2. **Right-click the Users Organizational Unit for the domain that you want to add the user to and then choose New ⇨ User from the contextual menu.**

Selecting this command launches the New Object – User Wizard, shown in Figure 12-2, to create a new user object in the OU you selected.
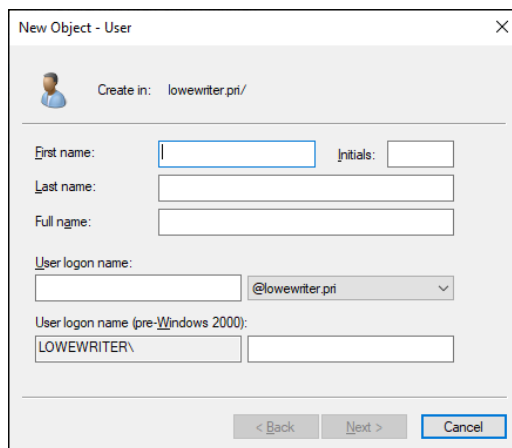
FIGURE 12-2:
Use the wizard to create a new user.

3. **Enter the user's first name, middle initial, and last name.**

As you fill in these fields, the New Object Wizard automatically fills in the Full Name field.

4. **Change the Full Name field if you want it to appear different from what the wizard proposes.**

You may want to reverse the first and last names so the last name appears first, for example.

5. **Enter the user logon name.**

This name must be unique within the domain. (Don't worry, if you try to use a name that isn't unique, you'll get an error message.)

Pick a naming scheme to follow when creating user logon names. You can use the first letter of the first name followed by the complete last name, the complete first name followed by the first letter of the last name, or any other scheme that suits your fancy.

TIP

6. **Click Next.**

The second page of the New Object – User Wizard appears, as shown in Figure 12-3.