


Runbook  
IT Guide  
For Setting Up New Hire Technology

1/4/2024

By Chris Dayao

Note:  RunBook\_Dayao to view with outline function

## Table of Contents

Join Computer to Domain	Pg 3
Create User and Password	Pg 9
Create Group for Department	Pg 11
Create a Share for Department	Pg 12
Create Org Unit and Group Policy	Pg 13
Create GPO	Pg 15
Map the Drive with Shared Folder	Pg 17
Verify Successful Login with Event Viewer	Pg 19
Check Latest Installed Program with PowerShell	Pg 21
PowerShell Script to File All Running Services	Pg 22

## JOIN COMPUTER TO DOMAIN

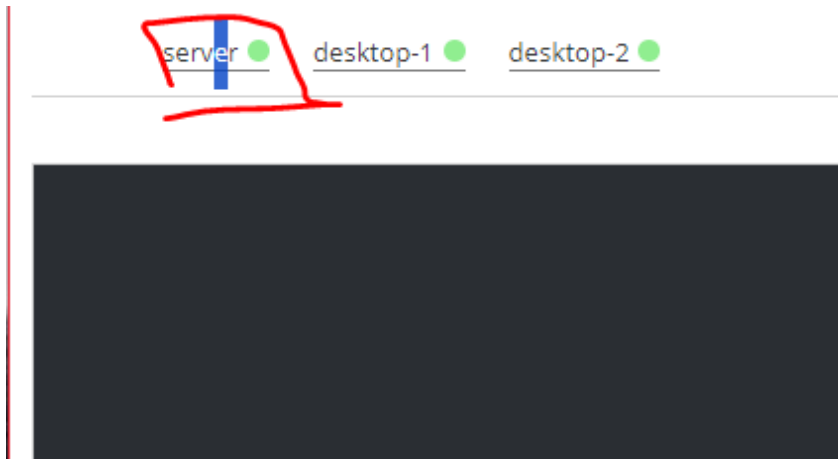
Example of New Hire:

Name of new hire: Jim

Role: Sales Associate

Department: Sales

1. From your Vocareum Lab, Open server and desktop-2



2. On server and desktop-2: Sign in as administrator
  - a. On server, go to search bar>open command prompt>type "*ipconfig*" to find IPv4 address. Copy that address to put into desktop-2 shortly.

```

Select Command Prompt
C:\Users\fstack>ipconfig /all

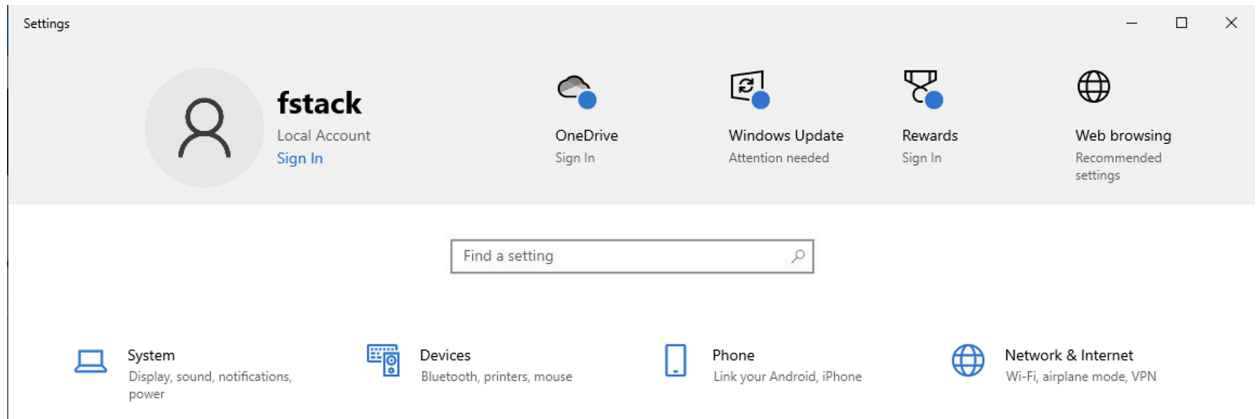
Windows IP Configuration

Host Name . . . . . : EC2AMAZ-L300UG8
Primary Dns Suffix . . . . . : contoso.com
Node Type . . . . . : Hybrid
IP Routing Enabled. . . . . : No
WINS Proxy Enabled. . . . . : No
DNS Suffix Search List. . . . . : us-west-2.ec2-utilities.amazonaws.com
                                   us-west-2.compute.internal
                                   contoso.com

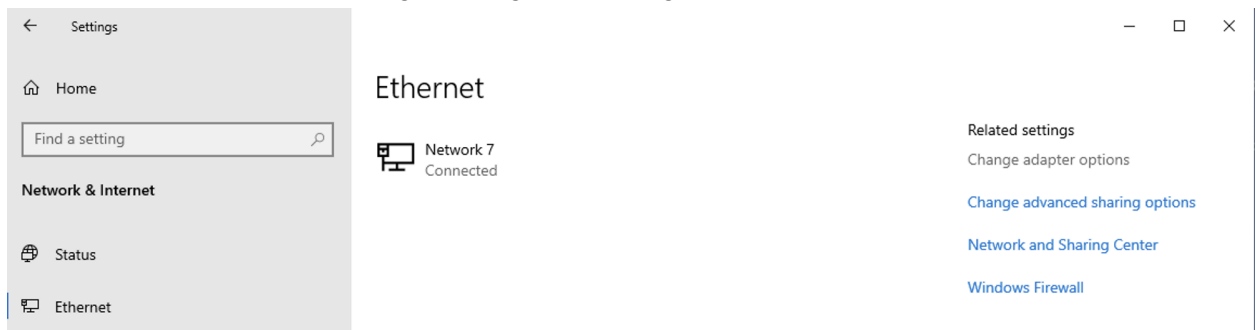
Ethernet adapter Ethernet 2:

Connection-specific DNS Suffix . : us-west-2.compute.internal
Description . . . . . : Amazon Elastic Network Adapter
Physical Address. . . . . : 0A-B5-55-67-0D-F5
DHCP Enabled. . . . . : Yes
Autoconfiguration Enabled . . . . : Yes
Link-local IPv6 Address . . . . : fe80::11dc:70ba:6ec1:9f73%2(Preferred)
IPv4 Address. . . . . : 172.31.63.29(Preferred)
  
```

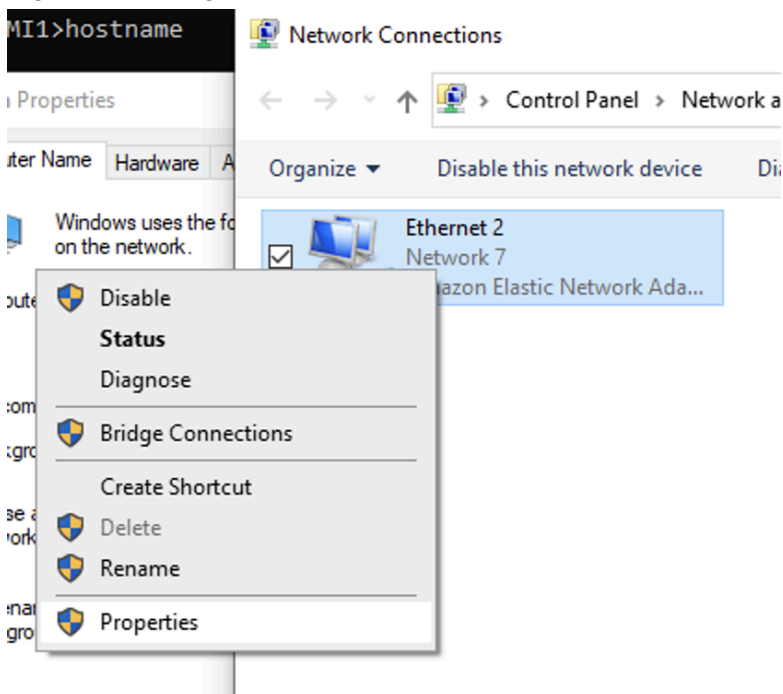
3. On desktop-2 go to settings>Network and Internet



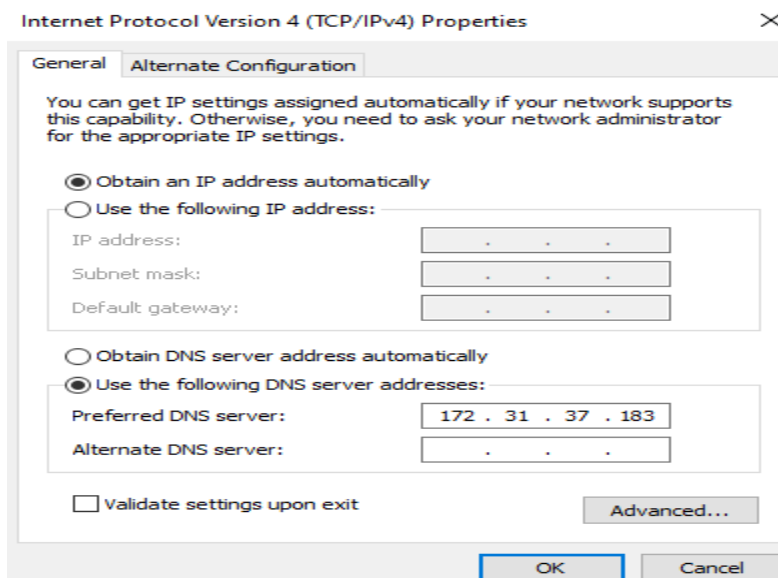
4. Click on Ethernet and on the right side go to “Change adapter options”



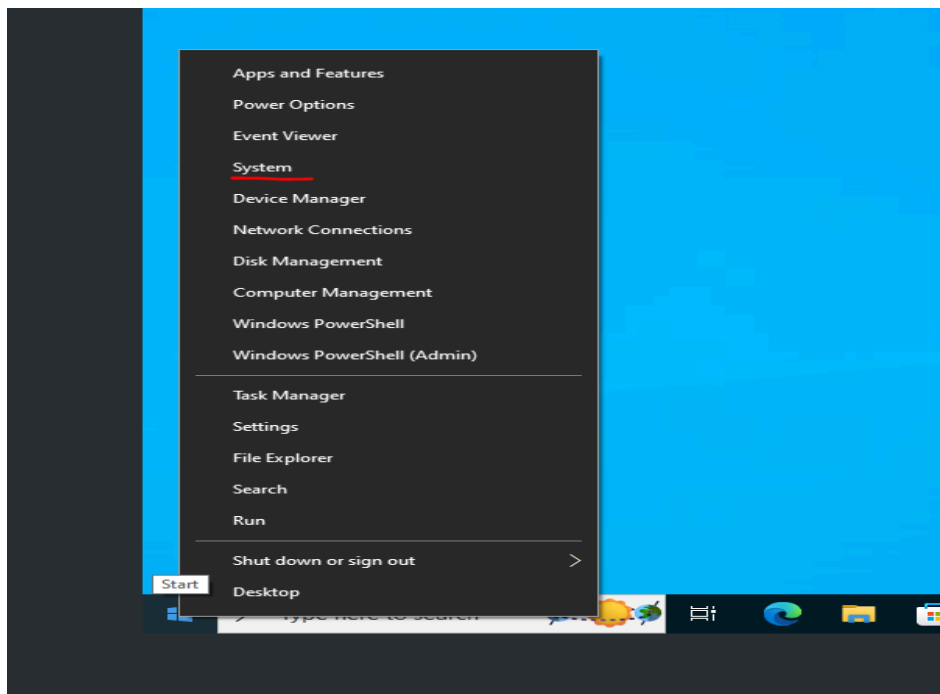
5. Right click and go to properties and enter credentials



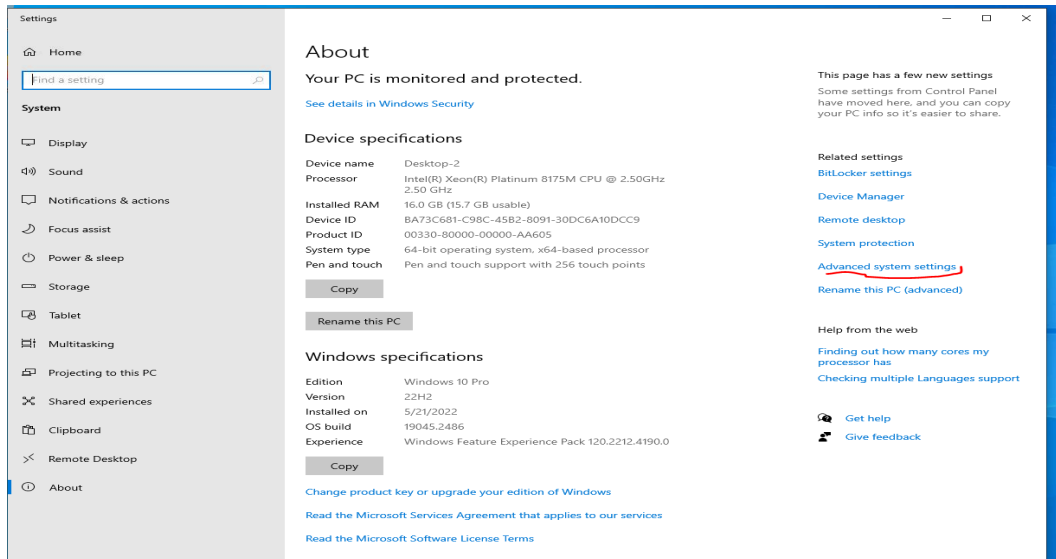
6. Select the “Use the Following DNS server Address” and enter the IPv4 address from server you copied>OK



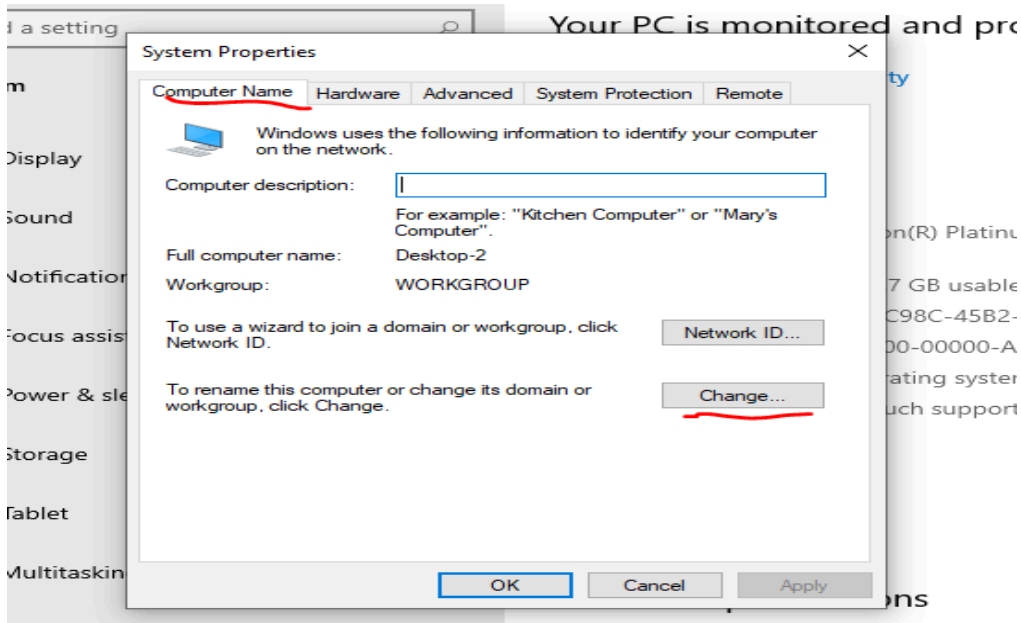
7. On desktop-2 Right click window start button and select ‘System’.



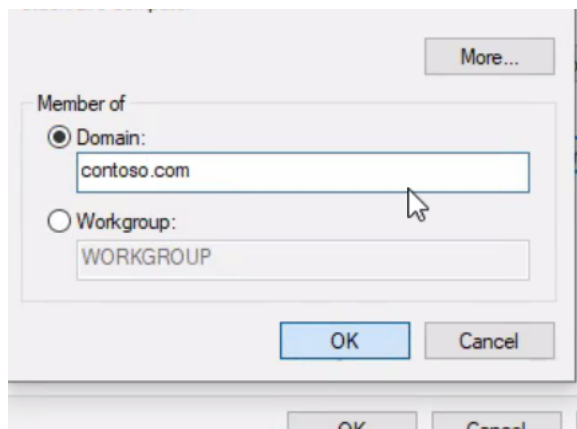
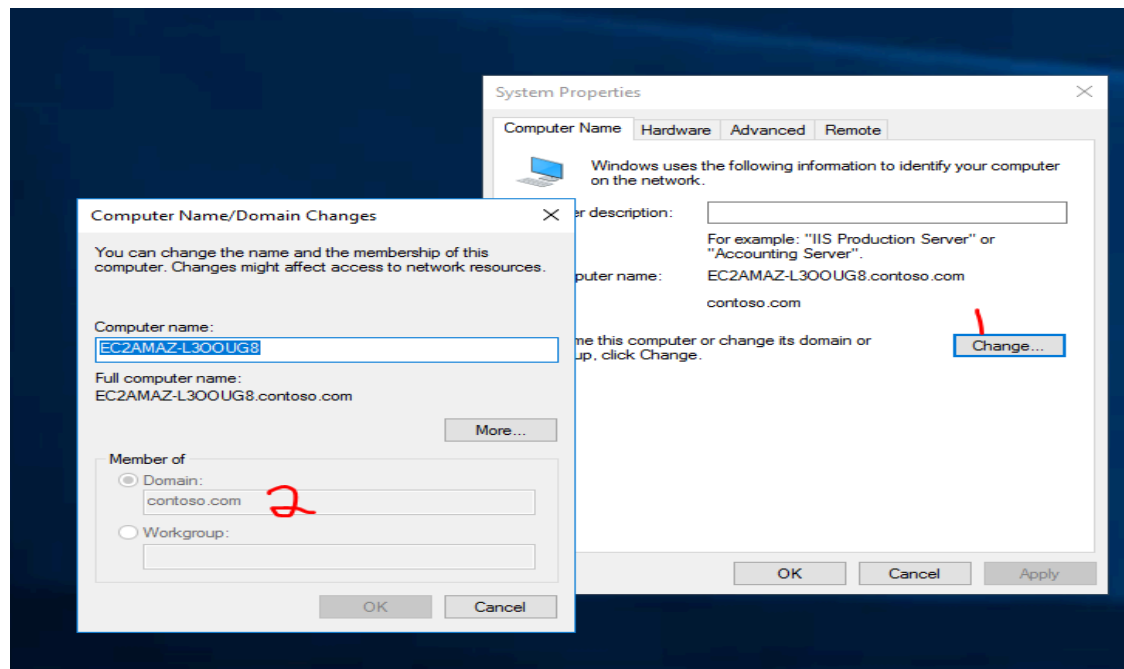
## 8. Select advanced system settings



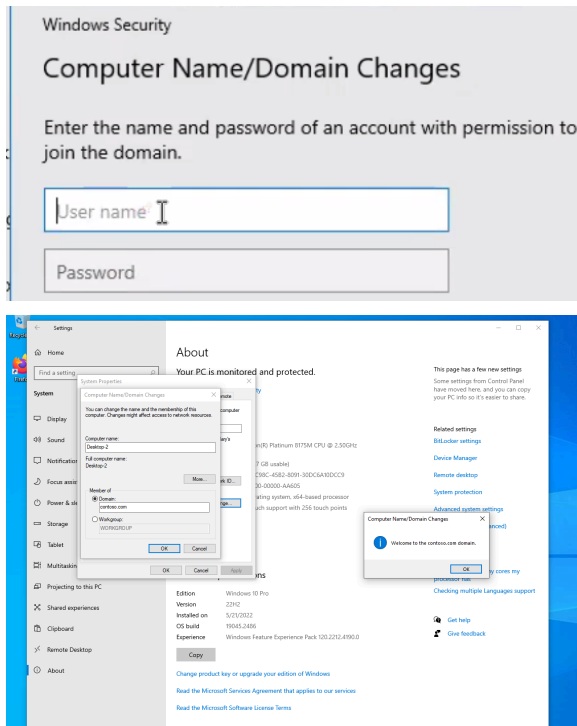
## 9. Another window pops called System Properties. Switch to the Computer Name tab, select Change.



6. Select the Change button and another window will pop up labeled Computer Name/Domain Changes. Select domain and enter contoso.com.

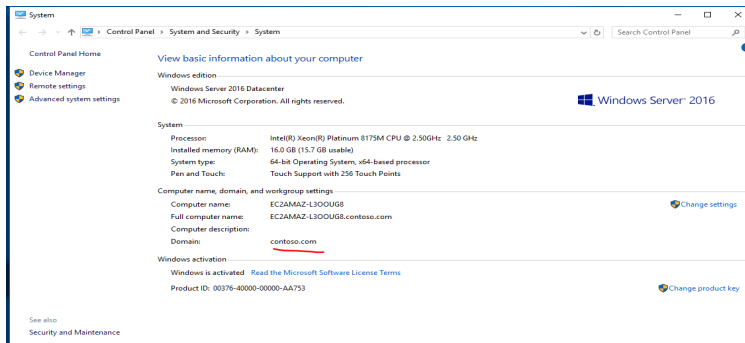


7. Enter administrator credentials and then you should see this prompt saying “Welcome to the contoso.com domain”.



8. You will then be prompted to restart the computer changes to take effect. Select Restart Now.

9. Log back in with a domain account and verify that the computer is now a member of the domain constoso.com.



10. Right click the Windows icon and select ‘System’, and read the Full device name. “desktop-2.contoso.com”

## Device specifications

Device name Desktop-2

Full device name Desktop-2.contoso.com

Processor Intel(R) Xeon(R) Platinum 8175M CPU @ 2.50GHz

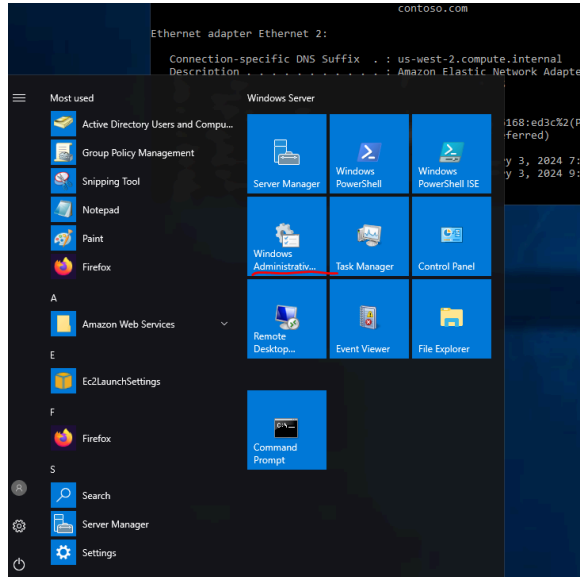


## CREATE USER AND PASSWORD

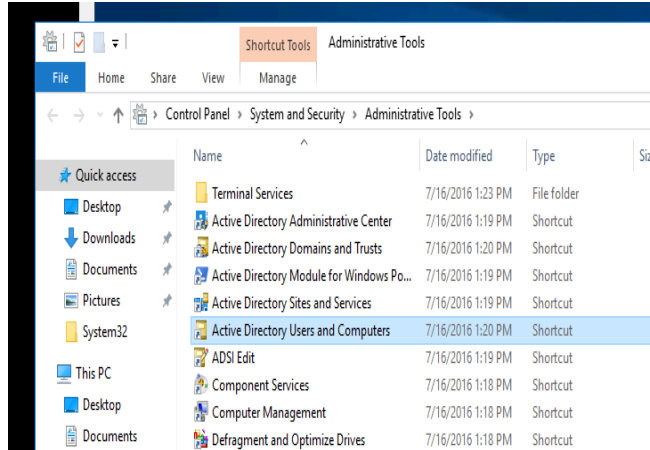
### 11. Switch back to Server Lab

Select Windows Icon or search bar

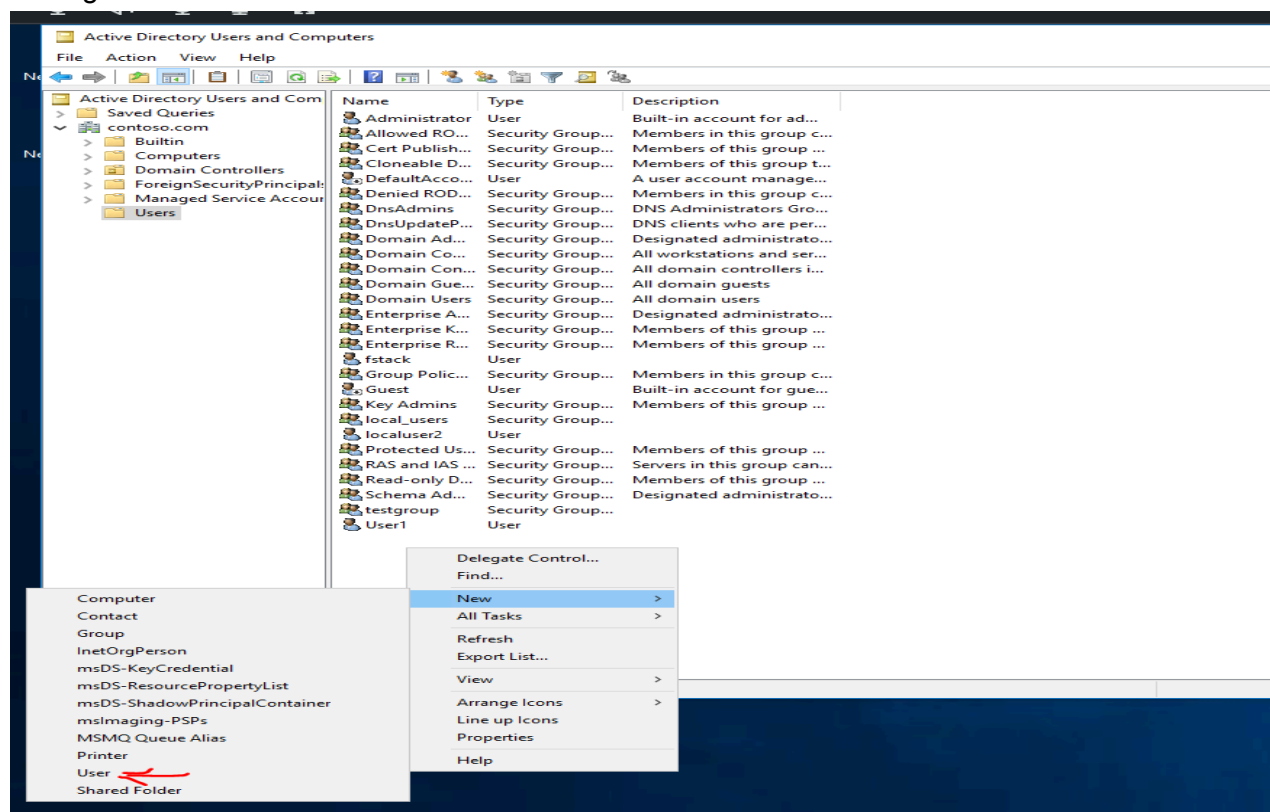
Find Administrative Tools



### 11. Select 'Active Directory Users and Computers'



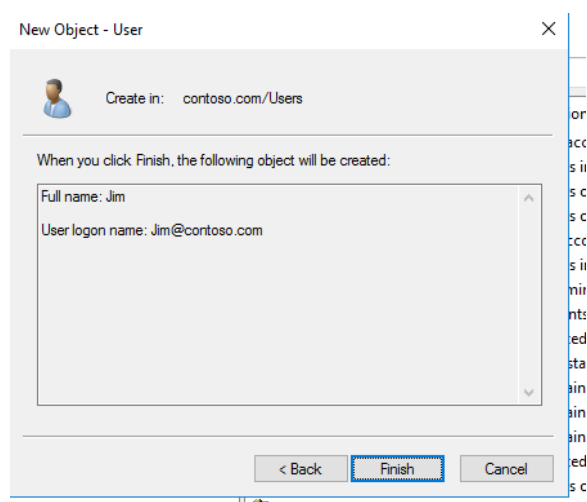
12. Right click on container and select New> then User.



13. Enter User name > Next.

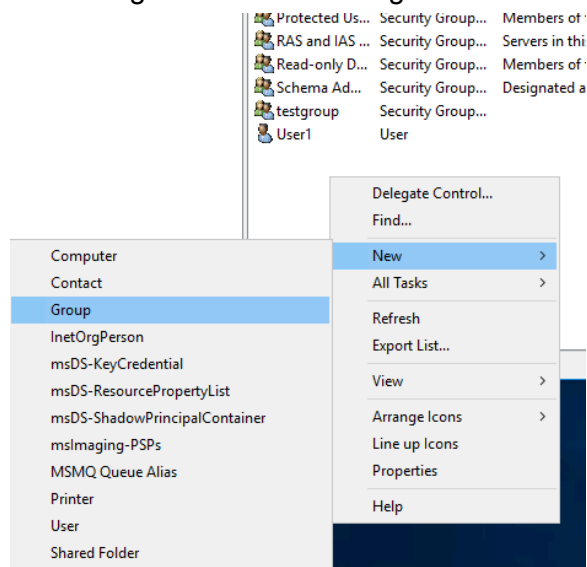
Enter password for new user > Next.

Select 'Finish'.

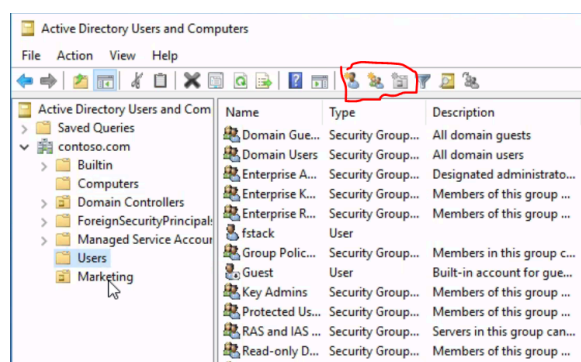


## CREATE GROUP FOR DEPARTMENT

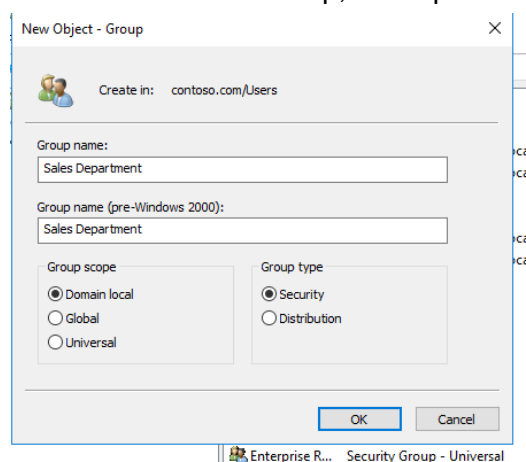
14. The right click container again and chose New> Group



TIP: You can use these icons to create users, groups, and shared folders.



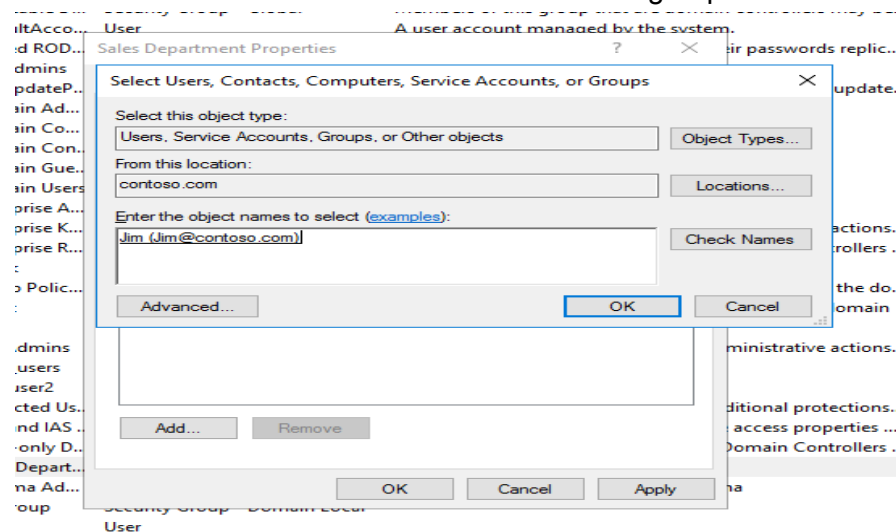
15. Enter name for Group, description and select domain local



16. Find your new group in the list. Right click and select properties.

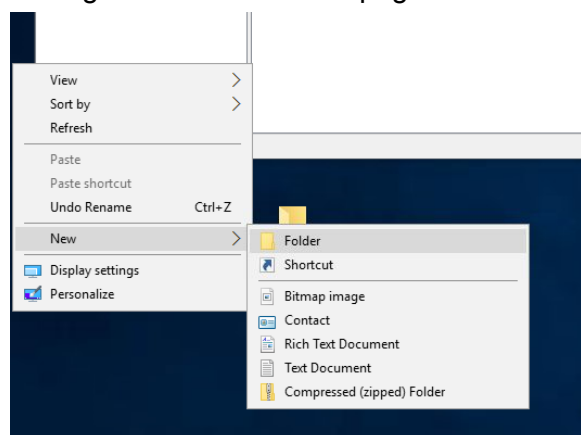
17. Select add and enter the new user in the blank box.

18. Select OK and see that new user is added to group



## **CREATE SHARED FOLDER**

19. Right click on the homepage and select New>New Folder.



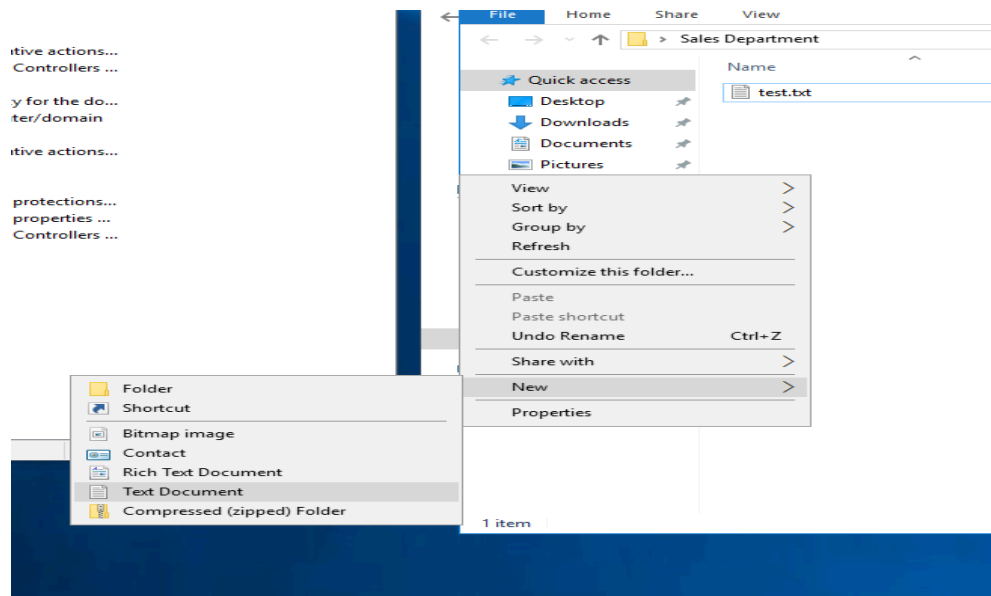
20. Name it with the new department name

21. Right click the new folder and select "Properties".

22. Go to sharing tab and click on 'Advanced Sharing'.

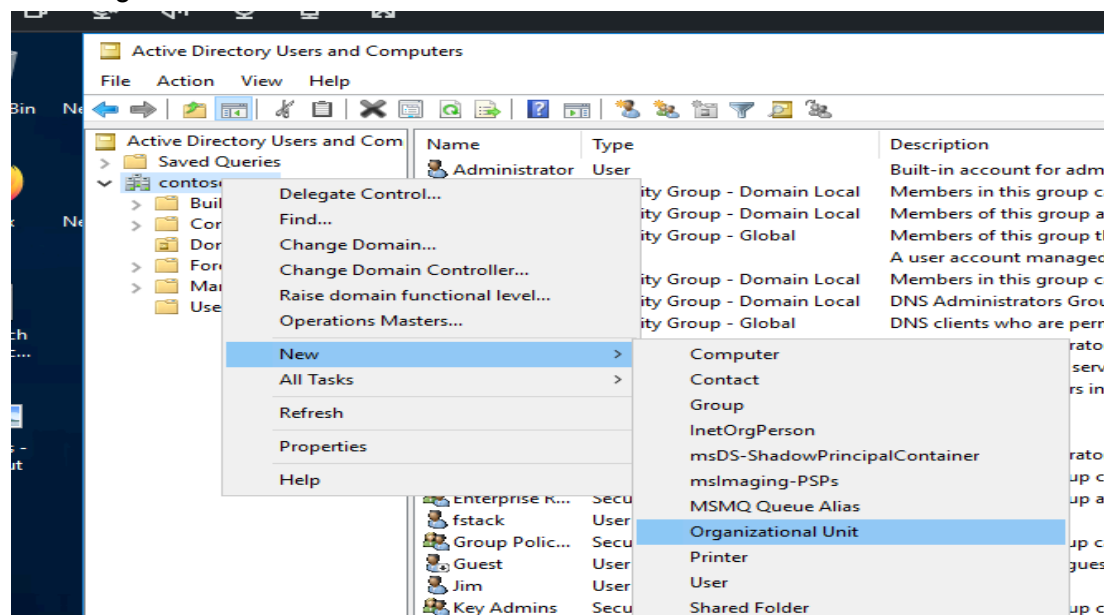
23. Check share this folder, set permissions to allow Read/Change for the department group you want to share with as well as the admin group.

24. Next, create a text document called “test.txt”. To do so, right click container, select “New”>”Text Document”. Then save as “test.txt”

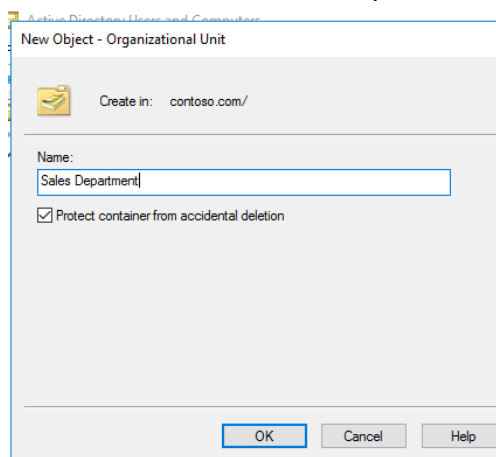


## CREATE ORGANIZATIONAL UNIT

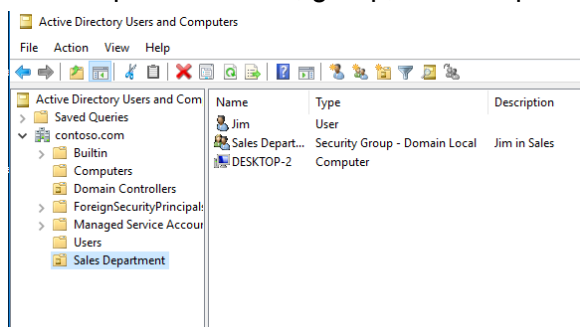
25. In Active Directory Users and Computers, right click your domain(contoso) and select New>Organizational Unit.



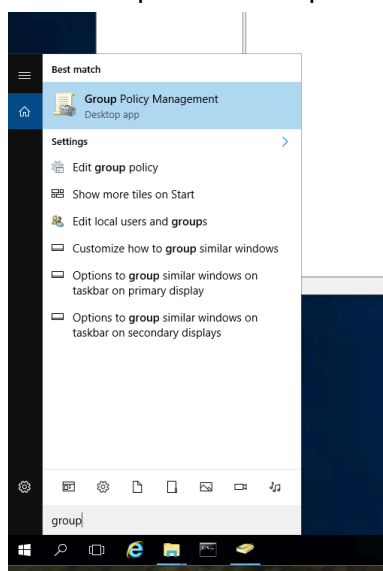
## 26. Name it after the new department



## 27. Next place the user, group, and computer in the OU. (Drag and Drop into OU)

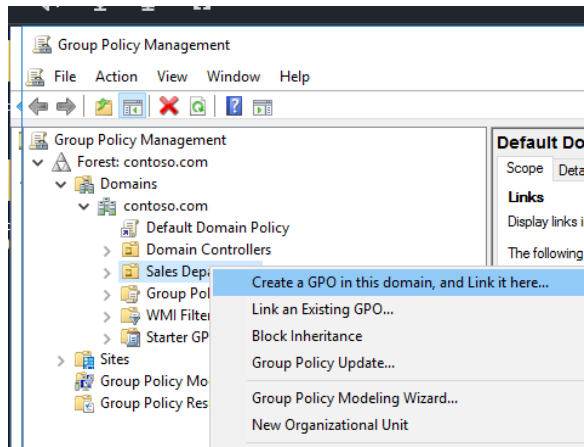


## 28. Next open the Group Policy Management



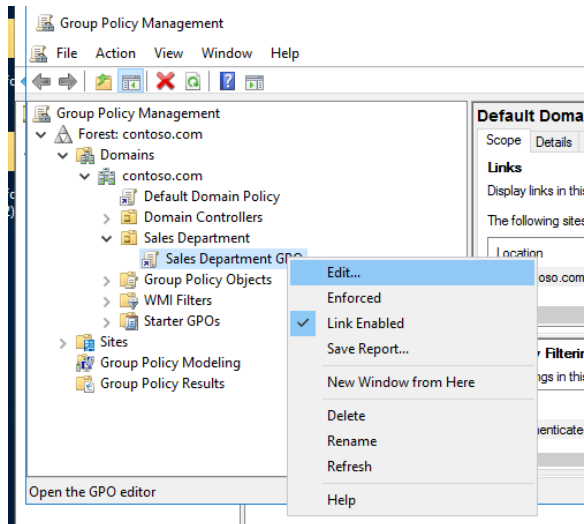
## CREATE GPO

29. Next right click the OU you created and select Create a GPO in this domain, and Link it here..



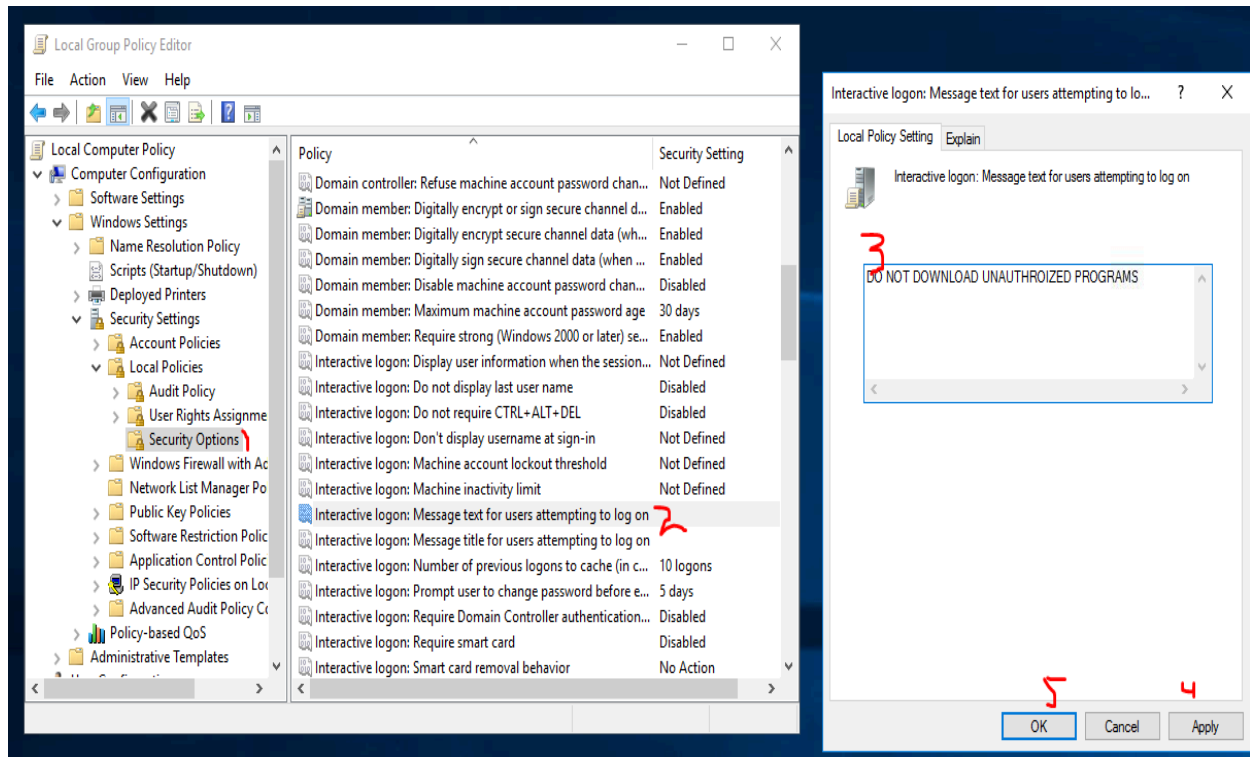
30. Then name the GPO > Hit OK.

31. Next right click the GPO you created and select Edit



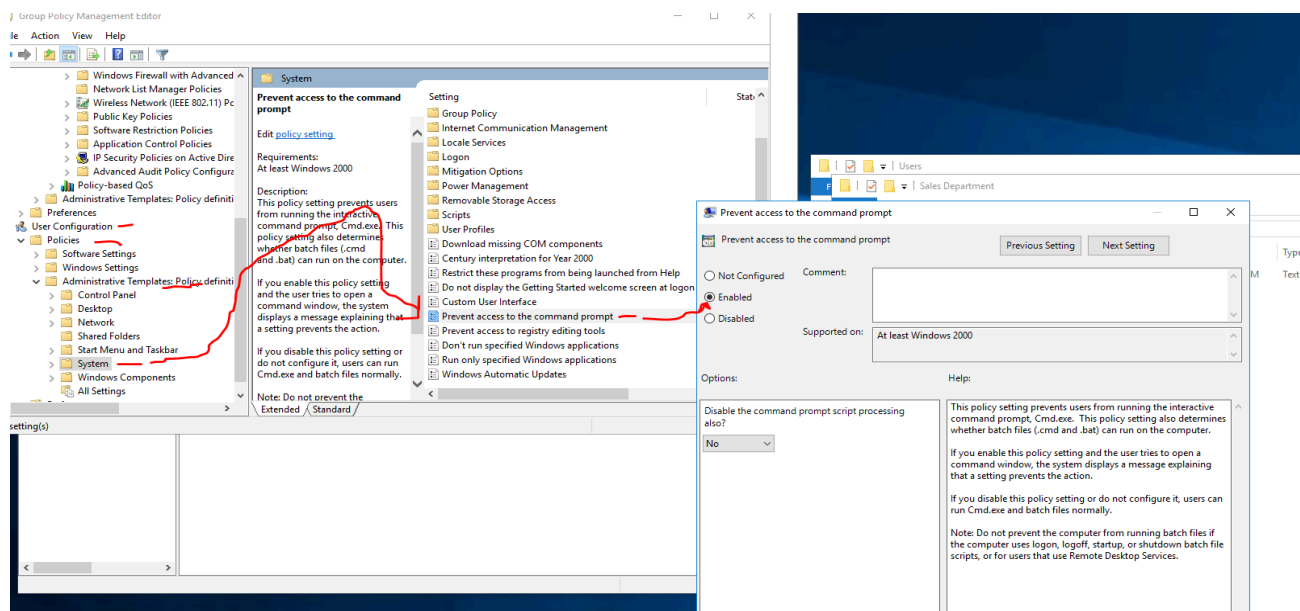
32. Set a start up message under Computer Config>windows settings>Security settings>local policies> Security options and right click on “Interactive logon: Message text for users attempting to log on”

- A) Enter “Do Not Download Unauthorized Programs”. Select Properties and Enter message and press OK



33. Next go to configure user configurations:

- A) Disable the CMD command Prompt access  
 B) Navigate to Policies>Administrative Templates>System  
 C) Locate and open Prevent access to Command prompt  
 a. Enable this setting to restrict access to CMD

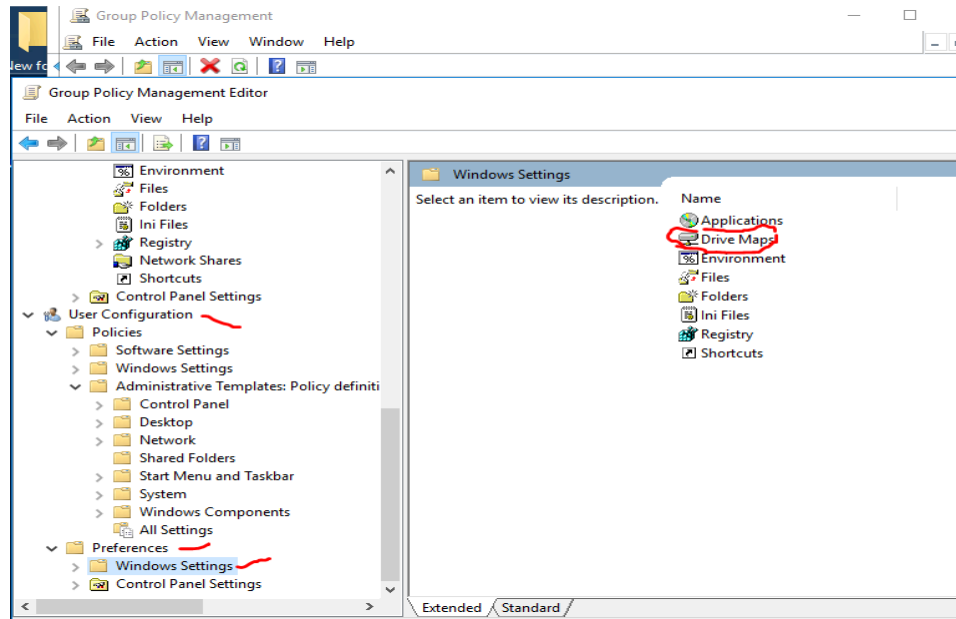




## MAP THE DRIVE WITH SHARED FOLDER

34. Next Map a network Drive:

A) Go to User Configuration > Preferences > Window Settings > Drive Maps



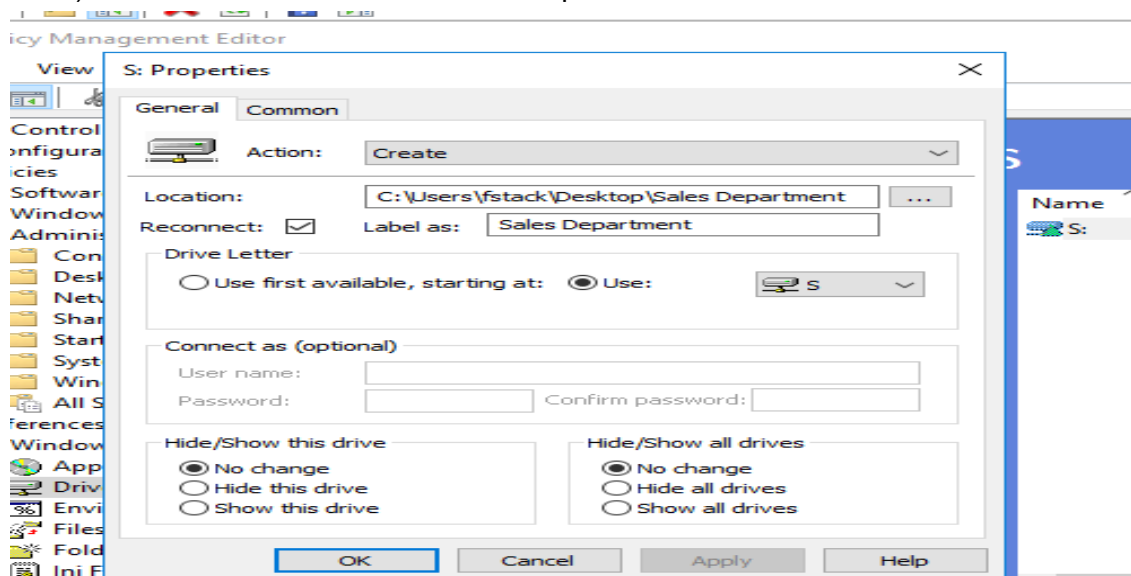
35. Fill in Drive maps information:

A) Location- Shared file's location

a) To find this: Right click on Shared folder > Properties > Share > Copy Network Path

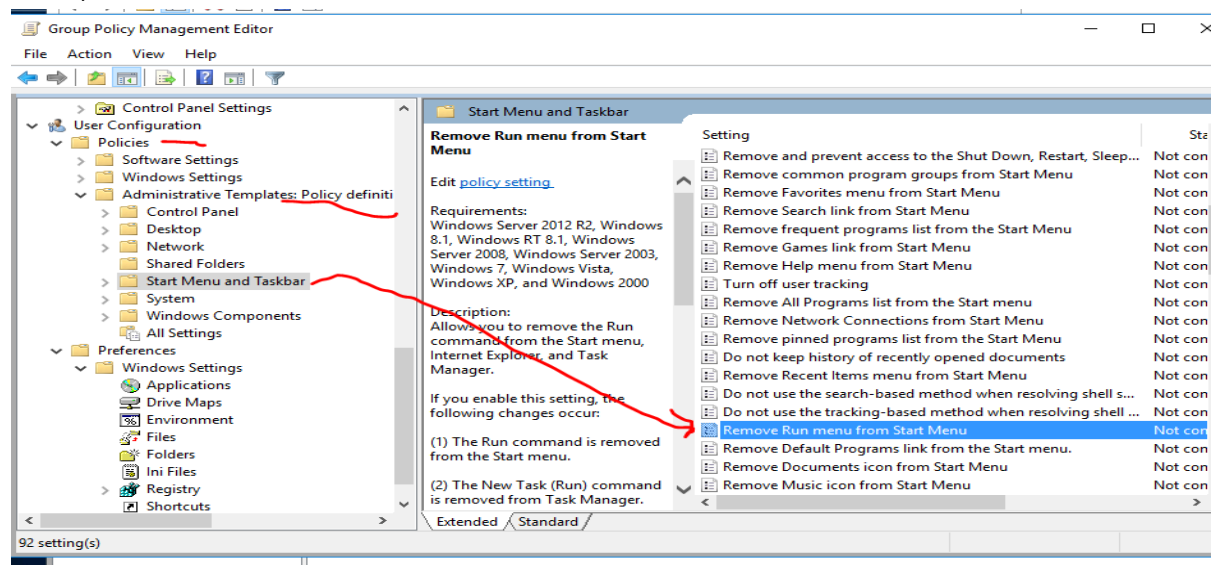
B) Select Reconnect and Label as: \*Anything Relevant\*

C) Drive Letter can be first available. I picked S for Sales



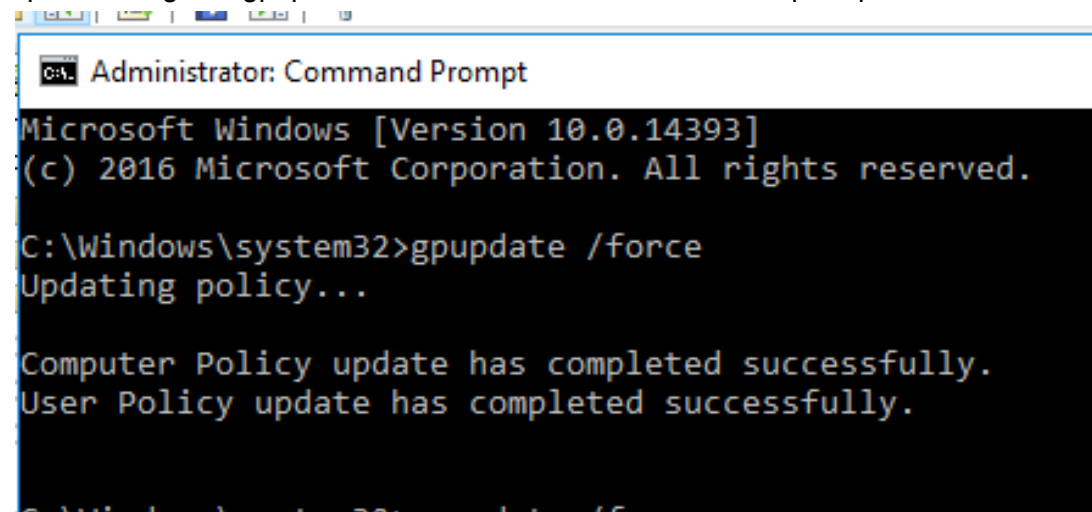
36. Next disable run from start menu

- A) Go to policies>Admin Templates>Start menu and taskbar
- B) Find the 'Remove Run menu from the Start Menu', select and **enable**.
- C) Hit OK



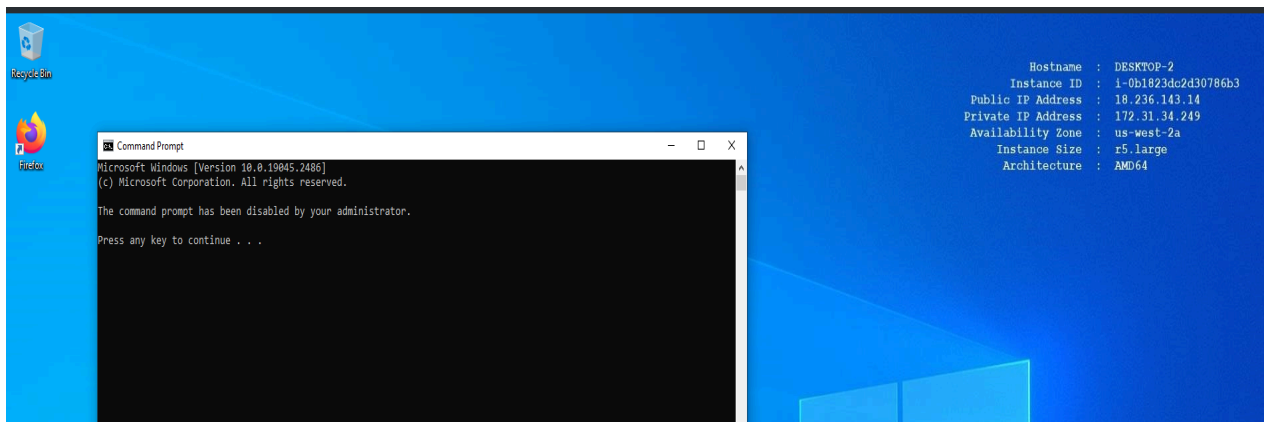
37. Close Group Policy Management Editor

Note: The settings will apply based on the refresh interval or you can force a Group Policy update using the 'gpupdate /force' command on the control prompt



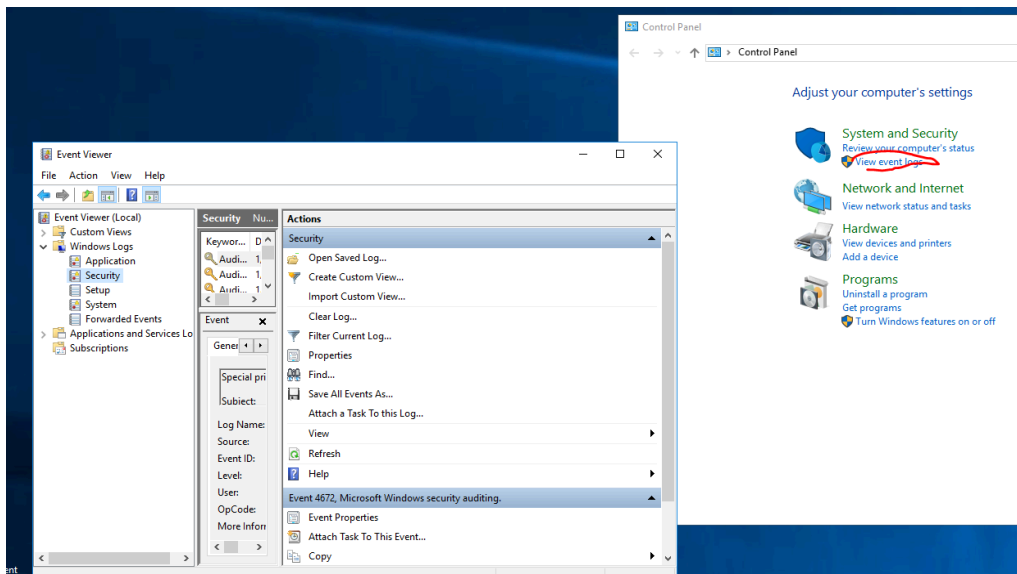
## VERIFY SUCCESSFUL LOGIN WITH EVENT VIEWER

37. Try to login with new user on Desktop-2

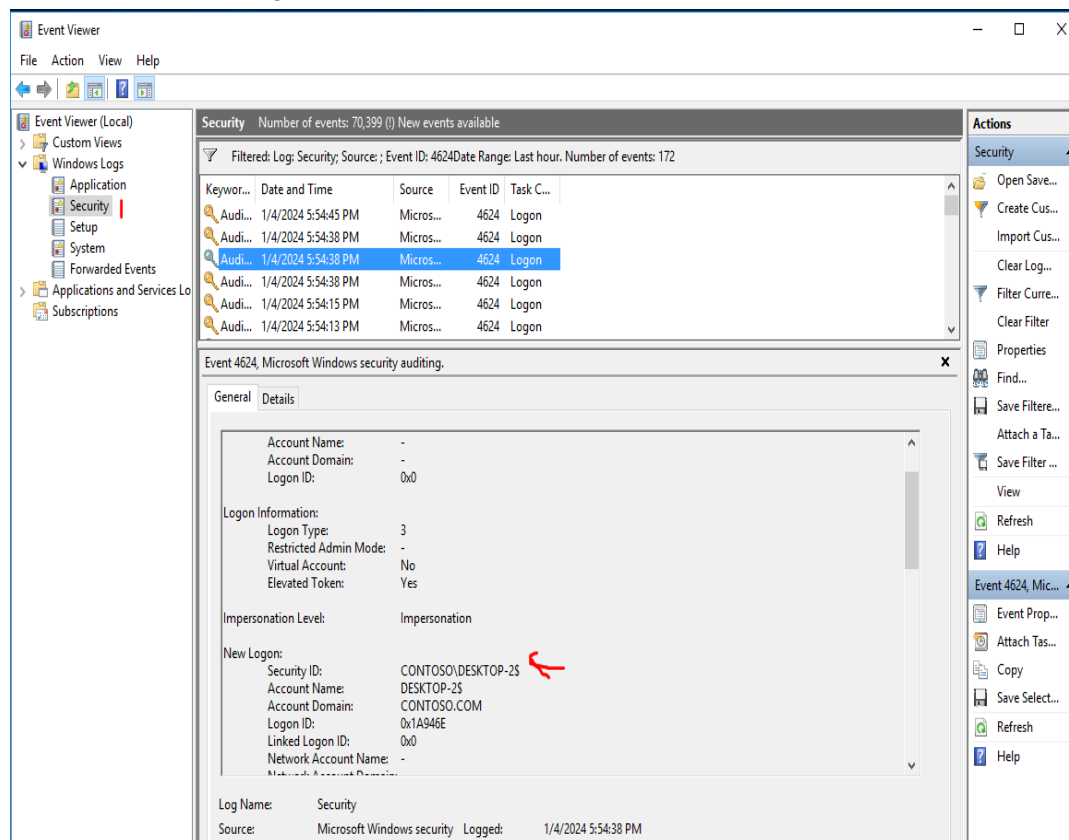


38. Then go to your server window.

Go to event logs in control panel>System and Security> view event logs



39. Go to security and write down last successful login from your new user. Look for 4624 codes (successful log ons)



## CHECK LATEST INSTALLED PROGRAM USING POWERSHELL

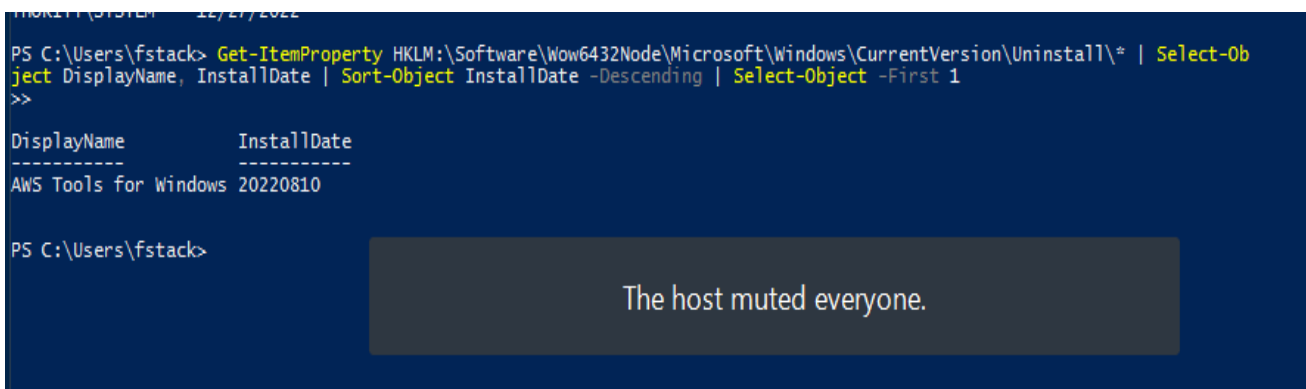
40. Check for latest installed program with powershell

A) Open powershell using search bar.

B) Type this command in the GUI

*“Get-ItemProperty*

*HKLM:\Software\Wow6432Node\Microsoft\Windows\CurrentVersion\Uninstall\\* | Select-Object  
DisplayName, InstallDate | Sort-Object InstallDate -Descending | Select-Object -First 1”*



```

PS C:\Users\fstack> Get-ItemProperty HKLM:\Software\Wow6432Node\Microsoft\Windows\CurrentVersion\Uninstall\* | Select-Object
DisplayName, InstallDate | Sort-Object InstallDate -Descending | Select-Object -First 1
>>

```

DisplayName	InstallDate
AWS Tools for Windows	20220810

```

PS C:\Users\fstack>

```

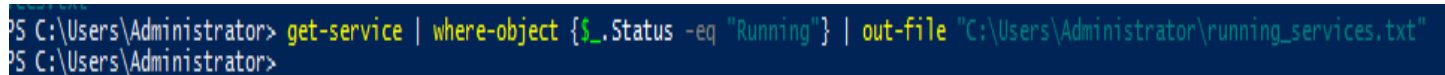
The host muted everyone.

41. Use PowerShell to get a list of “Running” services and send them to a file.

A) Open PowerShell

B) Type in this command and enter:

*Get-service | where-object {\$\_.Status -eq “Running”} | out-file  
“C:\Users\Administrator\running\_serverices.txt”*



```

PS C:\Users\Administrator> get-service | where-object {$_.Status -eq "Running"} | out-file "C:\Users\Administrator\running_services.txt"
PS C:\Users\Administrator>

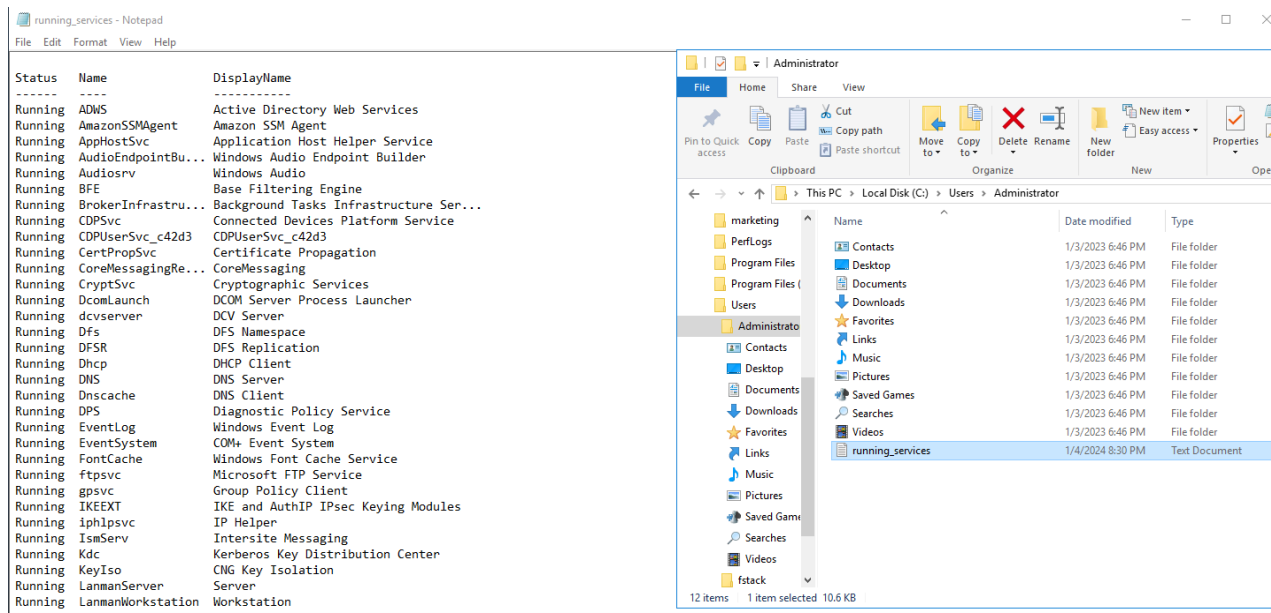
```

## POWERSHELL SCRIPT TO FILE ALL RUNNING SERVICES

42. Verify Running Services in the file you created.

A) Open File Explorer>Users>Select Administrators

B) Open “running\_services”



The screenshot displays two windows side-by-side. The left window is a Notepad application titled 'running\_services - Notepad', showing a list of running services with columns for Status, Name, and DisplayName. The right window is a File Explorer titled 'Administrator', showing the contents of the 'Users > Administrator' folder. The file 'running\_services' is selected in the list.

Status	Name	DisplayName
Running	ADWS	Active Directory Web Services
Running	AmazonSSMAgent	Amazon SSM Agent
Running	AppHostSvc	Application Host Helper Service
Running	AudioEndpointBu...	Windows Audio Endpoint Builder
Running	AudioSrv	Windows Audio
Running	BFE	Base Filtering Engine
Running	BrokerInfrastru...	Background Tasks Infrastructure Ser...
Running	CDPSvc	Connected Devices Platform Service
Running	CDPUserSvc_c42d3	CDPUserSvc_c42d3
Running	CertPropSvc	Certificate Propagation
Running	CoreMessagingRe...	CoreMessaging
Running	CryptSvc	Cryptographic Services
Running	DcomLaunch	DCOM Server Process Launcher
Running	dcvserver	DCV Server
Running	Dfs	DFS Namespace
Running	DFSR	DFS Replication
Running	Dhcp	DHCP Client
Running	DNS	DNS Server
Running	Dnscache	DNS Client
Running	DPS	Diagnostic Policy Service
Running	EventLog	Windows Event Log
Running	EventSystem	COM+ Event System
Running	FontCache	Windows Font Cache Service
Running	ftpsvc	Microsoft FTP Service
Running	gpsvc	Group Policy Client
Running	IKEEXT	IKE and AuthIP IPsec Keying Modules
Running	iphlpvc	IP Helper
Running	IsmServ	Intersite Messaging
Running	Kdc	Kerberos Key Distribution Center
Running	KeyIso	CNG Key Isolation
Running	LanmanServer	Server
Running	LanmanWorkstation	Workstation