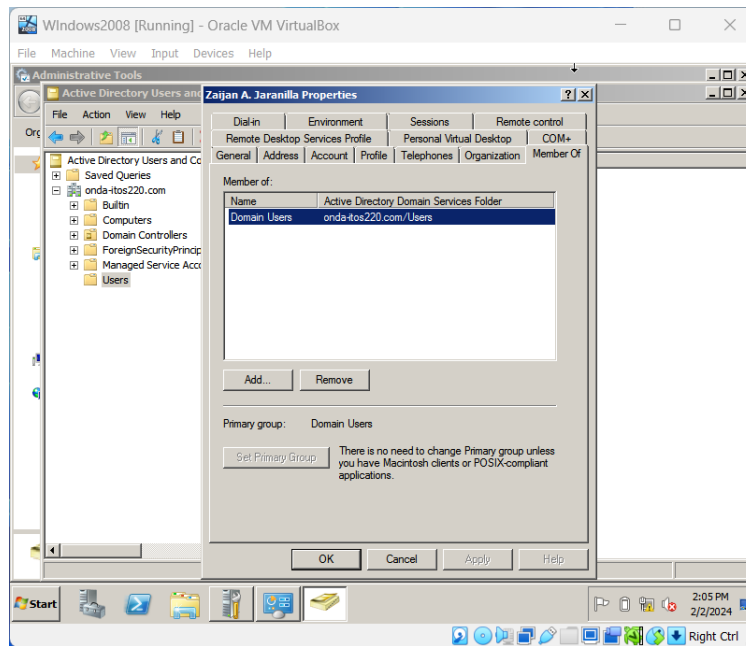
You have successfully created a new user.



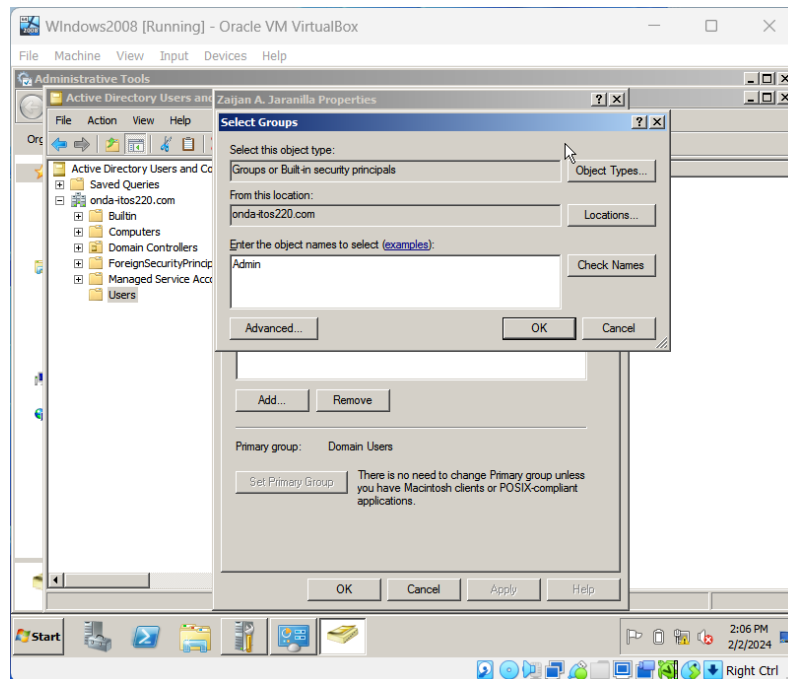
Next is we need to make the new added user to be an administrator of the server and by doing that we first need to right click the name of the user and click on properties



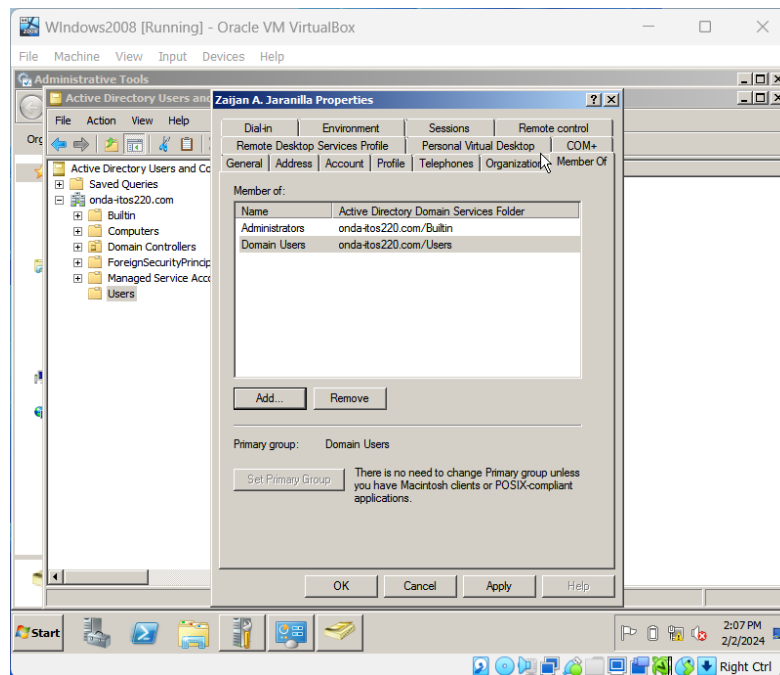
Click 'MemberOf' and 'Add' button



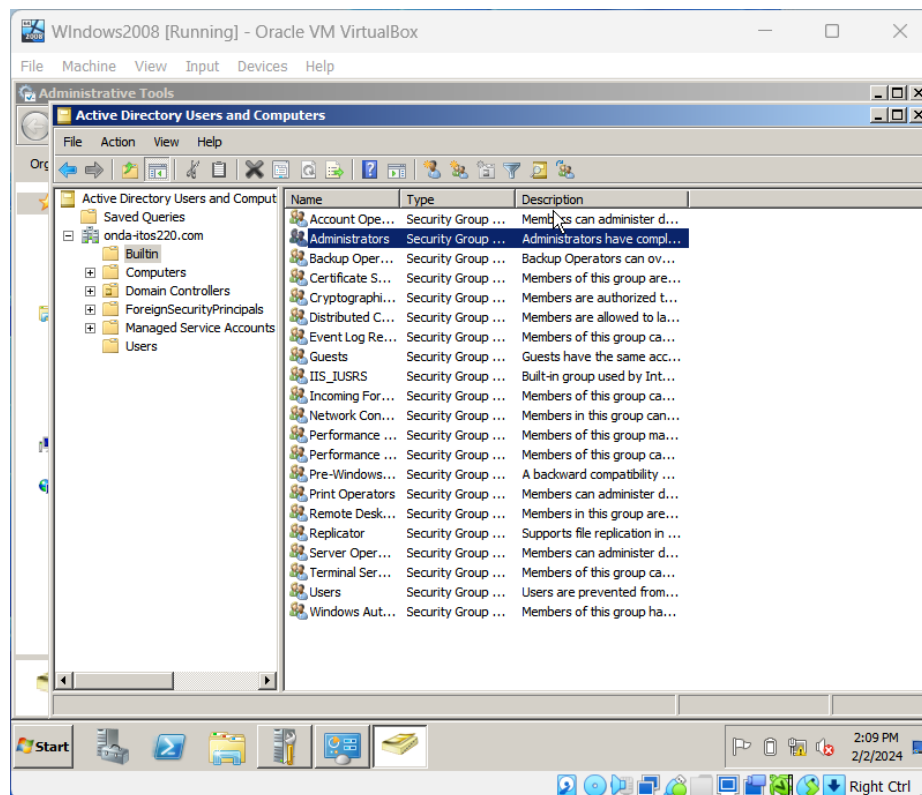
Click Add and enter the word admin.



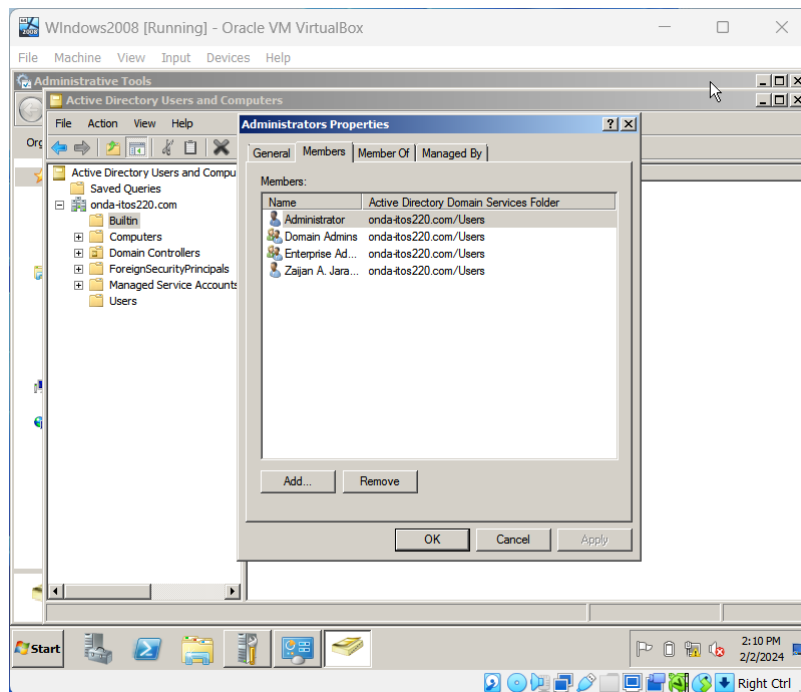
Click check names so that you can check the object name administrator and click ‘OK’ and click ‘Apply’.



For checking if you have successfully added the user to be an admin, go to built-in folder.



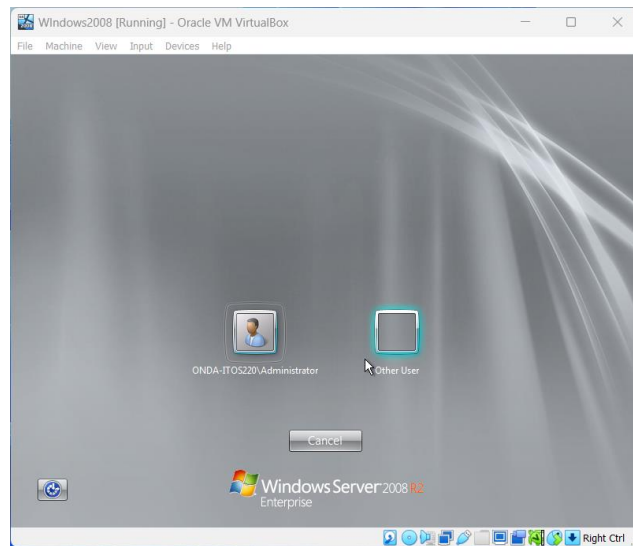
Click the administrators and members and you can see that I have successfully added Zaijan as an administrator in this server.



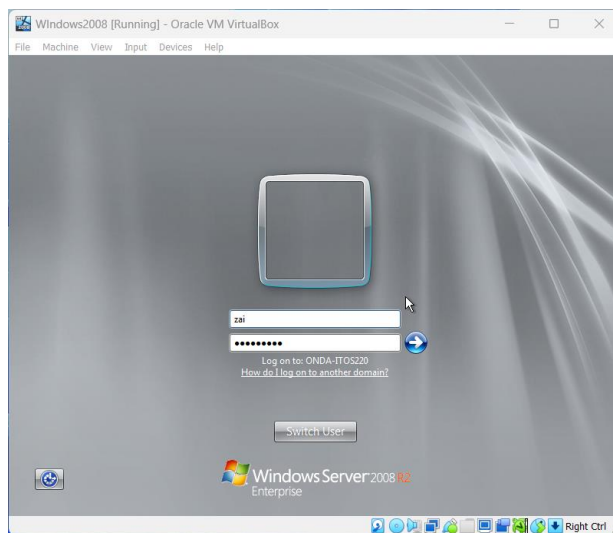
Next is by logging in the new user account (administrator account because you cannot log in user). Logoff and login again, click the 'Switch User' button.



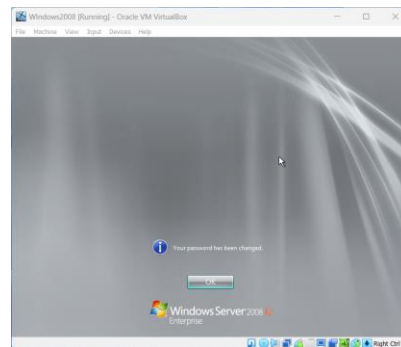
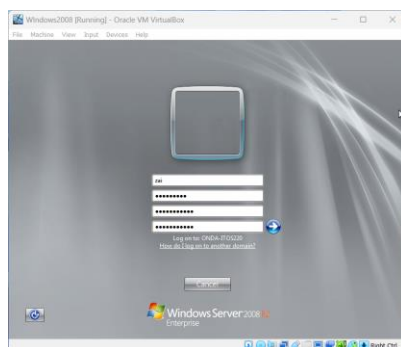
Click the 'Other User' button



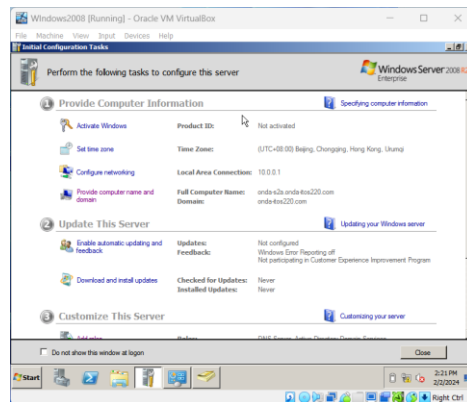
Enter the new user/administrator's login name and password



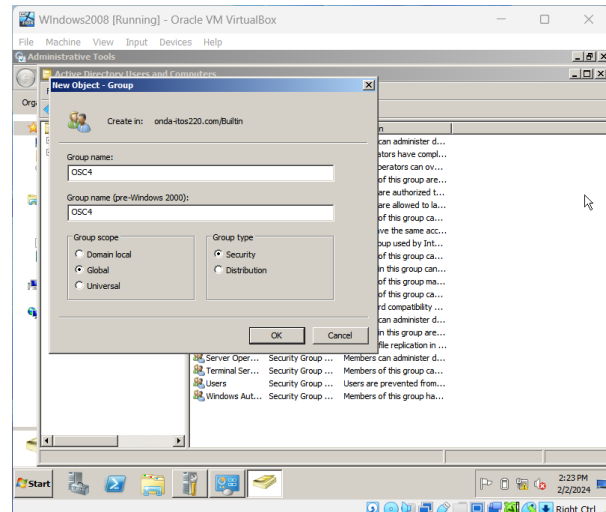
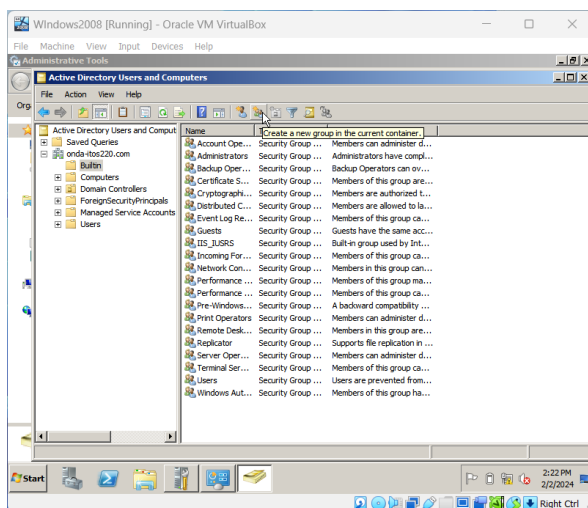
The password must be changed before you can enter the desktop. Just change it.



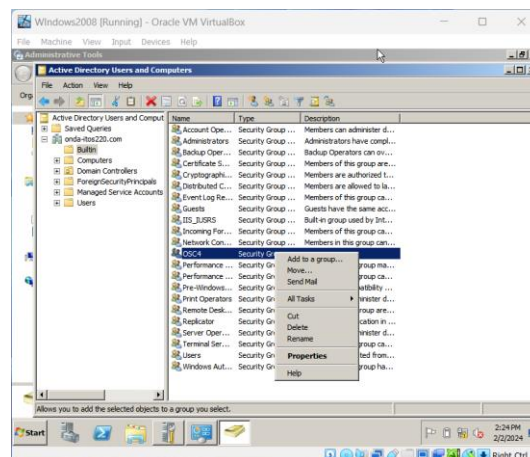
You have successfully logged on



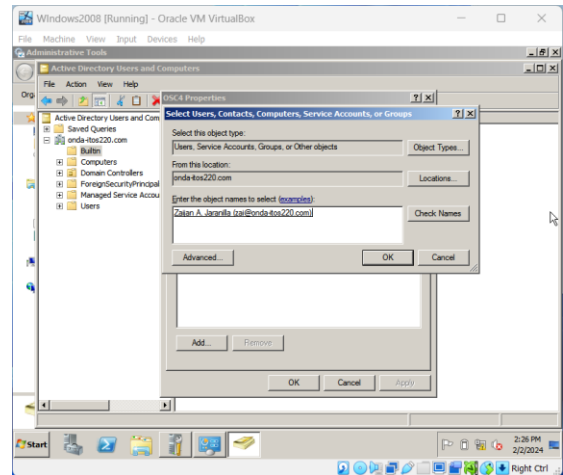
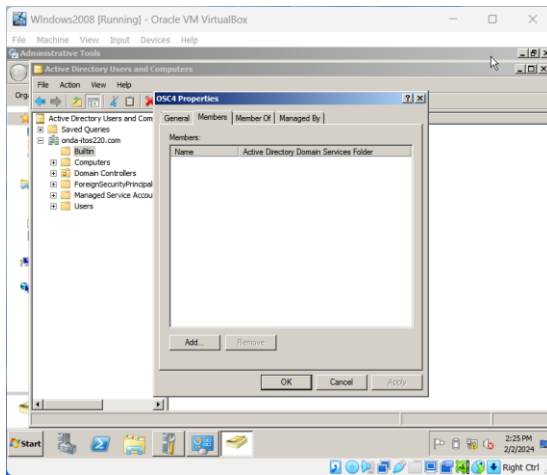
We also need to create a group. And by doing that, the first step is to click on the ‘Create a new group in the current container’. Name your group and click ‘OK’



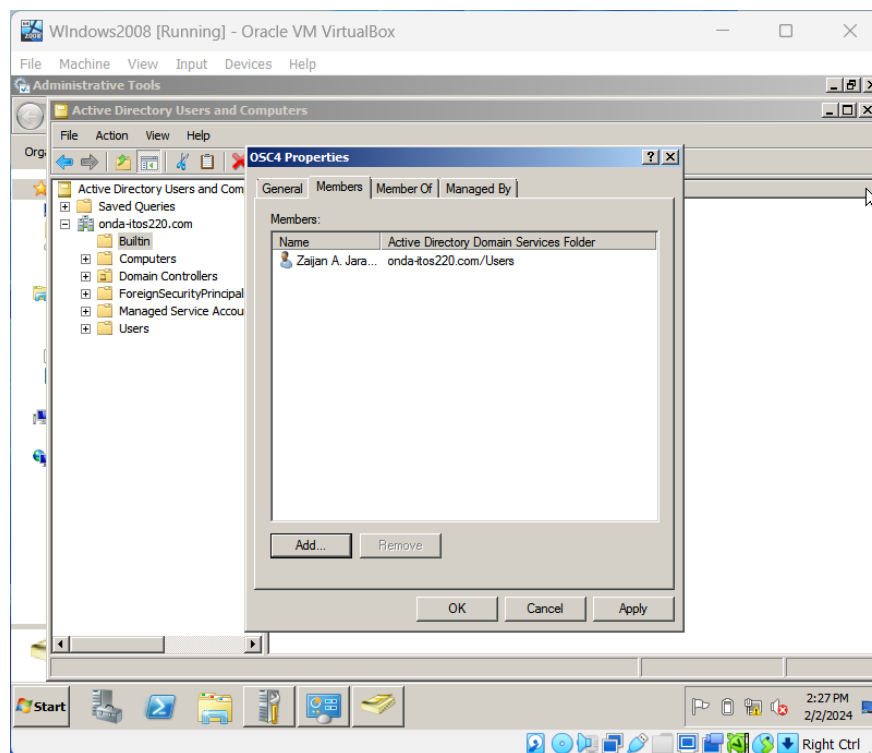
Right click the group name and select properties



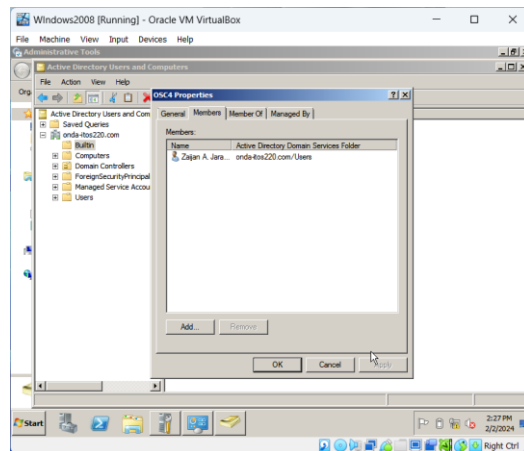
Click the 'Members' tab and click the 'Add' button.



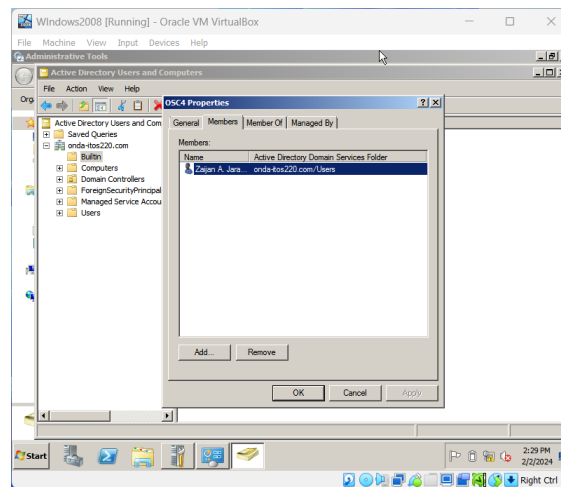
You can see that the member 'Zaijan' has shown



Click the 'Apply' button



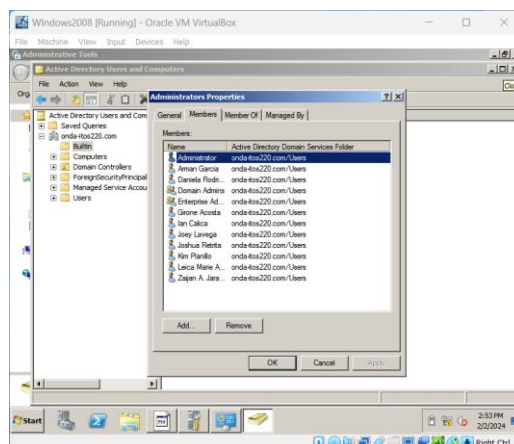
And we can see that we have successfully added Zaijan as a member of the group 'OSC4'



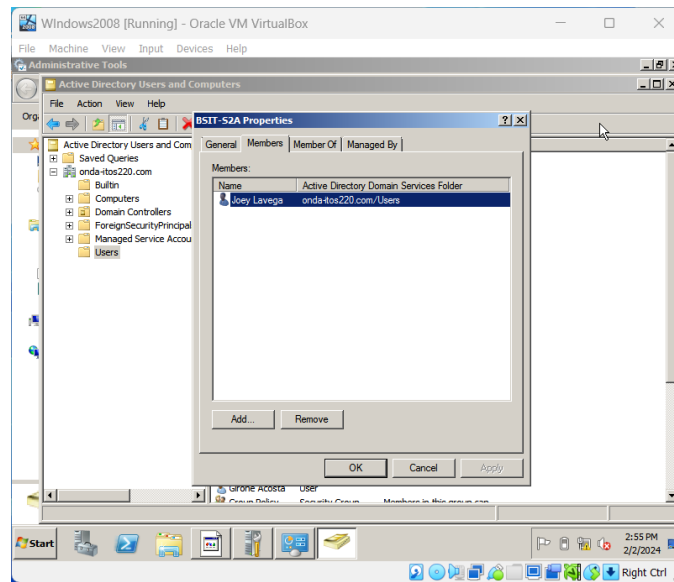
Repeat the same process

Use the presidents of each section residing in the IT building and set them as admins.

Here are the Administrator:



The groups I created and each group has its own administrator which is the class president.



END