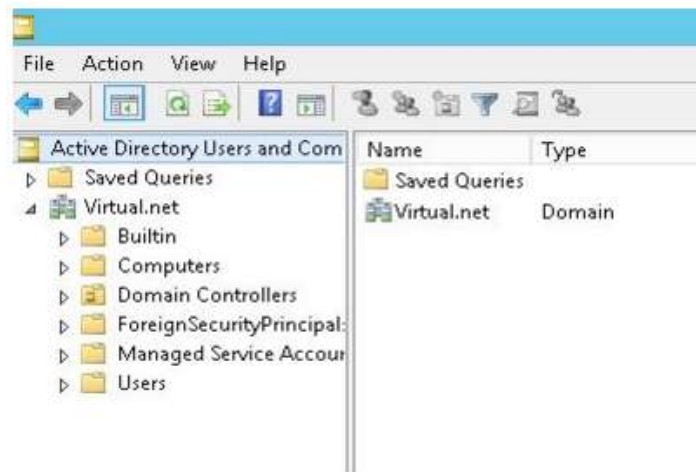


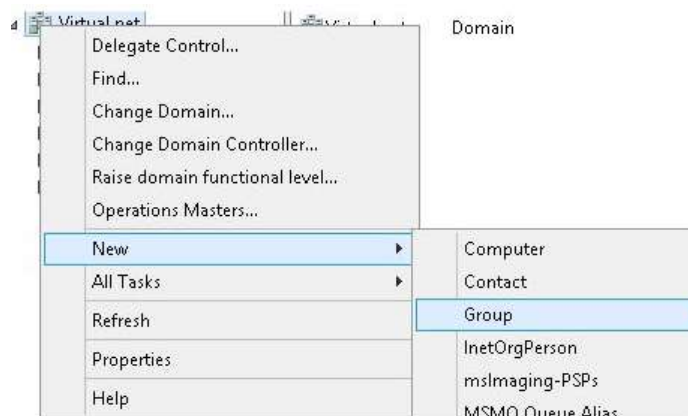
## Window Server 2012 R2

### 1. Create a New Group

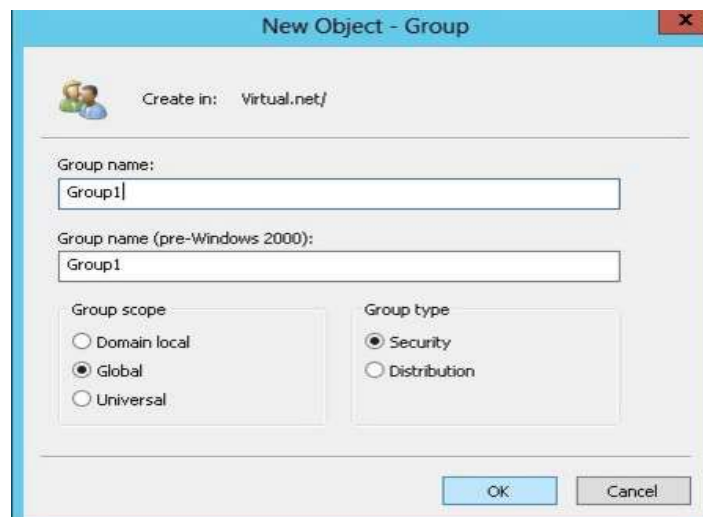
- On the Windows Server, open the Active Directory Users and Computers under tool.



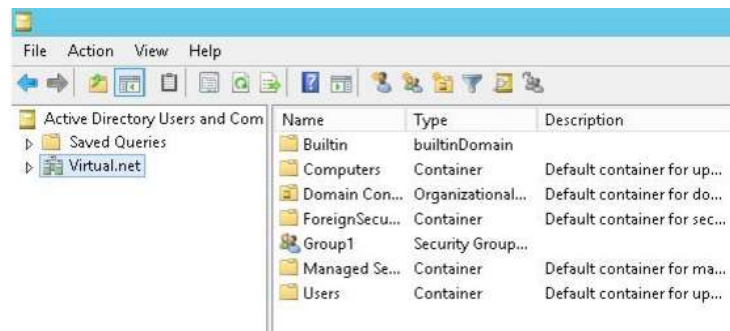
- right-click on your domain to add a new group



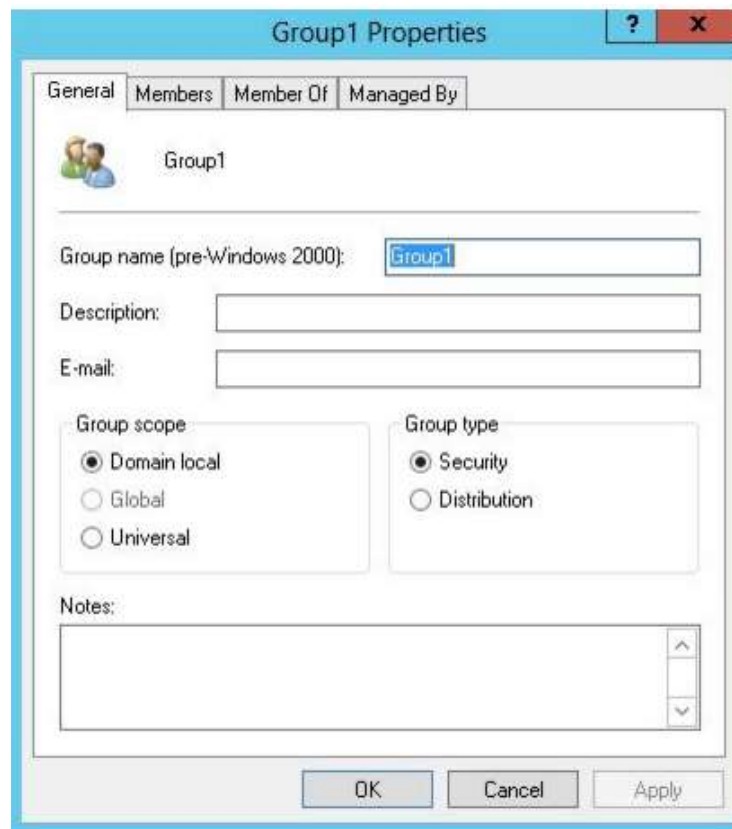
- Type, click the "Ok" Button.



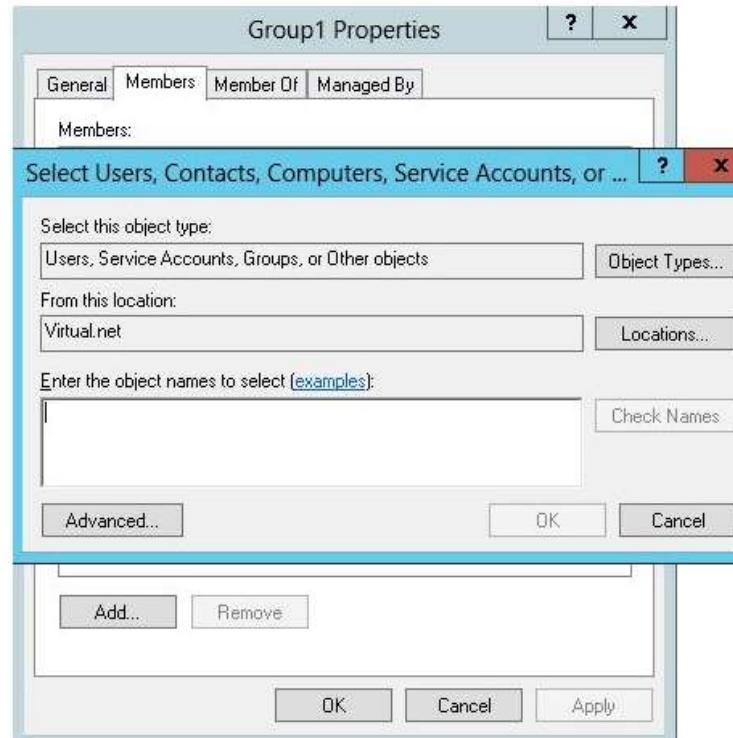
- domain will show your newly created group.



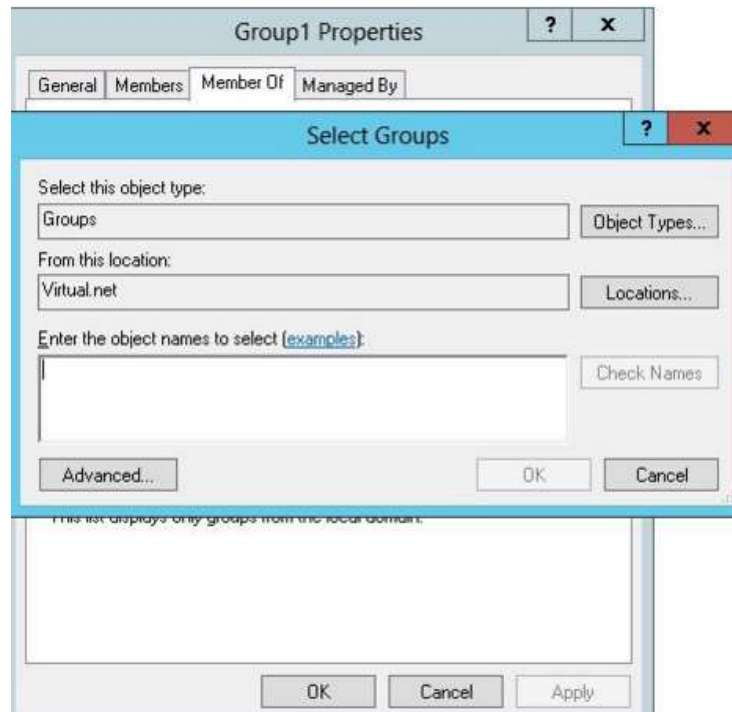
- double-click on this group to change



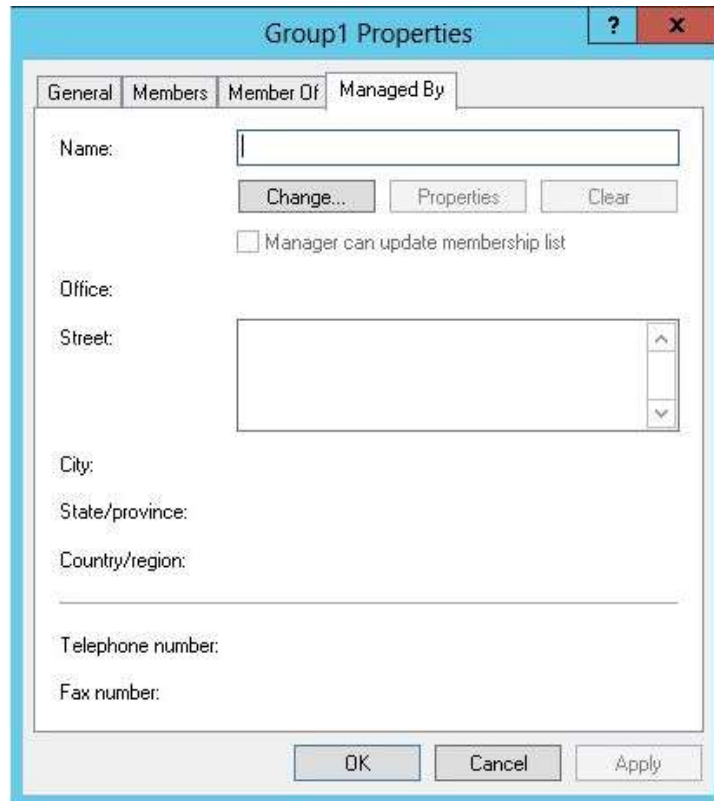
- add the user either by entering the user's name



- make this group a member of any other group



- provide the person who will manage this group.



The image shows a Windows-style dialog box titled "Group1 Properties". It has a blue title bar with a question mark icon and a close button (X). Below the title bar is a tabbed interface with four tabs: "General", "Members", "Member Of", and "Managed By". The "General" tab is currently selected. The dialog contains several input fields and buttons:

- Name:** A text input field with a "Change..." button to its right.
- Office:** A text input field.
- Street:** A text input field with a vertical scrollbar on its right side.
- City:** A text input field.
- State/province:** A text input field.
- Country/region:** A text input field.
- Telephone number:** A text input field.
- Fax number:** A text input field.
- Buttons:** "Change...", "Properties", and "Clear" are located below the "Name" field. A checkbox labeled "Manager can update membership list" is located below the "Office" field. At the bottom of the dialog are "OK", "Cancel", and "Apply" buttons.