

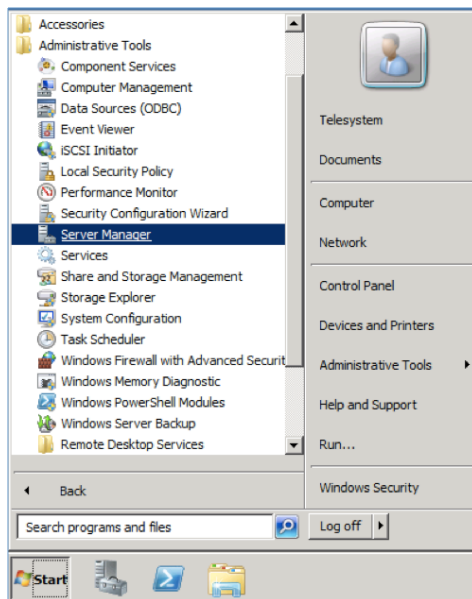


Managing Users and Groups on Your Server

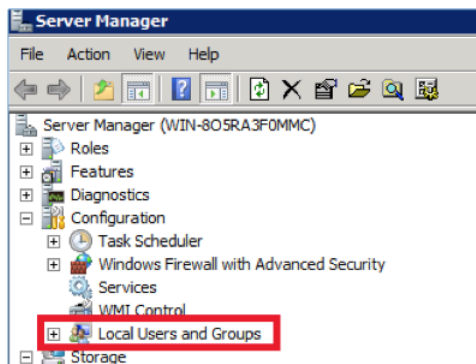
About

This document is intended to assist server administrators with basic operations for managing users and groups. For more complex operations please refer to documentation provided by the server operating system developer.

Accessing Users and Groups on Your Server



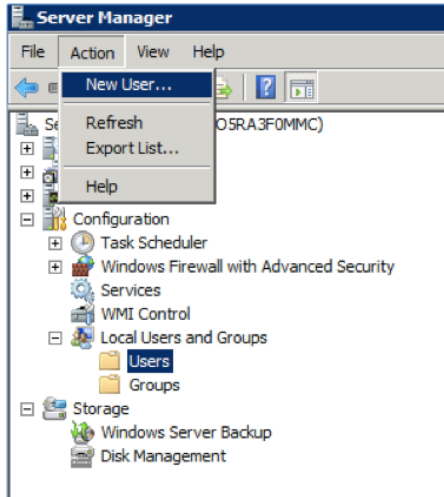
1. Start by accessing the **Server Manager**. You may find the **Server Manager** in the **Start menu**, under the **Administrative Tools** folder.



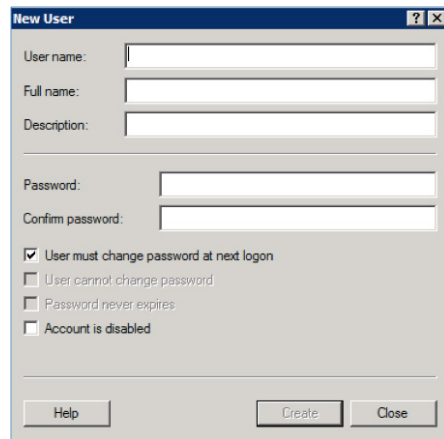
2. From the **Server Manager**, expand the **Configuration** section to locate **Local Users and Groups**.

3. Expand the **Local Users and Groups** section to access the **Individual Users** and **Groups** folders.

Adding a User



1. With the **Users** folder highlighted in the **Server Manager**, click on **Action** from the menu bar, then click on **New User**.



2. Fill in each of the fields for the **New User** window, then click the **Create** button.

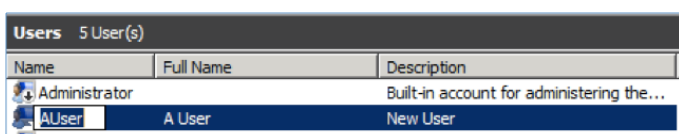
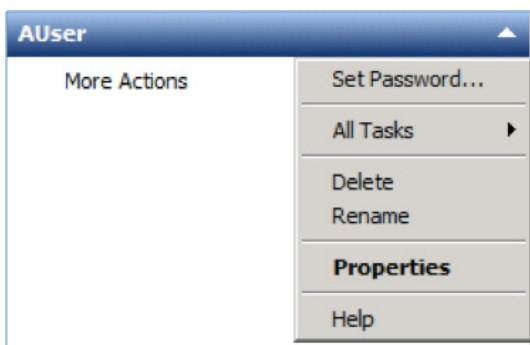
Name	Full Name	Description
Administrator		Built-in account for administering the...
AUser	A User	New User

3. The new user will show in the list of users.

Performance Log Users	Members of this group may schedule logging of performance counters, enable trac
Performance Monitor Users	Members of this group can access performance counter data locally and remotely
Power Users	Power Users are included for backwards compatibility and possess limited administr
Print Operators	Members can administer domain printers
Remote Desktop Users	Members in this group are granted the right to logon remotely
Replicator	Supports file replication in a domain
Test Group	Users that perform testing
Users	Users are prevented from making accidental or intentional system-wide changes ar

NOTE: Adding a user does not allow them to automatically have the capability to Remote Desktop to a window server. Users need to have that permission. To grant this ability, add the user to the Remote Desktop Users group.

Edit/Delete an Existing User



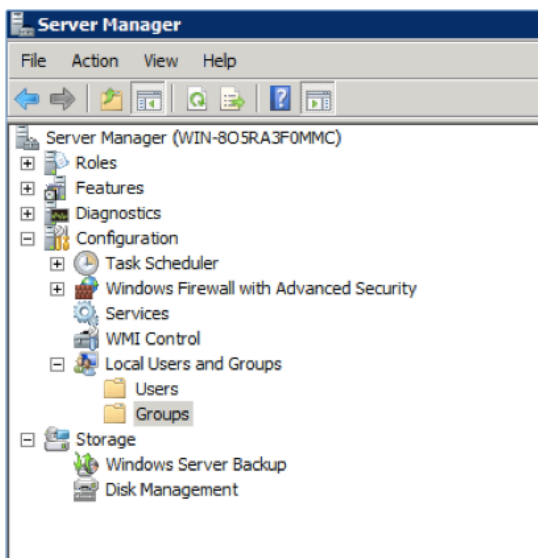
1. Click on the user you wish to edit from the user list.

2. From the **More Actions** section on the right-hand pane of the **Server Manager**, a pop-up menu will allow you to Set Password, rename the user, delete the user, and access the Properties for the user.

2a. You may also rename the user by performing a single click on the User Name from the user list, then typing in the new username.

- 2b. Within the Properties section you can:
- Update the user's full name and description.
 - Disable/Enable the account.
 - Manage Groups associated with the user.
 - Edit the profile path and logon script for the user.
 - Choose default environment options such as programs, drives, and printers.
 - Configure session options for the user.
 - Enable/Disable Remote Control for the user.
 - Assign a Personal Virtual Desktop for the user.
 - Configure Dial-in settings for the user.

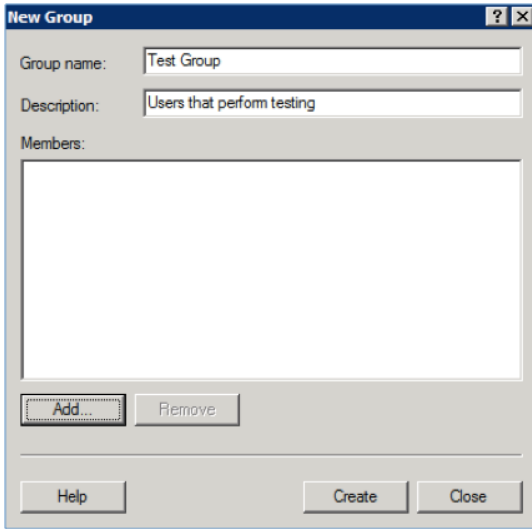
Adding a Group



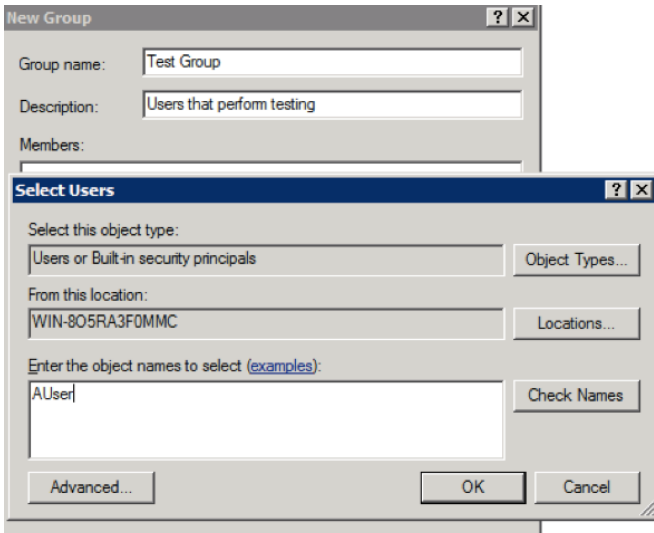
1. From the **Server Manager**, click on the **Groups** option from the **Local Users and Groups** section.

2. Click on **Action** from the menu bar and choose the option to add a new group.

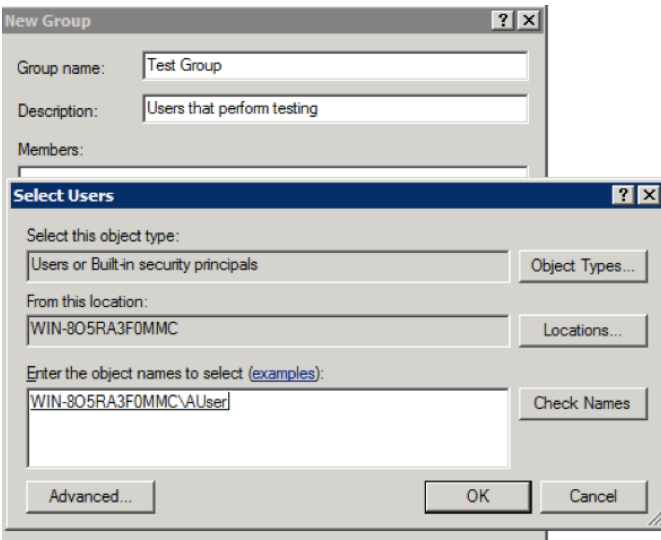
3. Provide a **Group Name** and **Description** for the group. Click the **Add** button to begin adding users to the group.

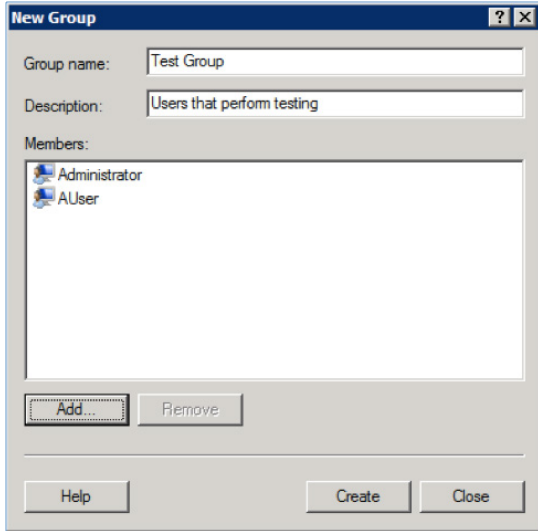


4. The object type and locations are already set for the local server. In the field labeled “**Enter the object names to select**” type in the username of the user you wish to add to the group.

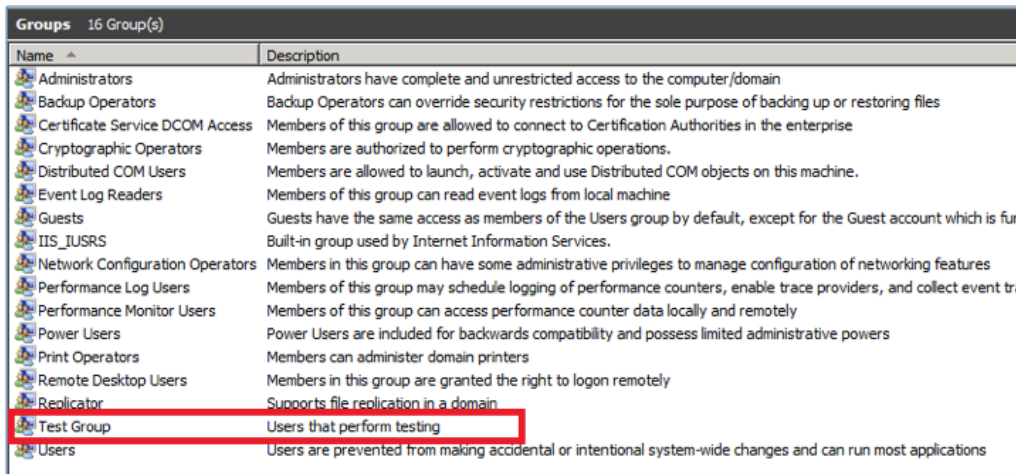


5. Click the **Check Names** button. The **Server Manager** will verify the username you typed and return the full object name as shown below. Click the **OK** button to add the user.





6. Once you have finished adding users you will see the list of users you have added in the **Members** field. Click the **Create** button to complete the process of adding a new Group.



7. Your new group will show in the list of groups available in the **Server Manager**.