# Lab 5 – Local Users and Groups

In this lab, you will create user and group accounts on a Windows Server that is a Member Server in a Workgroup. The user and group accounts are used on the local computer only, to allow users in the workgroup to access resources on the server.

This lab will take approximately 60 minutes to complete.

You will complete this lab on the installation of server on Server1.

### 1.0 Join a Workgroup

By default, if you do not make any changes to Server after installing, your server is in a workgroup, called WORKGROUP.

1. Logon to your server. Open **Server Manager**, click **Local Server** and select the blue **WORKGROUP**.
2. The **System Properties** dialog box should appear. Click the **Change** button. The *Computer Name/Domain Changes* screen appears allowing you to change your workgroup. In the **Workgroup** field, type *SENECA*, and then click **OK**. You should receive a **Welcome to the SENECA Workgroup** message. Click OK.
3. Restart your computer.
4. Once your computer has restarted, use the same procedure to verify you are in the SENECA workgroup.

### 2.0 Using the User Accounts Option in the Control Panel to Create Users

1. Open the **Control Panel** (use Windows key and start typing Control Panel. It should appear in the list on the right.), and select *User Accounts* and *User Accounts* again. Select *Manage another account*. *What accounts are currently on your server, and note their properties.*
2. Click *Add a user account*. Create an account named **MKay,** with a password of **P@ssw0rd.** Click Next. Note that the new account says "Local Account". Click Finish.
3. On the *Choose the user you would like to change* screen, select the new **MKay** user account. Click *Change the account type*. Note that you can only make a Standard User (default) or Administrator.
4. Create another user, but make this user an administrator. Give this user account *your name*.

*Record the other changes you can make to the accounts using this tool:*

5. Close the **User Accounts** tool.

### 3.0 Create and Manage User Accounts Using Local Users and Groups Tool

1. From Server Manager, click **Tools > Computer Management** then expand *Local Users and Groups*.
2. Select *Users*. *What accounts exist on your server?*

3. Right-click on **MKay**, and select **Properties**. The **MKay Properties** dialog box appears. Flip through all of the tabs related to the MKay account. *Note which groups this account belongs to on the **Member of:** tab.*

4. Change the **Full Name** field to say *Mary Kay* and enter a description for the MKay account. Click **OK**.

5. Open the account with your name. Make the same changes to the account with your name.
   Using the Member of tab, see which groups this account is a member of.

6. Notice the changes you made appear in the list of users pane in the tool.

7. Right-click on **Users** and select **New User**. Enter the following information in the New User dialog box:
   Username: *JSmith*
   Full Name*: John Smith*
   Description: *Sales Manager*
   Password and Confirm Password: *P@ssw0rd*
   Uncheck the User much change password at next logon.
   Place a checkmark next to Password never expires.
   Click *Create*.

8. Create another user account with whatever information you would like to enter. Then click **Close**.

9. Right-click **JSmith** and select **Rename**. Change the name to *JJones*. Go back into the properties of this user account and change the full name to match the user name.

10. Delete the extra user account that you created in step 8.

## 4.0 Create Local Groups

1. Click **Groups**, under **Local Users and Groups**. Record the last 5 groups in the list:

2. Right-click **Groups** and select **New Group**. Create a group named *Sales*, with a description of *Sales Representatives*. Click **Create**.

3. Create another group called *Marketing*, and another group called *Managers*. Close the New Group dialog box.

4. Double-click on the **Sales** group. Click **Add** to add members to the group. Enter **MKay** in the Enter the object names to select box. Then click **OK**. You will see **MKay** in the members list. Click **OK**.

5. Go back to the list of users and double-click **JJones**. Click the **Member Of** tab. Click the **Add** button. Click **Advanced** and then on the **Select Groups** dialog box, click **Find Now**. In the Search results, select **Sales** and **Managers** and then click **OK**. Check that the Sales and Manager groups have been added to the *Enter the object names to select* box, then click **OK**. On JJones **Properties**, see the groups that this user is a member of then click **OK**.

6. Go back to the list of Groups and right-click on the **Sales** group and select **Properties**. Notice that **JJones** is now a member of the **Sales** group.

7. Right-click the **Marketing** group and select **Rename**. Rename the **Marketing** group to *Advertising*.

8. Delete the **Advertising** group. Notice the warning message that appears when you delete a group.

## 5.0 Creating Users and Groups from the Command Line

1. Open an Administrative Command Prompt, and use the following syntax to create a new user named *John Wayne* to your member server. You can decide what the username will be.

net user *UserName* /random /add /comment:"*any comment*" /expires:never /fullname:"*Full Name*" /passwordchg:no

2. Use the following syntax to add John Wayne to the Sales group.

net localgroup "Group Name" *UserName* /add

## 6.0 Create More Users and Groups

Create the following Local Groups using any method you wish from above.

Managers, Advertising, Marketing, Assistants, TechSupport

Create the following local users and place the users into the groups specified in the table using any method you wish from above

| Full Name | User Name | Job Title | Group Membership |
|---|---|---|---|
| Pilar Barr | PBarr | Technicain | TechSupport |
| Jackie James | JJames | IT Manager | TechSupport Managers Power Users |
| Tai Yee | TYee | Marketing Manager | Marketing Managers |
| Marilyn Kennedy | MKennedy | Graphic Designer | Advertising |
| Bobby Vinton | BVinton | Sales Executive Assistant | Sales Assistants |
| Sonja Singh | SSingh | Sales Representative | Sales |

Use a password of **P@ssw0rd**, and set the password setting to *User Must Change Password at Next Logon*.

Create the following Directory structure on the root of Drive C: on Server1:
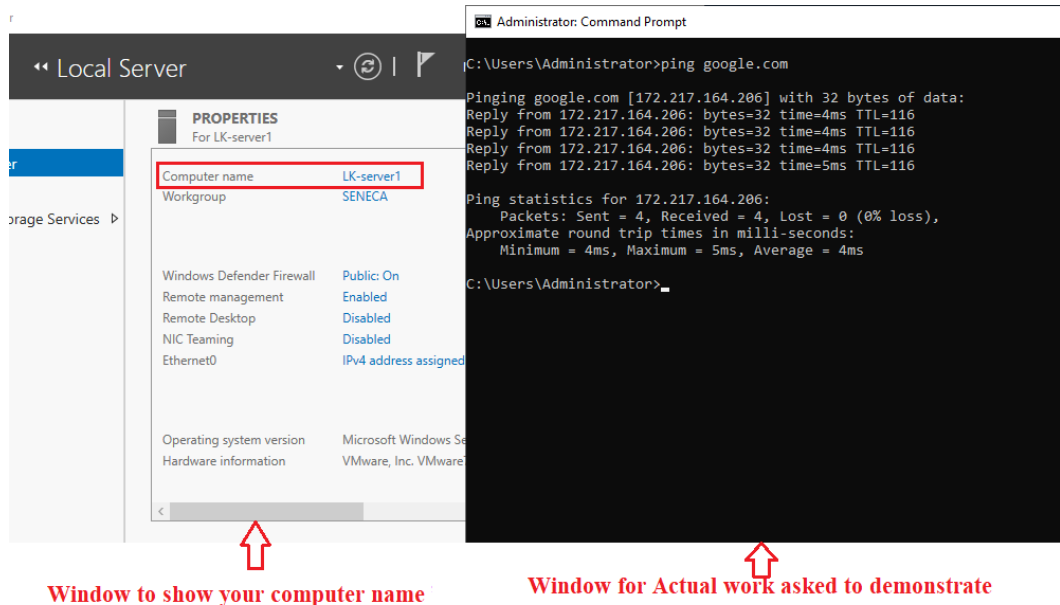
PUBLIC
|- SOFTWARE
|- SALES FILES
|- MANAGEMENT

1. Share the PUBLIC folder so that EVERYONE has FULL CONTROL.
2. Share the SOFTWARE folder, so that the TechSupport and PowerUsers groups have FULL CONTROL and the Managers have READ.
3. Share the MANAGEMENT folder so that only Managers have FULL CONTROL.
4. Share the SALES FILES folder so that only the Sales group has READ.

In order to mark this lab as complete, please do the followings

- Take a screenshot that shows all local user accounts in Local Users and Groups. Save this screenshot as LocalUser.jpg
- Take a screenshot that shows all local groups in Local Users and Groups. Save this screenshot as LocalGroup.jpg
- Take three screenshots that display the members of the Sales group, Managers group and TechSupport Group. One screenshot for each group. Save this screenshot as Sales.jpg, Managers.jpg, Tech.jpg
- Take a screenshot that shows the permissions of software folder. Save this screenshot as software.jpg

Whenever you take a screenshot of your actual work that you are asked to demonstrate, please make sure you take a screenshot of your computer name along with the actual work together (side by side). For reference, please see the screenshot below:

**Window to show your computer name**

**Window for Actual work asked to demonstrate**

Insert all screenshots in a document file. Save the file as Lab5a.docx and upload into blackboard