

Lab Assignment



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Cybersecurity Professional Program

Microsoft Security

Active Directory

MS-04-L1

**Creating & Managing
AD Objects**

Lab Objective

Learn how to work with settings in Active Directory Users and Computers.

Lab Mission

Explore Active Directory Users and Computers.

Lab Duration

20–40 minutes

Requirements

- Basic knowledge of domain environments and Windows Server 2016 OS

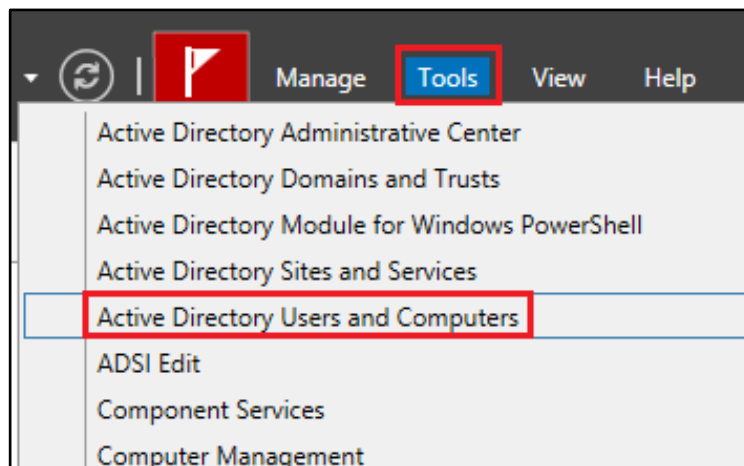
Resources

- VirtualBox
 - Windows Server 2016

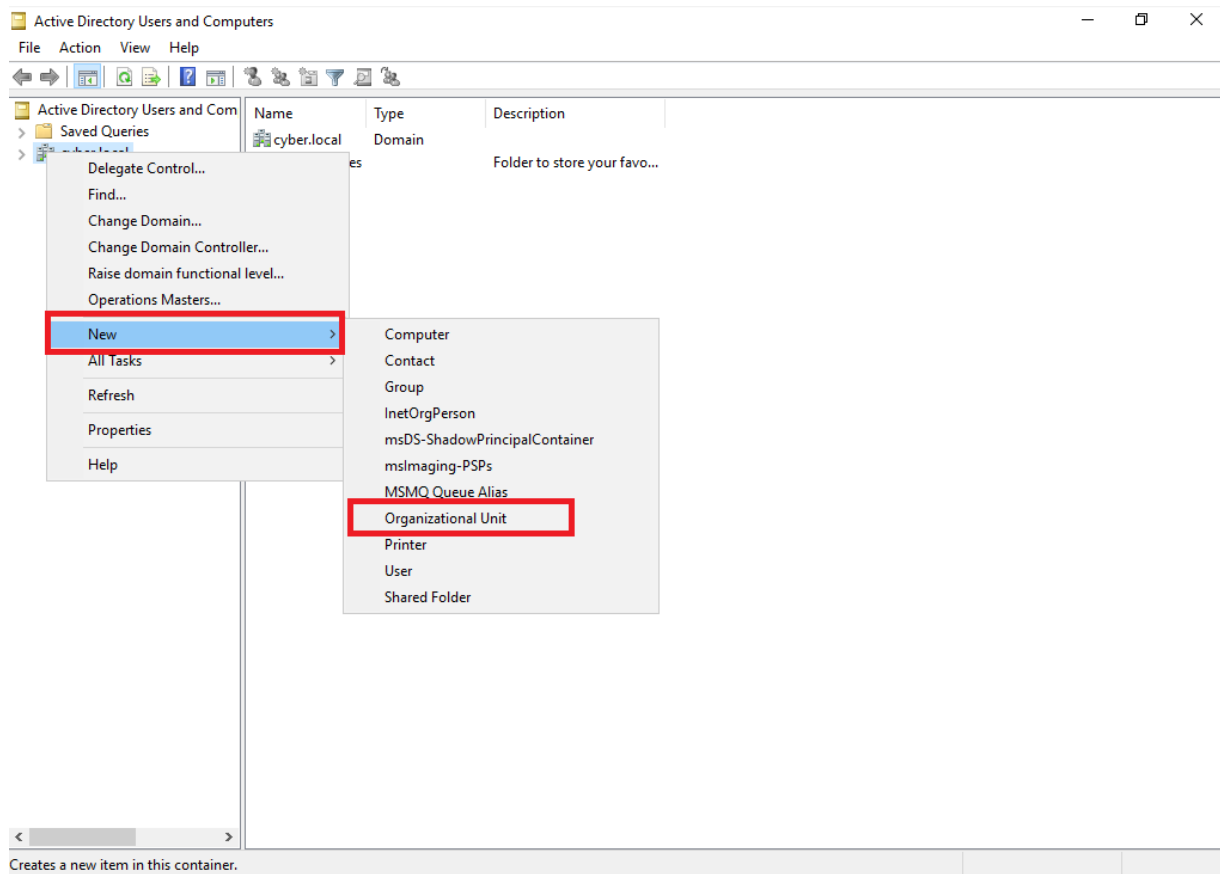
Lab Task 1: Creating an OU

Create an OU, AD users, and a security group.

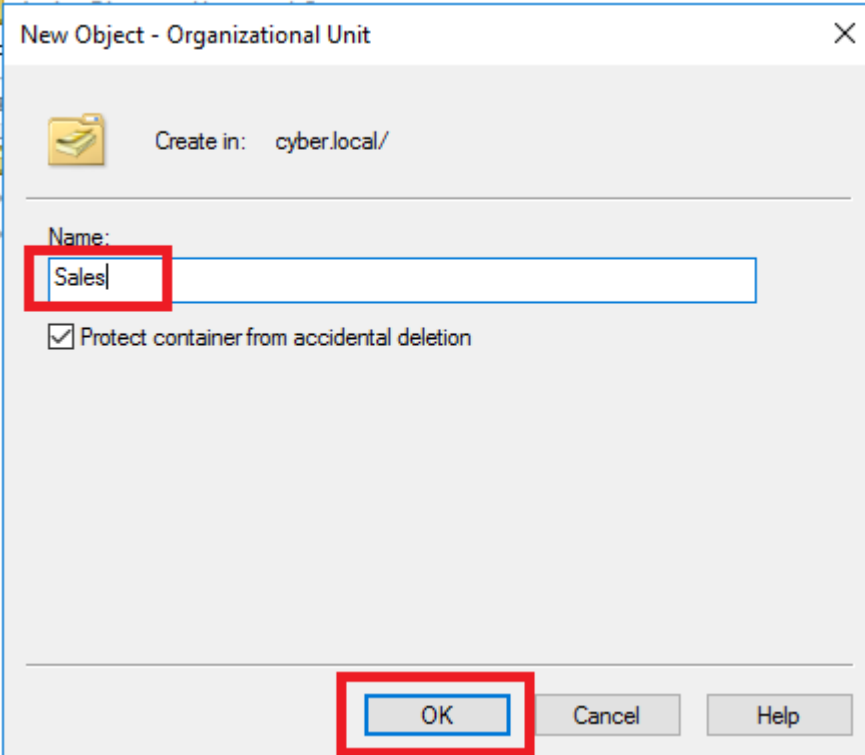
- 1 In your DC (Server1), open Active Directory Users and Computers via the **Tools** menu.



2 Right-click *cyber.local*, click *New*, and select *Organizational Unit*.

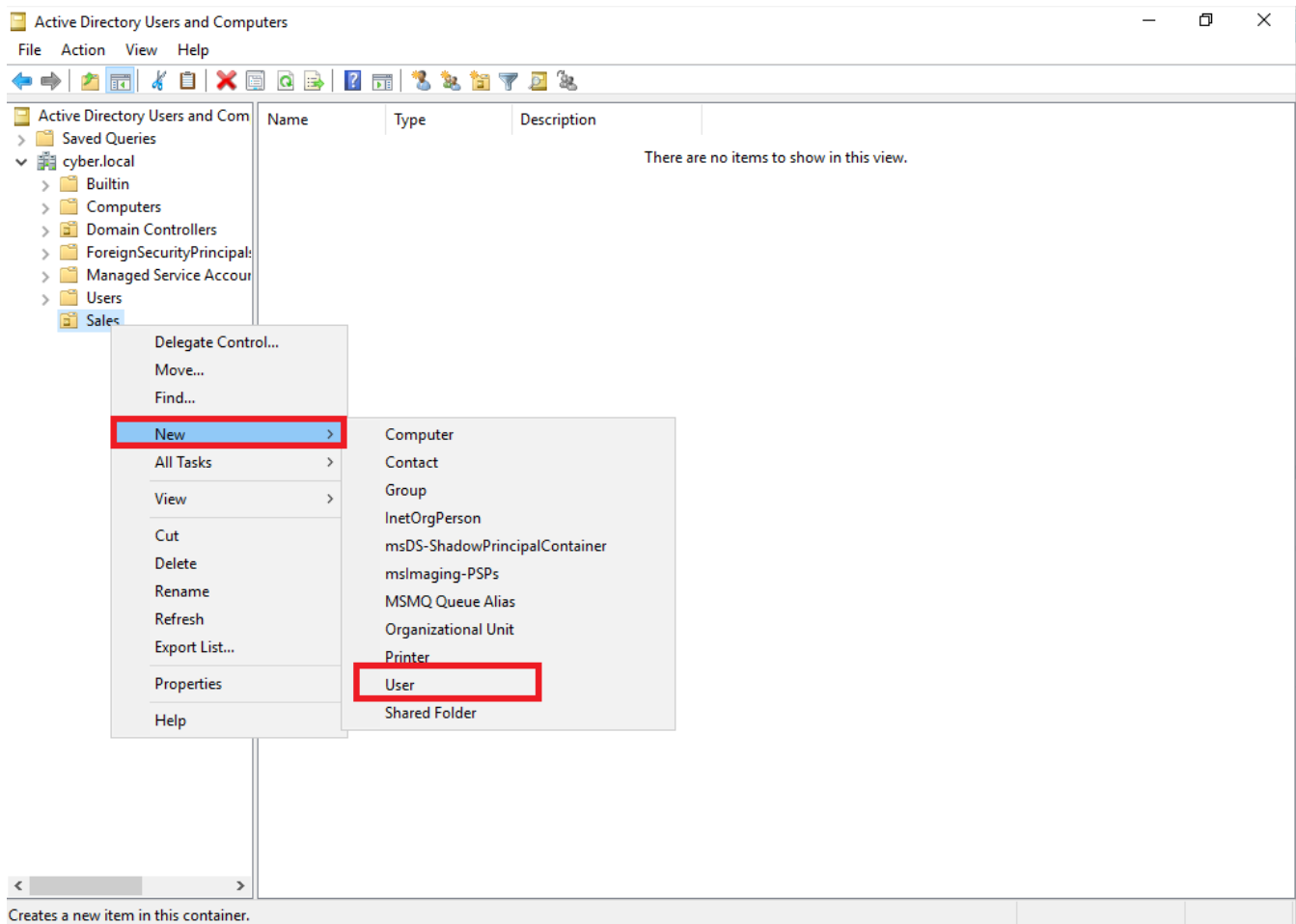


3 Enter **Sales** for the OU's name.



The screenshot shows a Windows-style dialog box titled "New Object - Organizational Unit". At the top, there is a folder icon and the text "Create in: cyber.local/". Below this, the "Name:" label is followed by a text input field containing the word "Sales". A checkbox labeled "Protect container from accidental deletion" is checked. At the bottom, there are three buttons: "OK", "Cancel", and "Help". The "OK" button is highlighted with a red rectangle.

- 4 Click **cyber.local** again and note the newly created OU. Right-click it, select **New**, and select **User**.



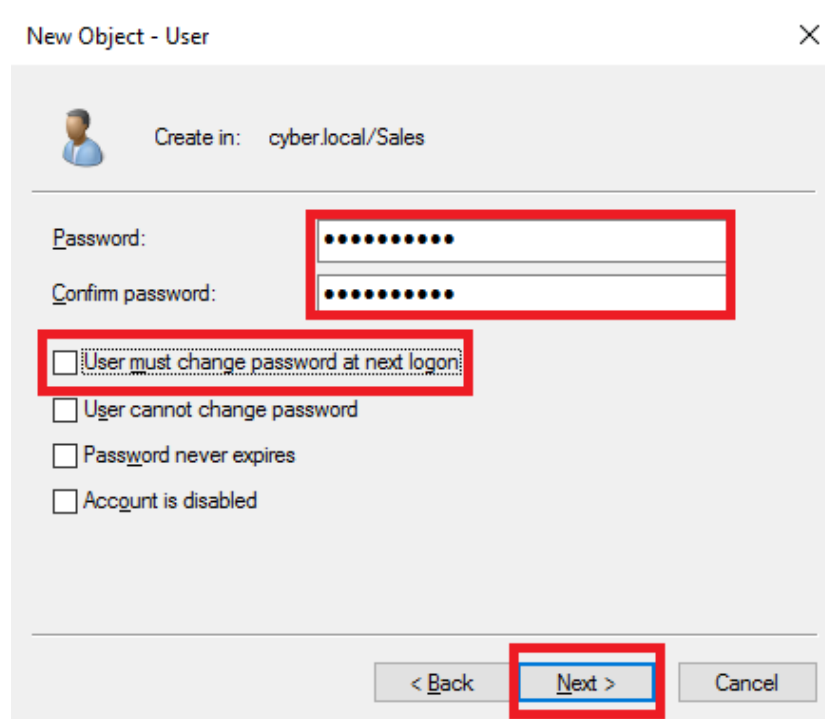
- 5 Enter information for user **Salesperson1** as shown below and then click the **Next** button.

The screenshot shows the 'New Object - User' dialog box. At the top, it says 'Create in: cyber.local/Sales'. Below this, there are several input fields:

- First name:** A text box containing 'Salesperson1' (highlighted with a red box).
- Initials:** An empty text box.
- Last name:** An empty text box.
- Full name:** A text box containing 'Salesperson1'.
- User logon name:** A text box containing 'Salesperson1' (highlighted with a red box) and a dropdown menu showing '@cyber.local'.
- User logon name (pre-Windows 2000):** A text box containing 'CYBER\' and another text box containing 'Salesperson1' (highlighted with a red box).

At the bottom right, there are three buttons: '< Back', 'Next >' (highlighted with a red box), and 'Cancel'.

- 6 Enter a password, such as **Pa\$\$w0rd**, uncheck **User must change password at next logon**, and click **Next**.



New Object - User

Create in: cyber.local/Sales

Password: [dots]

Confirm password: [dots]

☐ User must change password at next logon

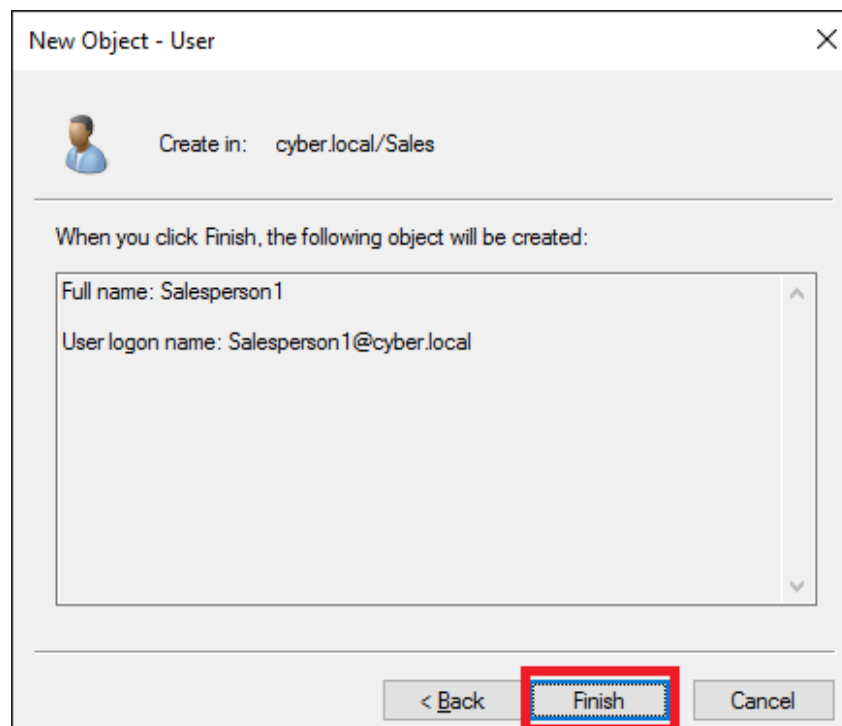
☐ User cannot change password

☐ Password never expires

☐ Account is disabled

< Back Next > Cancel

- 7 Click **Finish**.



New Object - User

Create in: cyber.local/Sales

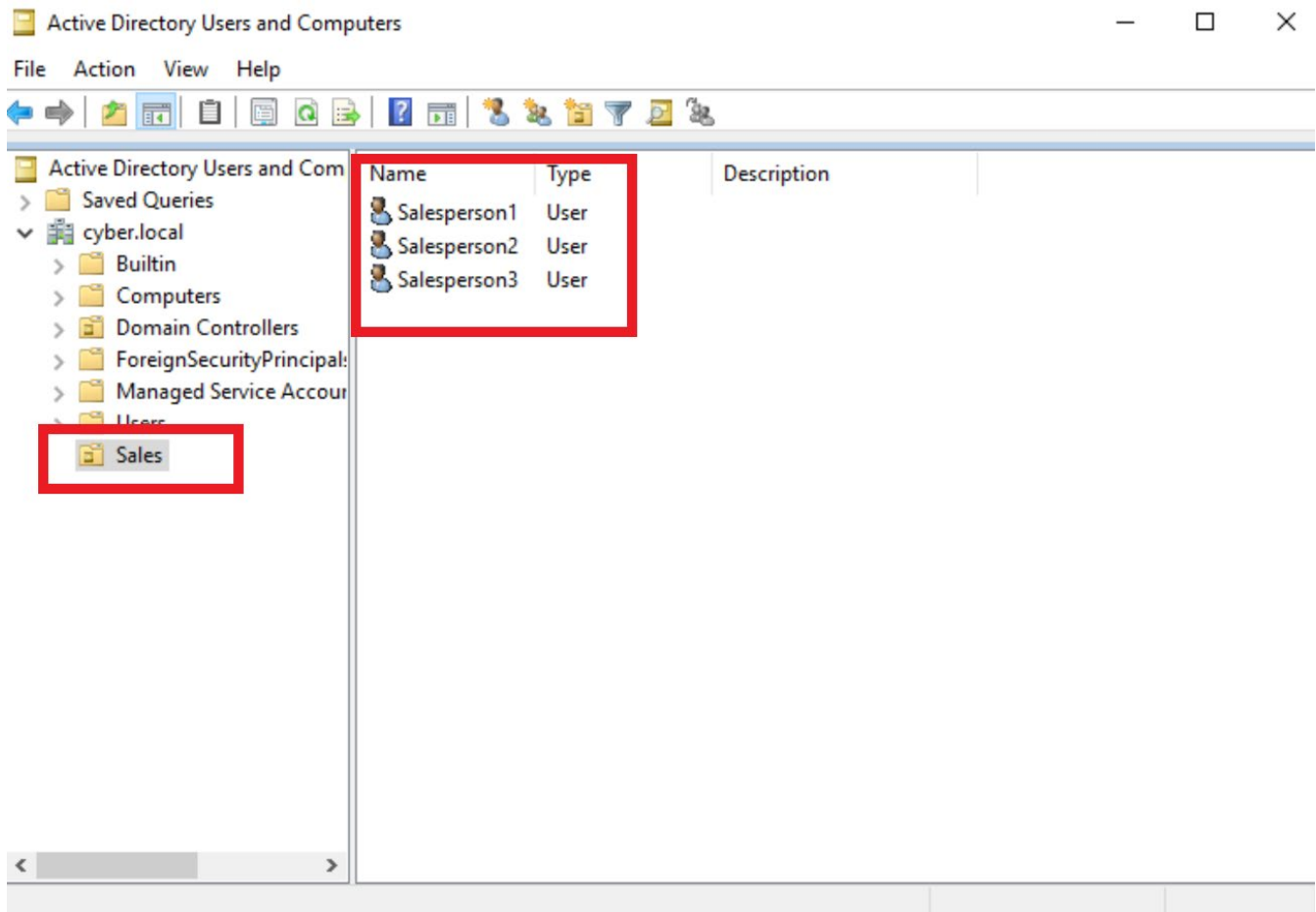
When you click Finish, the following object will be created:

Full name: Salesperson1

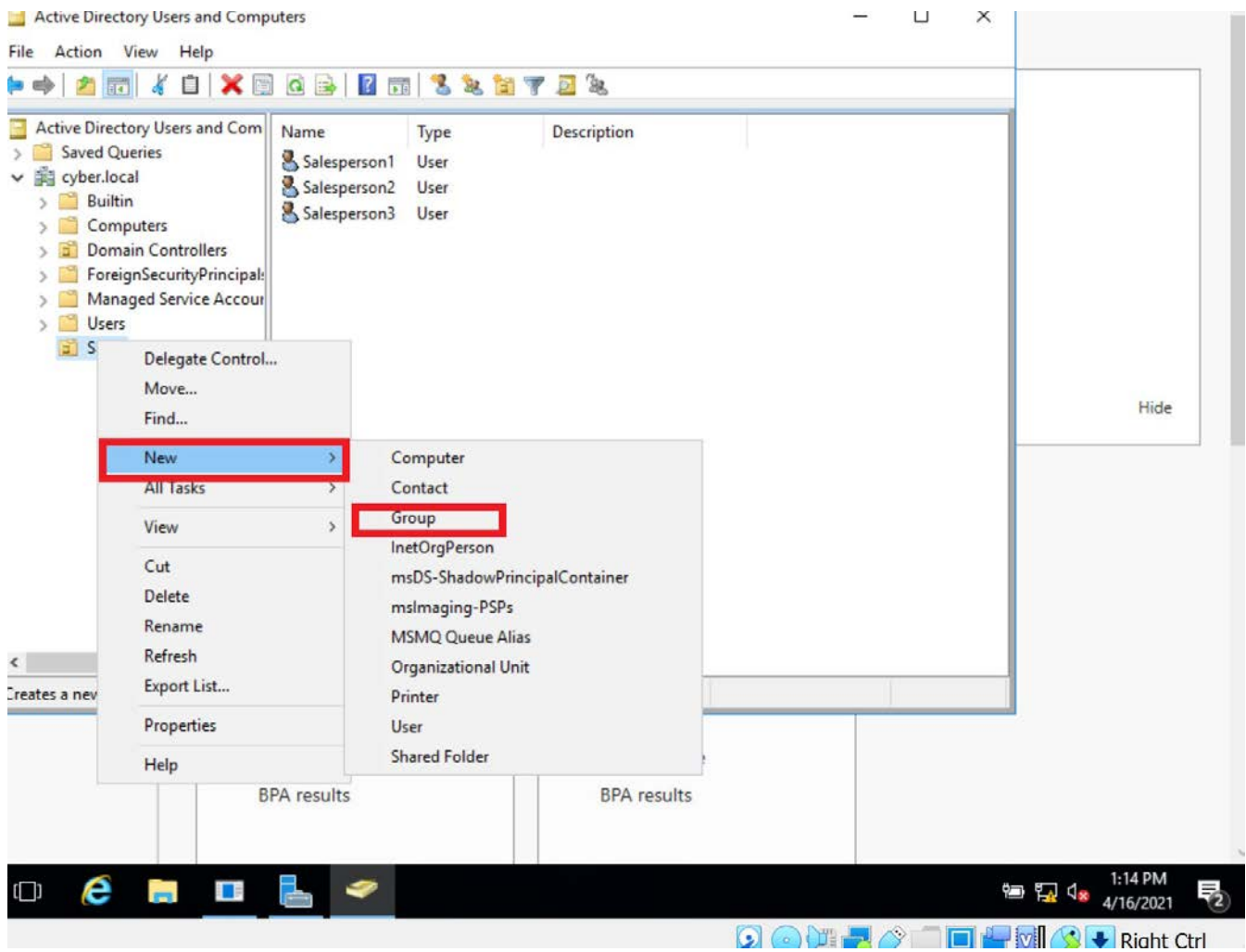
User logon name: Salesperson1@cyber.local

< Back Finish Cancel

- 8 Repeat Steps 5–7 for users **Salesperson2** and **Salesperson3**. Verify that all three users were created in the **Sales** OU as shown below.




9 Right-click the **Sales** OU, select **New**, and select **Group**.



- 10** Enter **Sales-GRP** for the group's name.

New Object - Group ✕

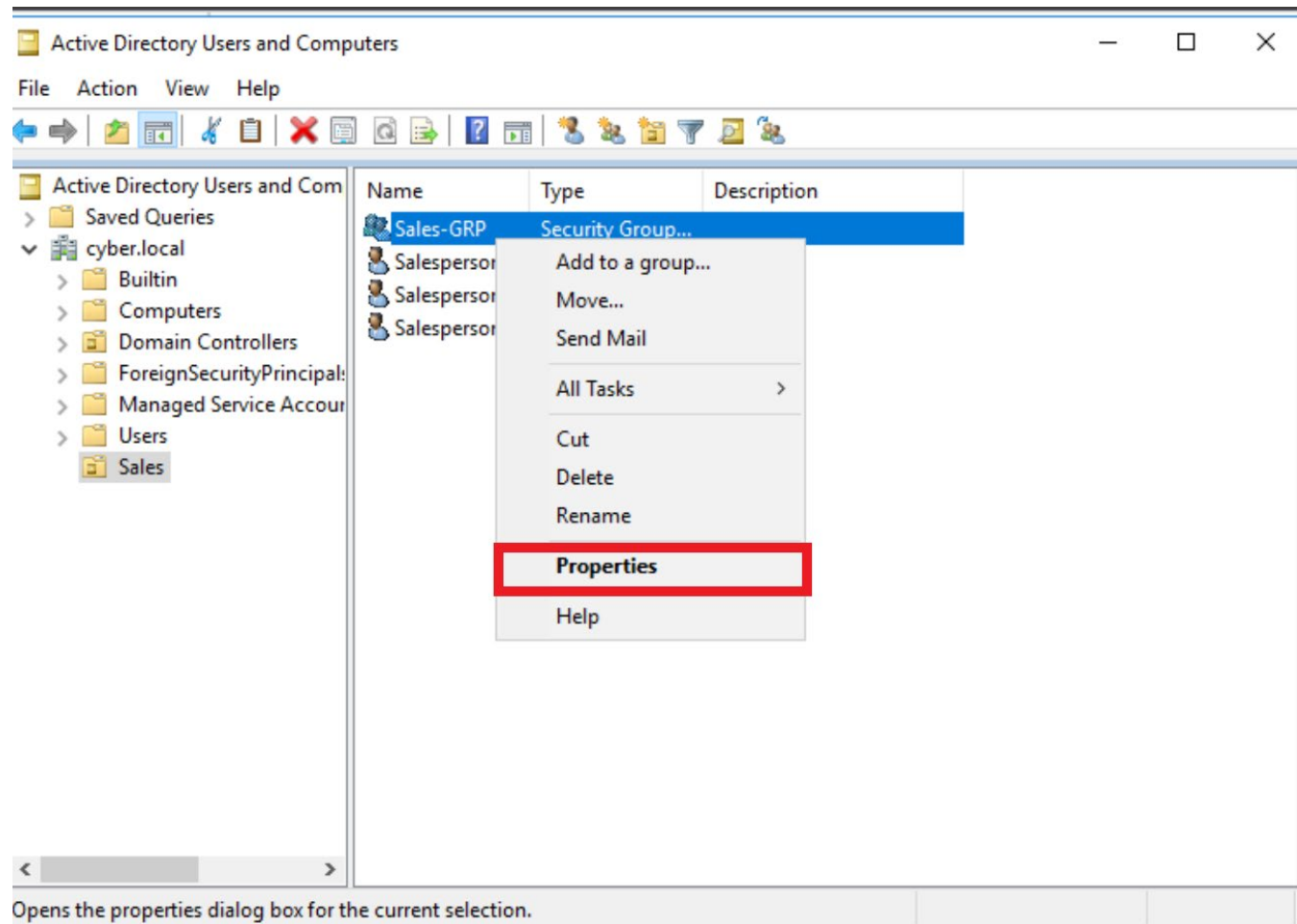
 Create in: cyber.local/Sales

Group name:

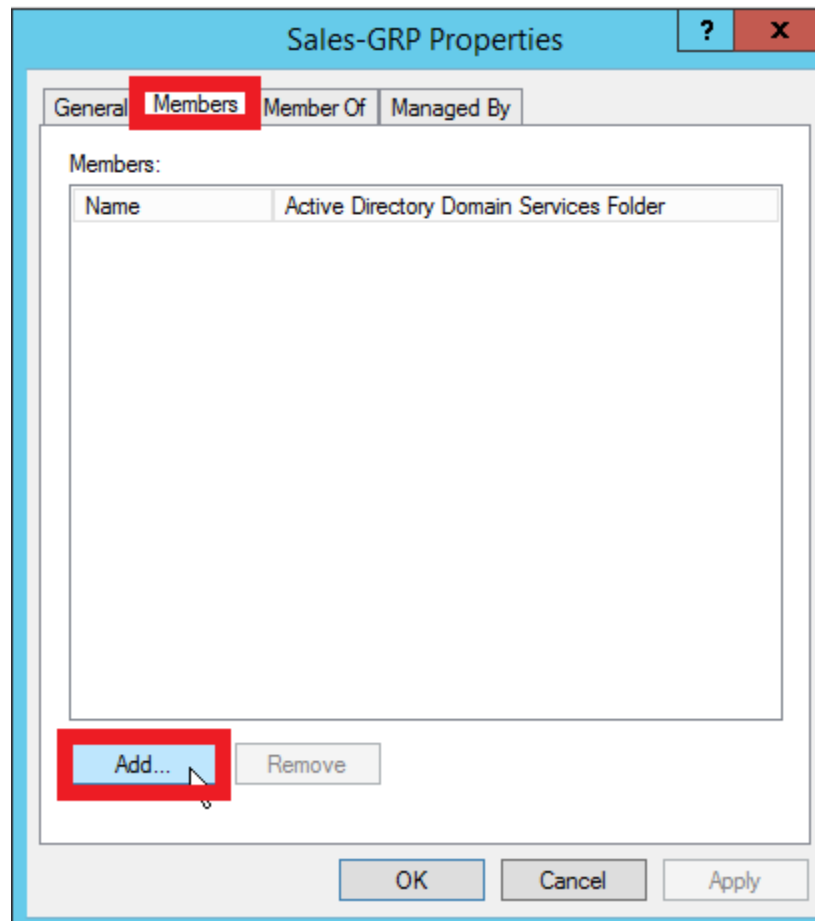
Group name (pre-Windows 2000):

<p>Group scope</p> <p><input type="radio"/> Domain local</p> <p><input checked="" type="radio"/> Global</p> <p><input type="radio"/> Universal</p>	<p>Group type</p> <p><input checked="" type="radio"/> Security</p> <p><input type="radio"/> Distribution</p>
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11 Right-click the group and select *Properties*.



12 Navigate to the **Members** tab and click **Add**.



- 13** Type **Sales** in the object name field to select it and click **Check Names**.

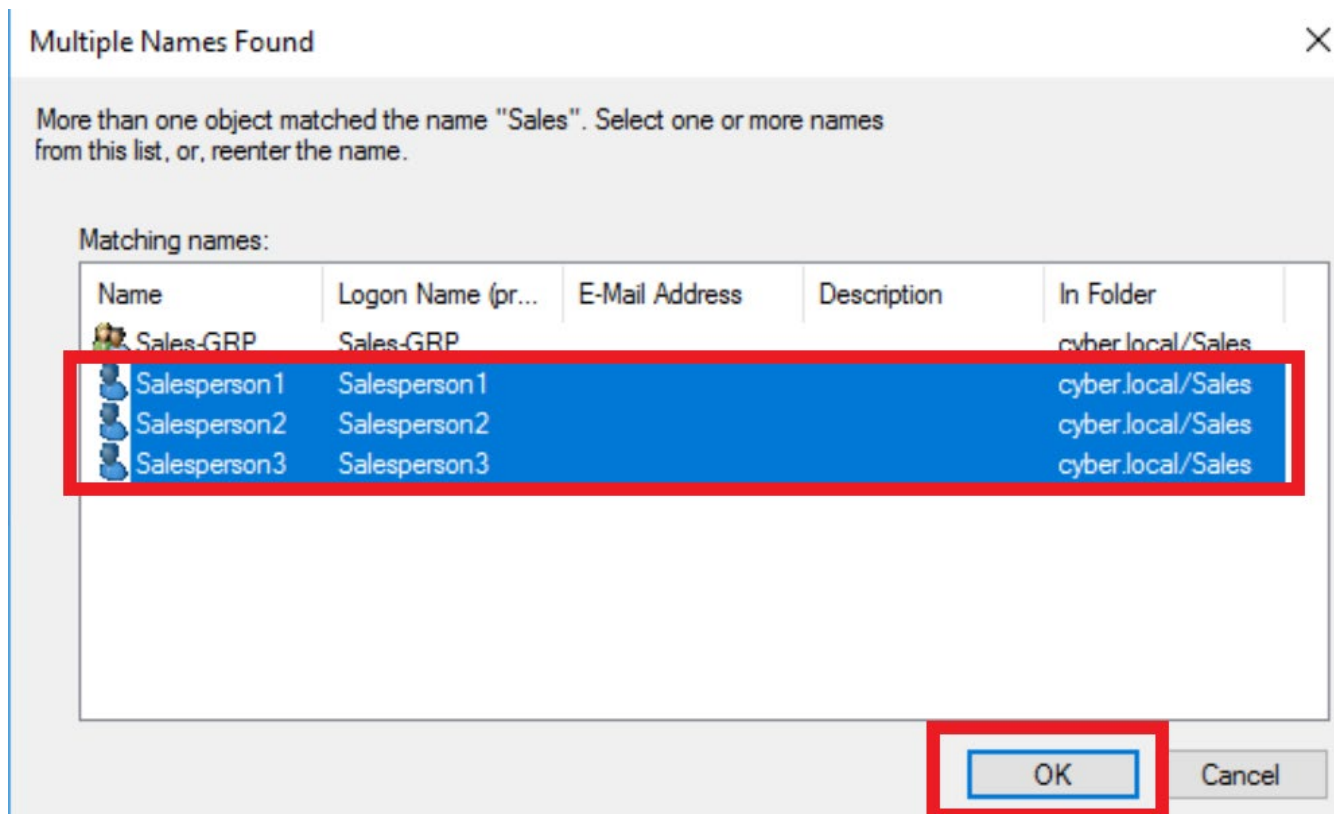
Select Users, Contacts, Computers, Service Accounts, or Groups ✕

Select this object type:

From this location:

Enter the object names to select ([examples](#)):

14 Select all three users and click **OK**.



- 15** Verify that all users are selected and click **OK**.

Select Users, Contacts, Computers, Service Accounts, or Groups ✕

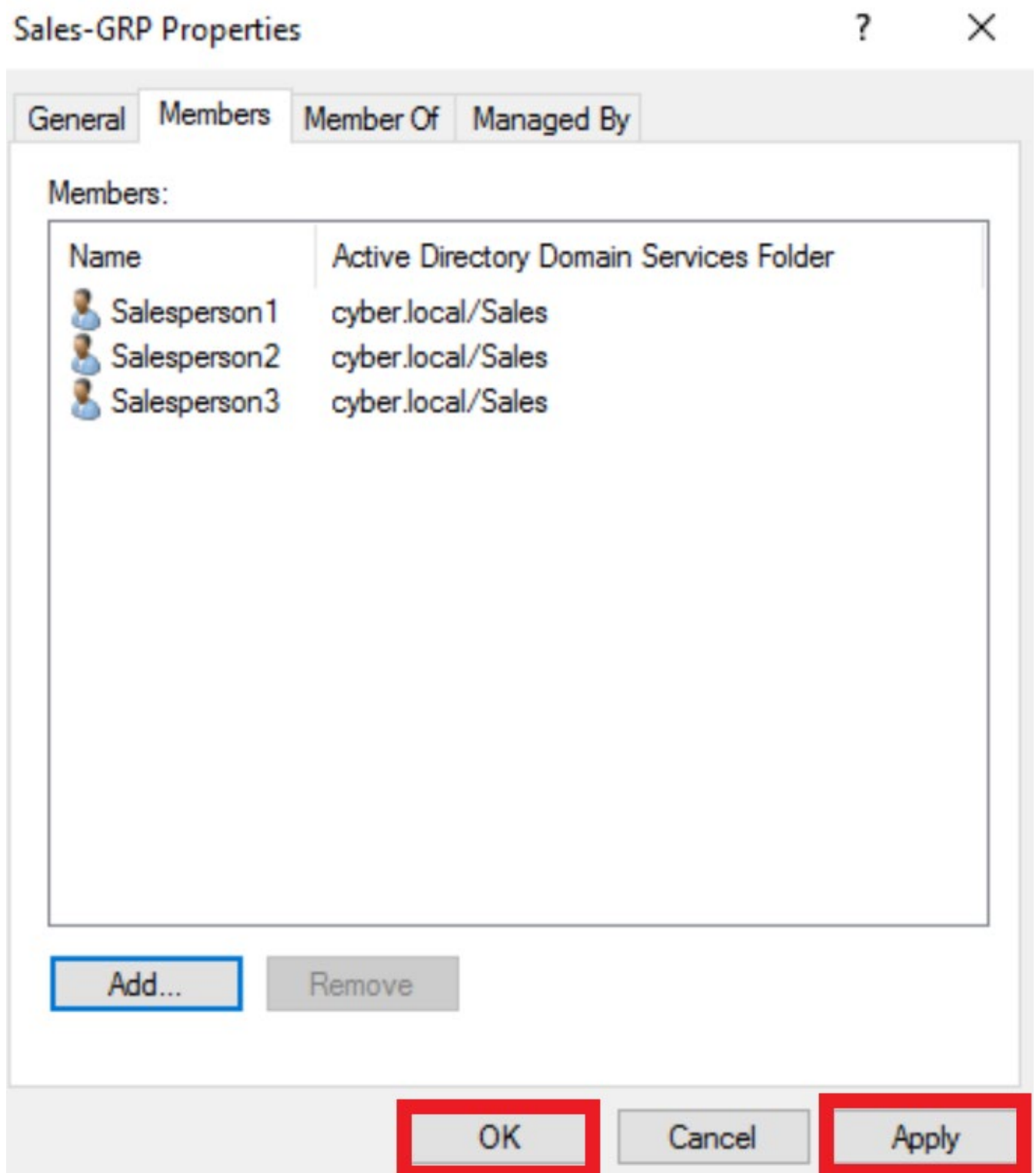
Select this object type:
Users, Service Accounts, Groups, or Other objects Object Types...

From this location:
cyber.local Locations...

Enter the object names to select (examples):
Salesperson1 (Salesperson1@cyber.local);
Salesperson2 (Salesperson2@cyber.local);
Salesperson3 (Salesperson3@cyber.local) Check Names

Advanced... OK Cancel

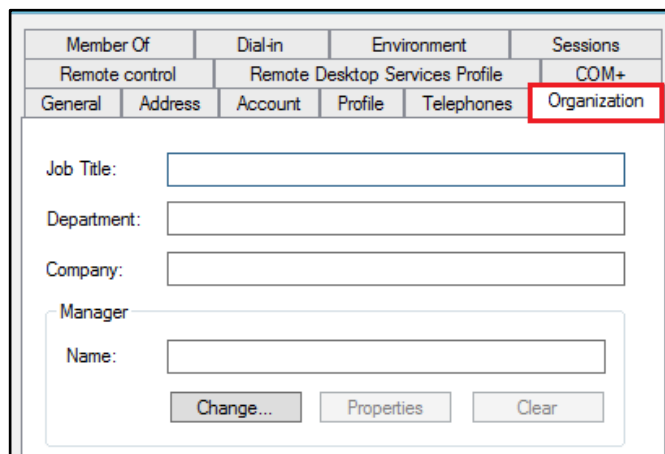
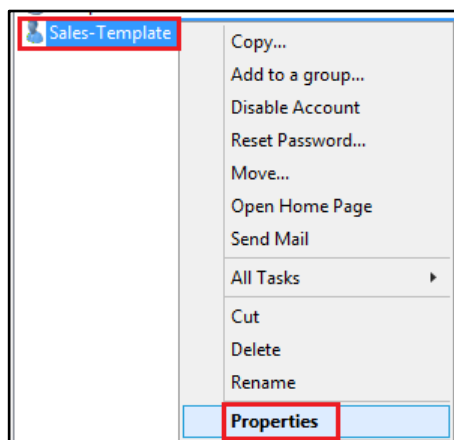
16 Click **Apply** and then **OK** to save the changes.



Lab Task 2: Creating Users from a Template

Create a user template and a new user from the template.

- 1 Create a new user account **Sales-Template** in the **Sales** OU that you previously created. Refer to Lab Task 1, Steps 5–7, for guidance if needed.
- 2 Right-click the **Sales-Template** user account, select **Properties**, and go to the **Organization** tab.



3 Enter the following information:

Department: **Sales**

Company: **cyber.local**

The screenshot shows a dialog box titled "Sales-Template Properties" with a standard Windows window control bar (minimize, maximize, close). The dialog has a tabbed interface with the following tabs: "General", "Address", "Account", "Profile", "Telephones", and "Organization". The "Organization" tab is currently selected. Inside this tab, there are several input fields and buttons. The "Job Title:" field is empty. The "Department:" field contains the text "Sales". The "Company:" field contains the text "cyber.local". Below these fields is a "Manager" section with a "Name:" field and three buttons: "Change...", "Properties", and "Clear". At the bottom of the dialog, there are four buttons: "OK", "Cancel", "Apply", and "Help". The "OK" button is highlighted with a red rectangular box.

Member Of	Dial-in	Environment	Sessions
Remote control	Remote Desktop Services Profile		COM+

General Address Account Profile Telephones Organization

Job Title:

Department:

Company:

Manager

Name:

Direct reports:

- 4 Go to the **Account** tab, click **Logon Hours**, select **Sunday**, check **Logon Denied**, and click **OK**.

Sales-Template Properties ? X

Member Of	Dial-in	Environment	Sessions
Remote control	Remote Desktop Services Profile	COM+	
General	Address	Account	Profile
		Telephones	Organization

User logon name:
 @cyber.local

User logon name (pre-Windows 2000):

Logon Hours... Log On To...

☐ Unlock account

Account options:

- ☒ User must change password at next logon
- ☐ User cannot change password
- ☐ Password never expires
- ☐ Store password using reversible encryption

Account expires:

☒ Never

☐ End of:

OK Cancel Apply Help

12 • 2 • 4 • 6 • 8 • 10 • 12 • 2 • 4 • 6 • 8 • 10 • 12

All

	12	2	4	6	8	10	12	2	4	6	8	10	12
Sunday													
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													
Saturday													

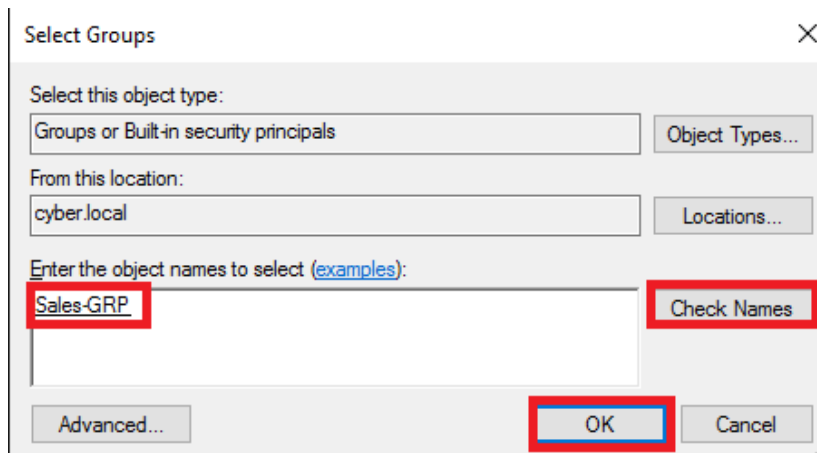
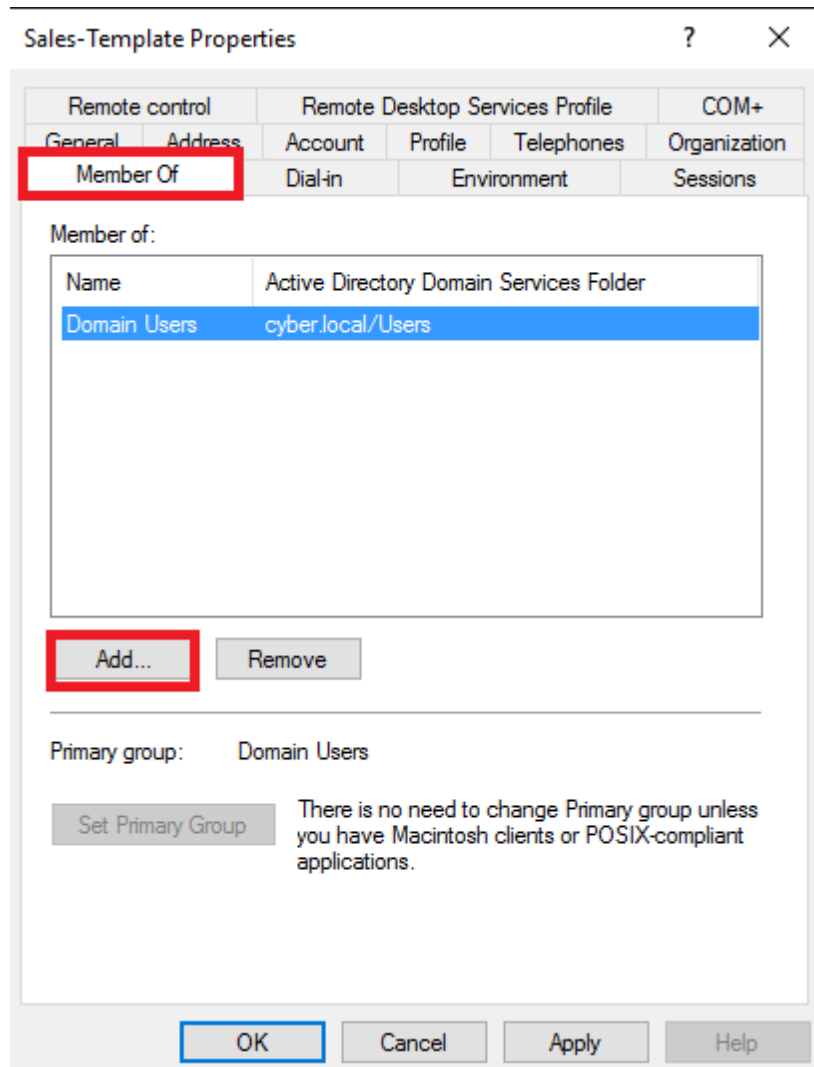
Sunday from 12:00 AM to 12:00 AM

OK Cancel

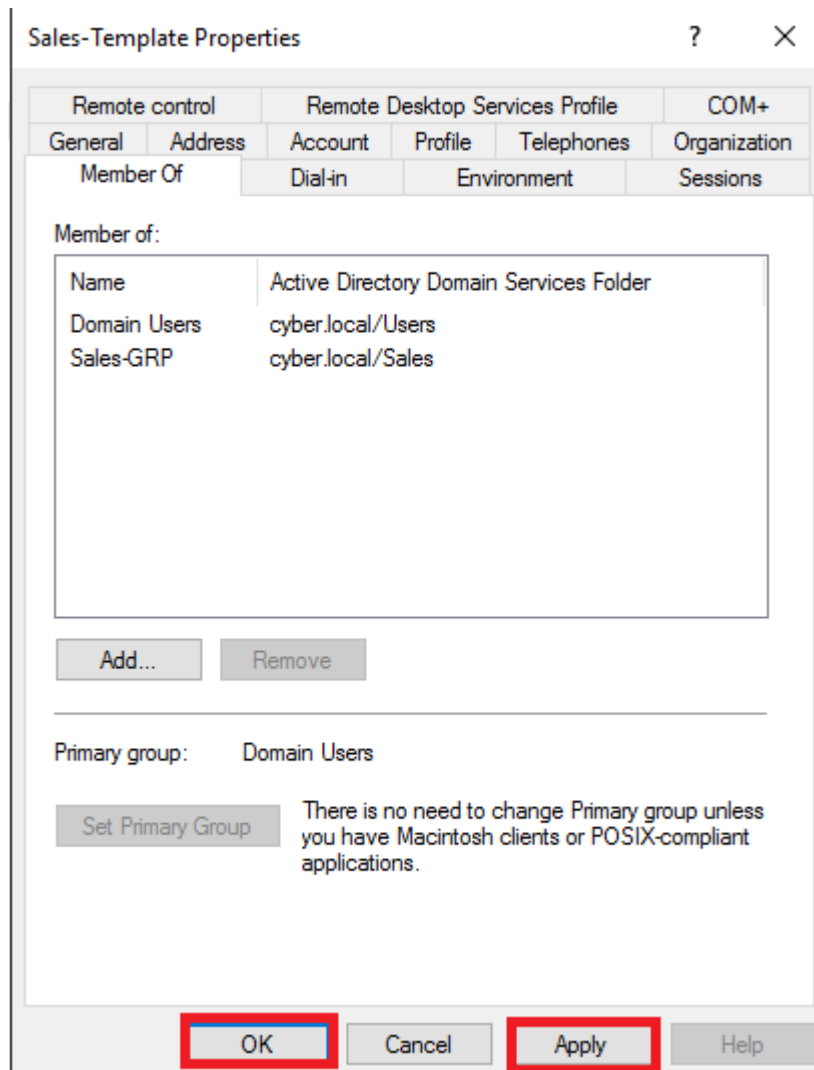
☐ Logon Permitted

☒ Logon Denied

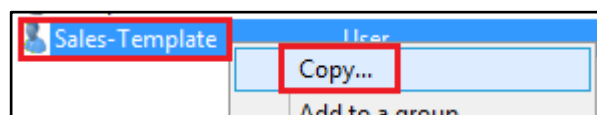
- 5 Go to the **Member Of** tab, click **Add**, type **Sales-GRP**, click **Check Names**, and click **OK**.



6 Click **Apply** and then **OK** to save and exit the **Properties** window.

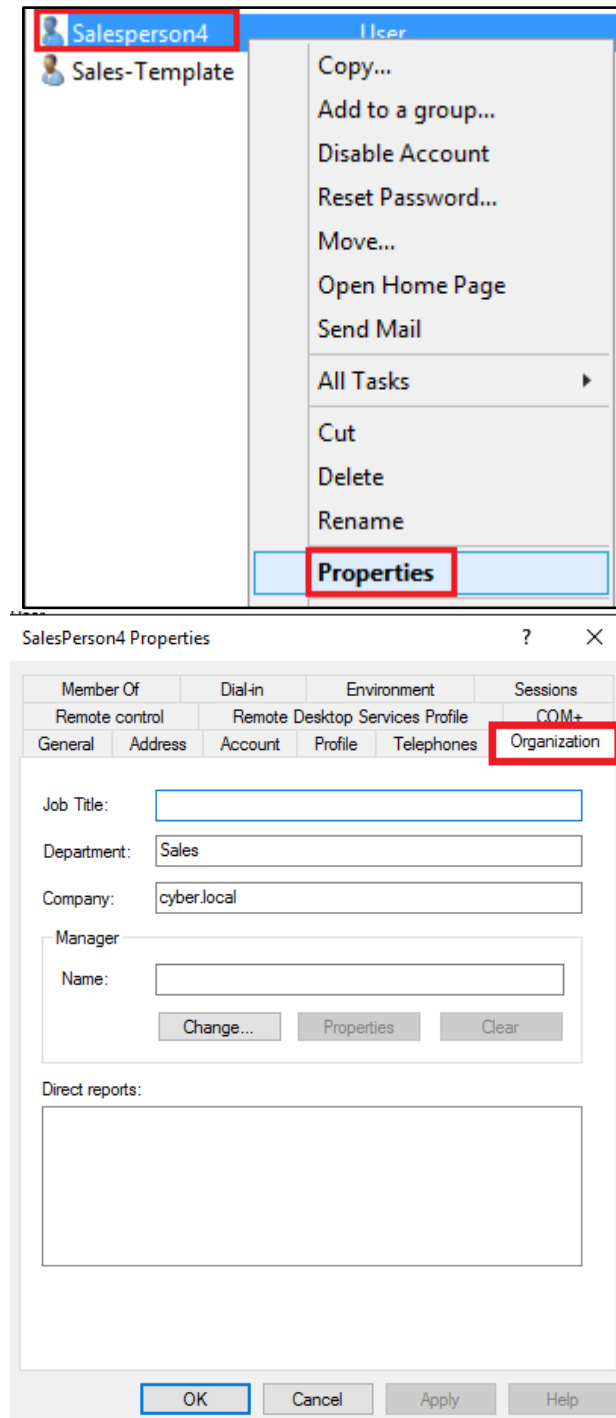


7 Right-click **Sales-Template**, select **Copy**, create a new user, and name it **Salesperson4**, with the default password. Refer to Lab Task 1, Steps 5–7, if you need guidance.



- 8 Right-click **Salesperson4**, choose **Properties**, verify the department and company information in the **Organization** tab, verify the information in the **Member Of** tab, and verify the logon hours in the **Account** tab. (Hint: Refer to Step 4 on navigation steps for confirming logon hours.)

Note: They should all be the same as in the template configurations.



SalesPerson4 Properties ? X

Remote control		Remote Desktop Services Profile		COM+	
General	Address	Account	Profile	Telephones	Organization
Member Of		Dial-in	Environment		Sessions

Member of:

Name	Active Directory Domain Services Folder
Domain Users	cyber.local/Users
Sales-GRP	cyber.local/Sales

Add... Remove

Primary group: Domain Users

Set Primary Group

There is no need to change Primary group unless you have Macintosh clients or POSIX-compliant applications.

OK Cancel Apply Help