

Follow these steps to add a member to a group:

1. Log on as an administrator.

You must have administrator privileges to perform this procedure.

2. Choose Start ⇨ Administrative Tools ⇨ Active Directory Users and Computers.

The Active Directory Users and Computers management console appears.

3. Open the folder that contains the group to which you want to add members and then double-click the group.

The Group Properties dialog box appears.

4. Click the Members tab.

The members of the group are displayed, as shown in Figure 12-11.

5. Click Add, type the name of a user or other group that you want to add to this group, and then click OK.

The member is added to the list.

6. Repeat Step 5 for each user that you want to add.

Keep going until you add everyone!

7. Click OK.

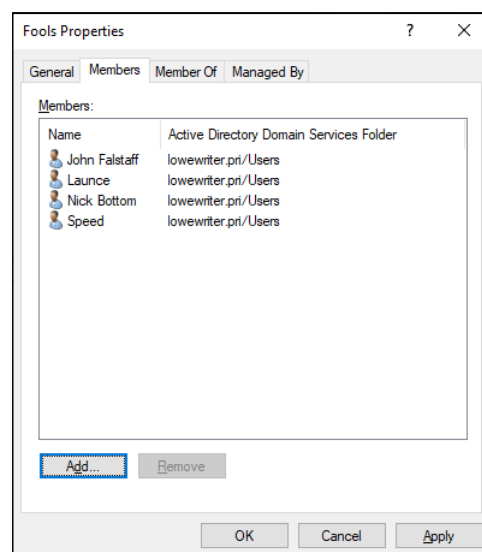


FIGURE 12-11:
Adding members
to a group.