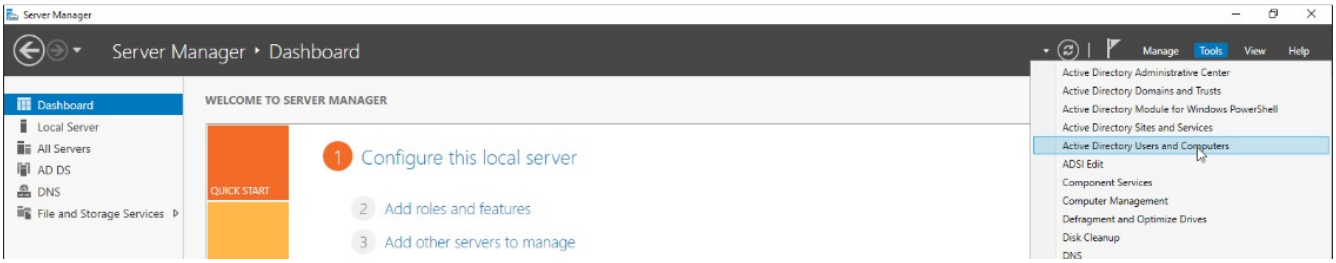
BRIECH INTELLIGENCE FUSION CENTER
TRAINING MANUAL

HOW TO CREATE USERS ON AN ACTIVE DIRECTORY

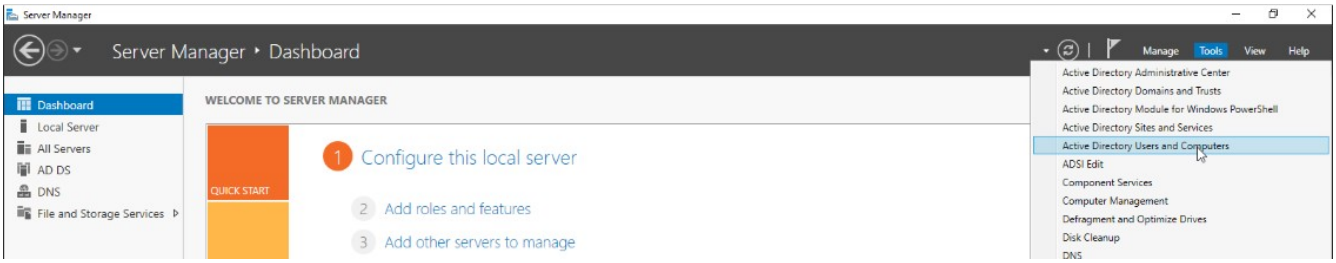
STEPS TO CREATING USERS ON AN ACTIVE DIRECTORY

1. Open Server Manager Dashboard
2. Click on Tools,
3. Click on Active Directory Users and Computers
4. Click on Server DNS name *e.g test.dns*
5. Click on **Users**
6. Click on the **icon** (create a new user in the current container) or right click in side the container, point to **New** and click on **User**
7. Fill all option, click next
8. set password and other security setting, click next
9. verify your settings and click **Finish**

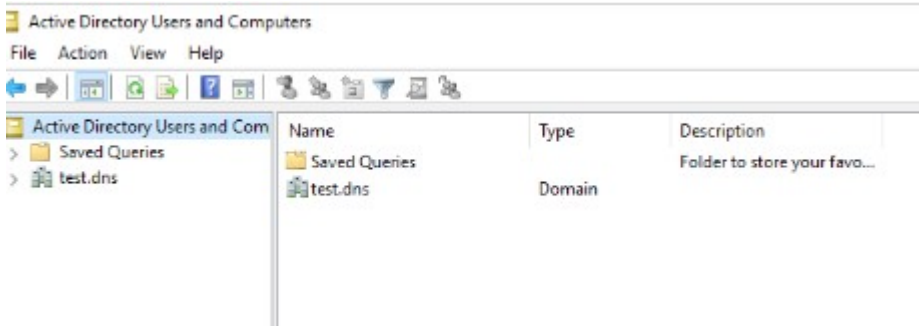
STEP 1



STEP 2

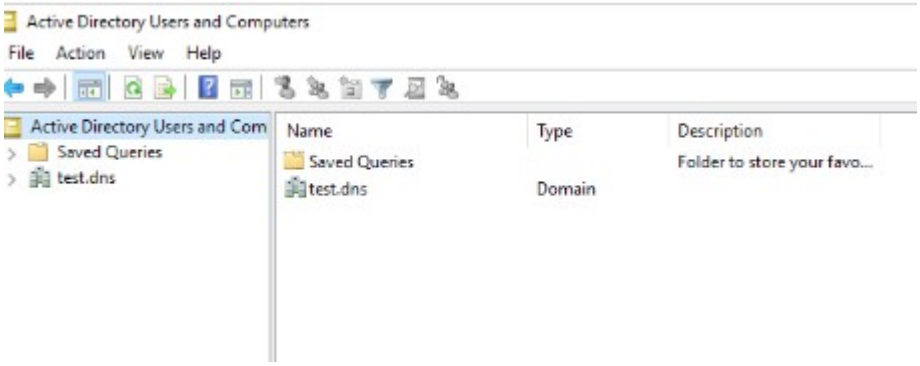


STEP 3



Prepared by: **Oladejo** Ifeoluwa O.

STEP 4



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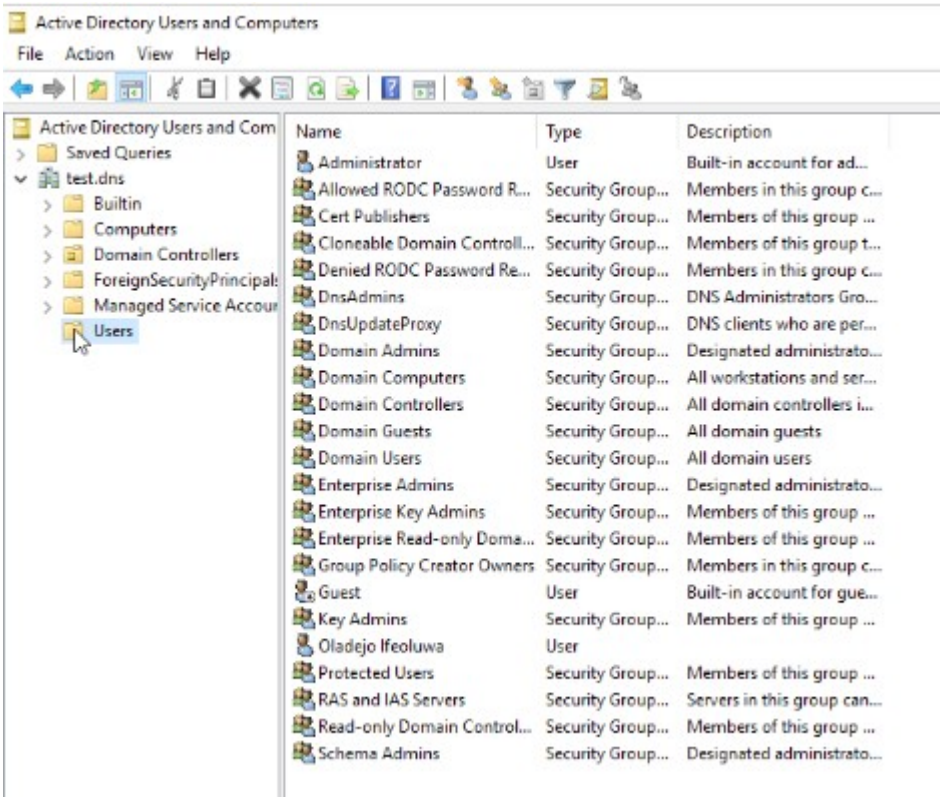

STEP 6

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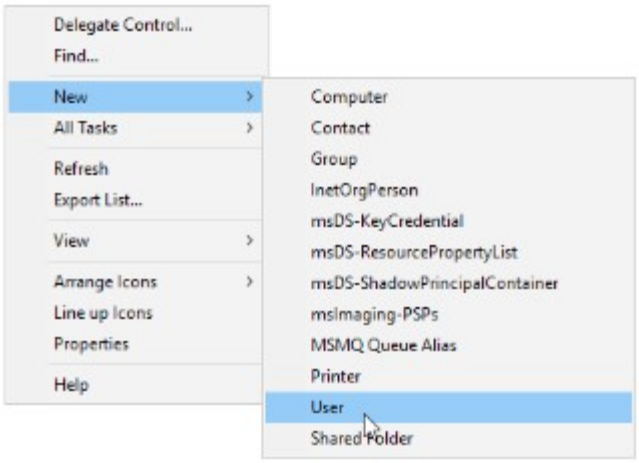
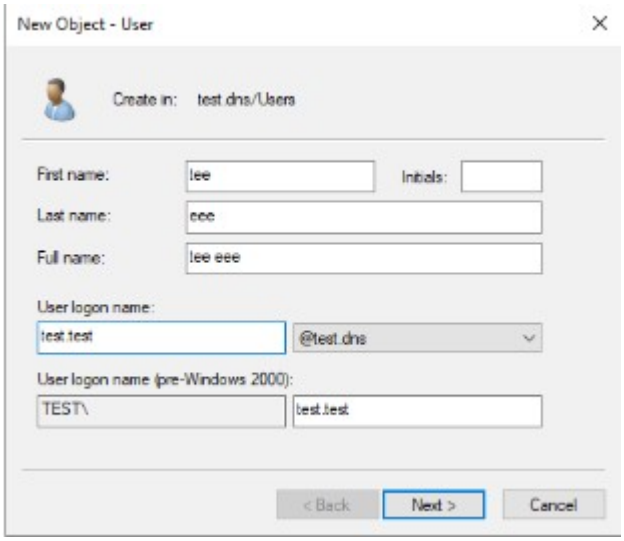
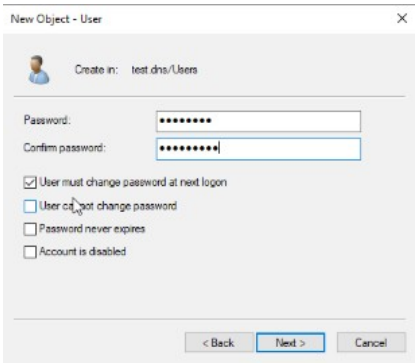
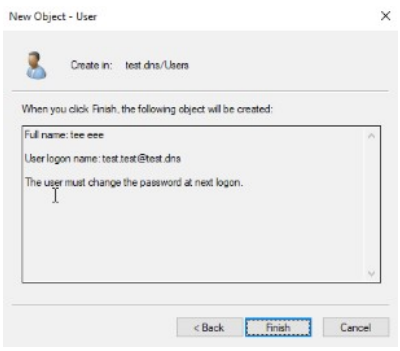


STEP 7



STEP 8



STEP 9