

# Adding New Users & shared Folders

Group: 3

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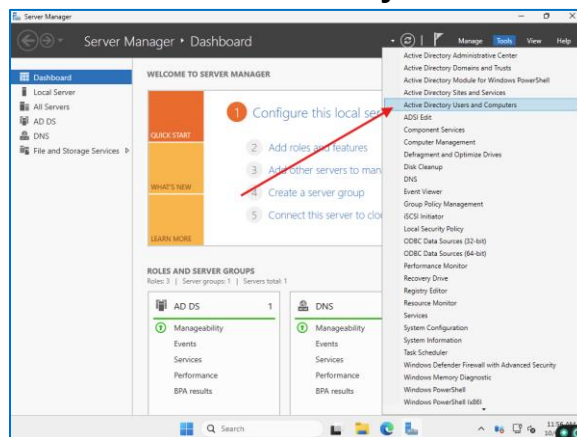
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## Creating a new User

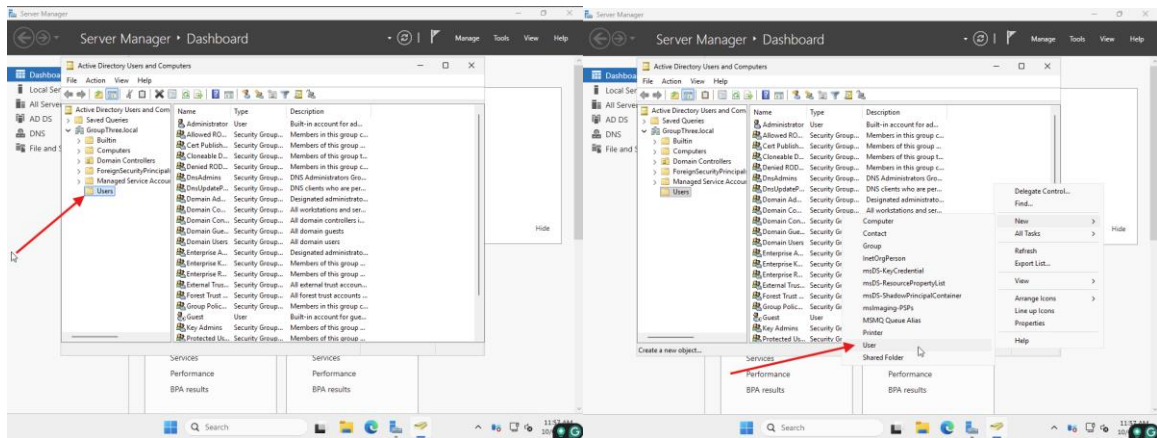
On your **Windows Server**, open:

- **Server Manager** → **Tools** → **Active Directory Users and Computers (ADUC).**



In ADUC:

- Right-click on your **Users** container
- Select **New** → **User**.



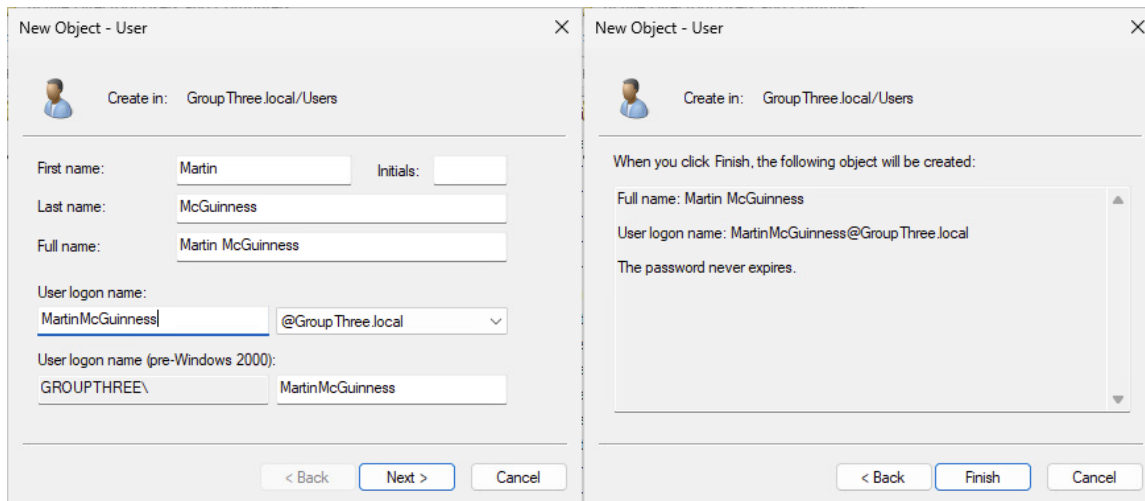
Enter:

- **Full name:** Martin McGuinness
- **User logon name:** Martin McGuinness

Set the password:

- **Password:** Monday25
- Uncheck **User must change password at next logon** (optional).
- Check **Password never expires** (optional, for labs).

Finish the wizard.



# Creating a Shared Folder

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## Create the “Home” Folder on the Server

1. Open **File Explorer** on your server.
2. Navigate to or create a directory (e.g., C:\Shares).
3. Inside, create a new folder called **Home**:
  - a. C:\Shares\Home

## Share the “Home” Folder

1. Right-click Home → Properties → Sharing tab.
2. Click Advanced Sharing → check Share this folder.
3. Share name: Home
4. Click Permissions → Add your domain’s users → give Change and Read permissions.
5. Click OK and close.

## Configure NTFS Permissions (Important)

1. Go to Security tab.
2. Ensure Administrators and SYSTEM have Full control.
3. Click Add... → Add Domain Users → assign Modify permissions.
4. Click OK.

## Set Up Home Folder in the User’s Profile

1. Go back to ADUC.
2. Right-click Martin McGuinness → Properties → Profile tab.
3. Under Home folder, choose:
  - a. - Connect: H
5. Click OK — this automatically creates a subfolder the first time Martin logs in.

## **Verify Drive Mapping on Workstation VM**

1. Log into a client computer or VM as Martin McGuinness.
2. Open File Explorer → verify an \*H:\* drive exists.
3. Open H:\ and create a new blank text file (e.g., test.txt).
4. Log out.

## **Verify from the Server**

1. On the server, open the Home folder.
2. You should see a subfolder named “Martin McGuinness”.
3. Inside that folder, confirm the test.txt file exists.