RIZZA S. LAZARO   **02 – 02 – 2024**
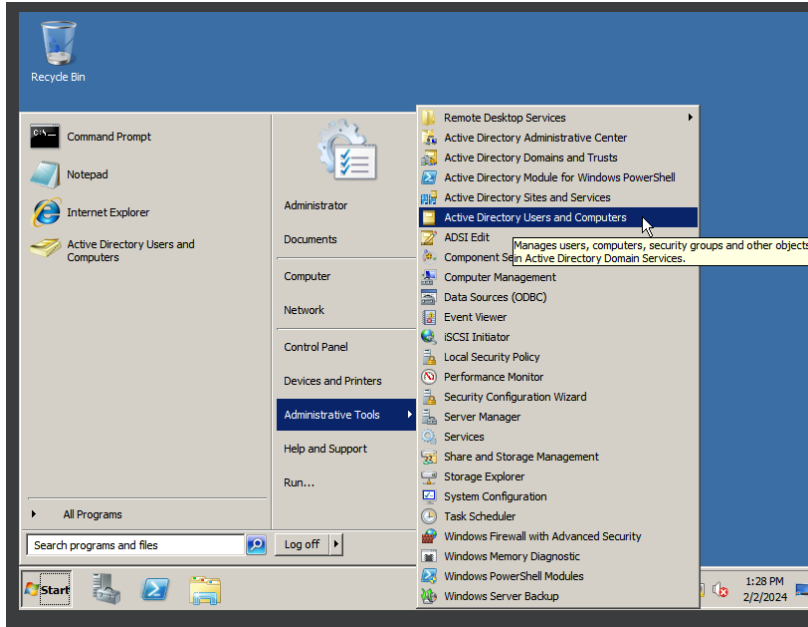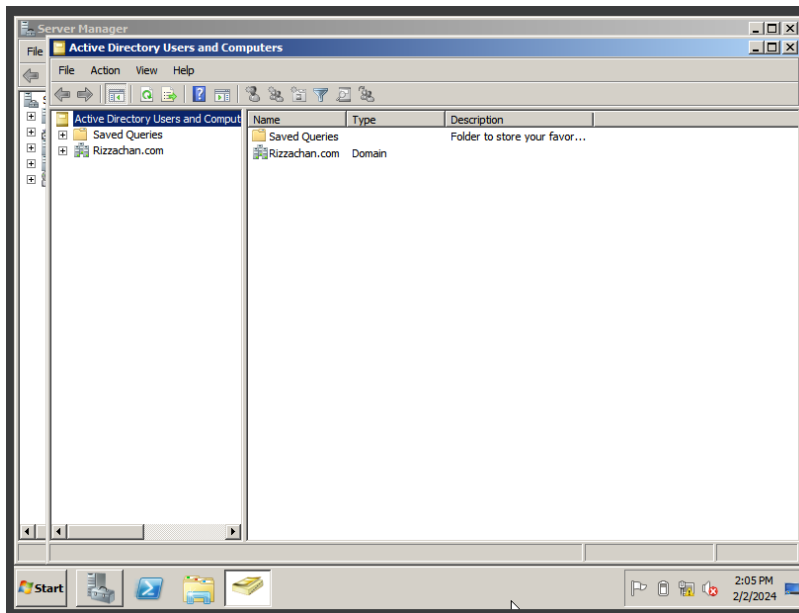
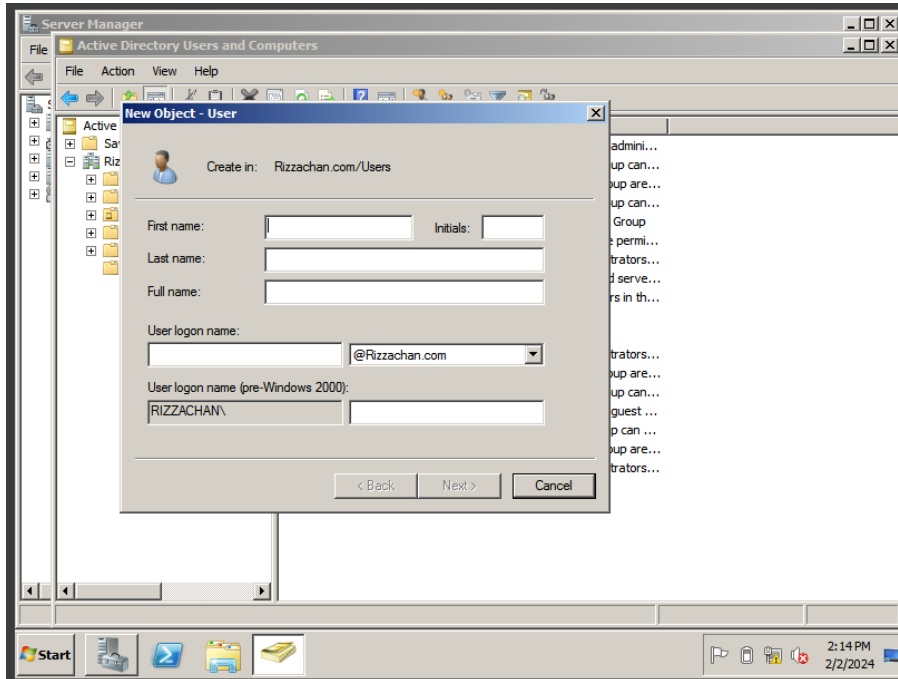**BSIT – S – 2A**
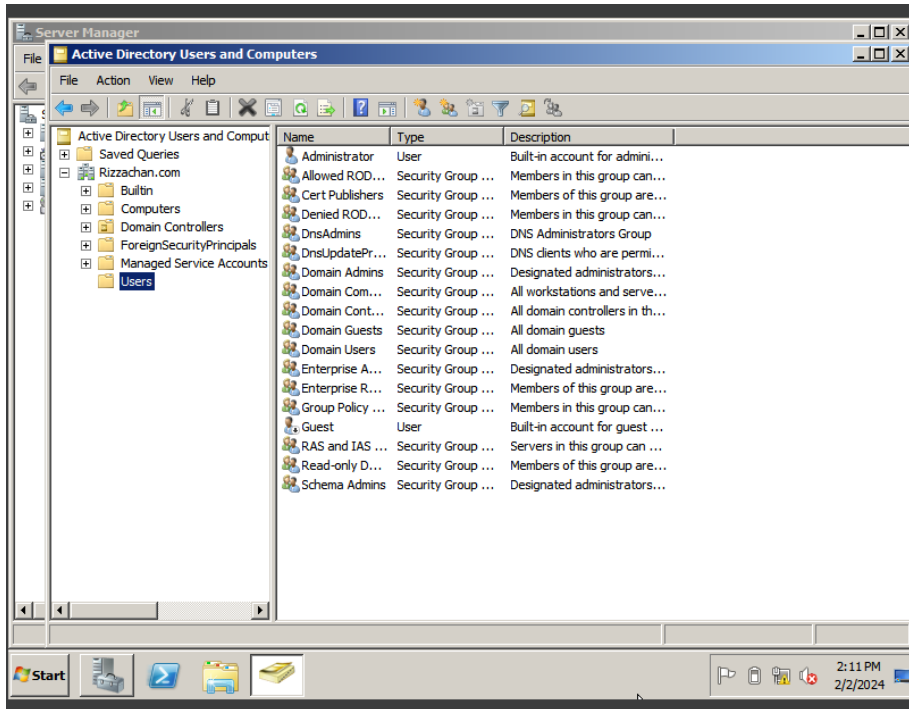
OS C4

ADDING USERS IN SERVER 2008

Step 1: Click "Start" > Click "Administrative tools" > "Active Directory and Computers"
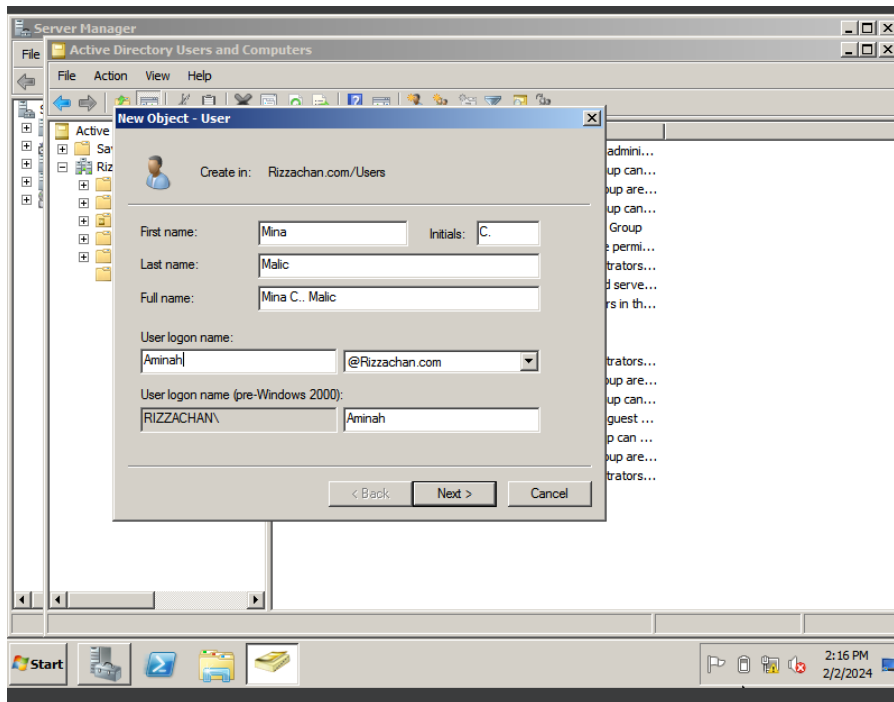

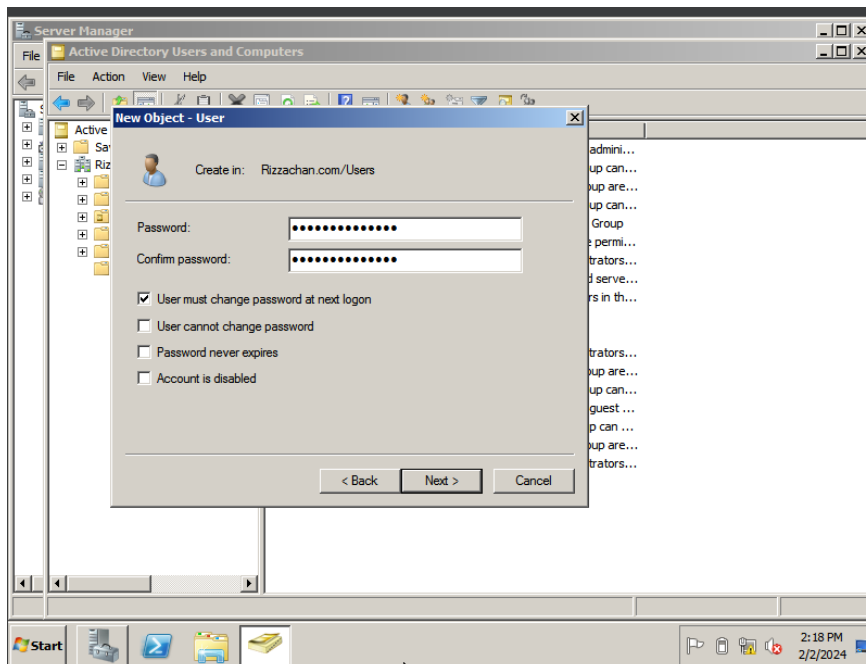Step 2: Open the "Active Directory Users and Computers"

Step 3: Click the "Domain " > Click "Users" > Click the Person Icon in the upper center

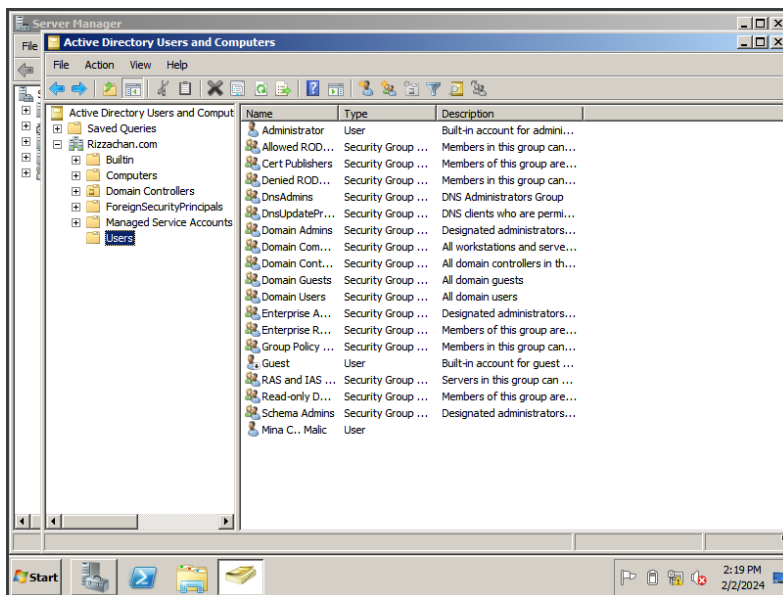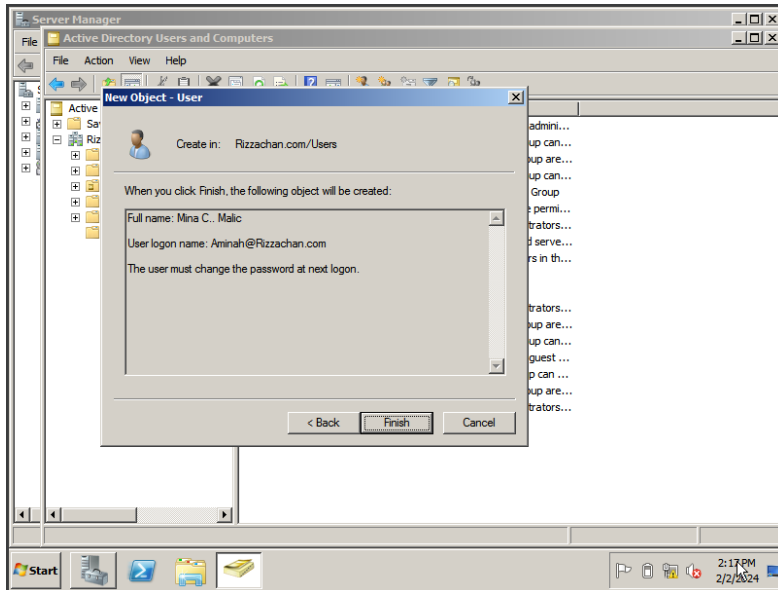## Step 4: Enter the information of user
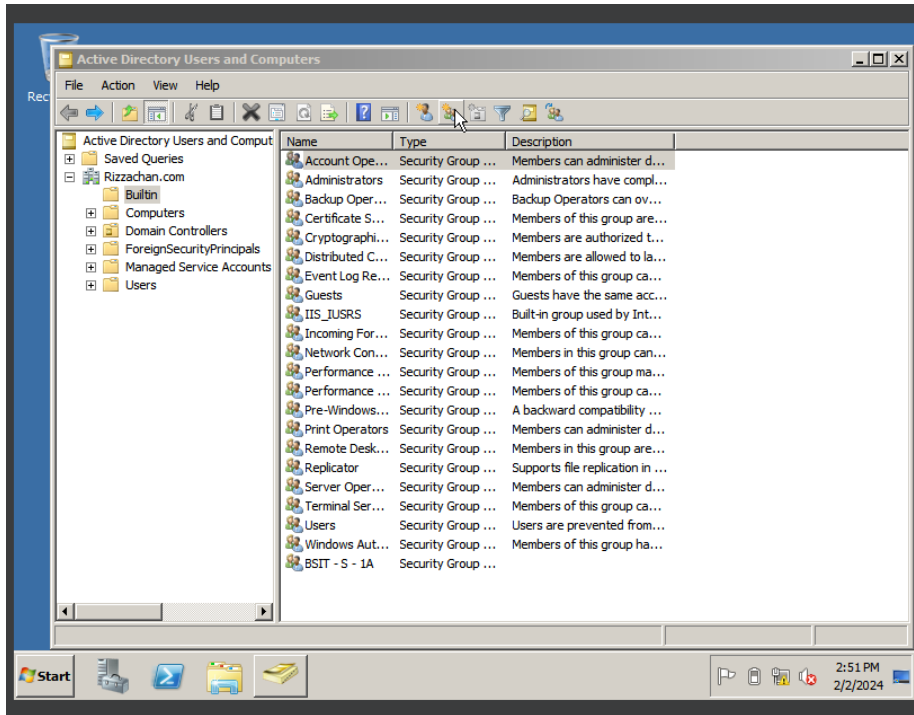

Step 5: Enter a proper password

Step 6: And you're done!

Step 7: Create a group > Click "Build In" > Click the two person in the upper center

Step 8: Create a group name
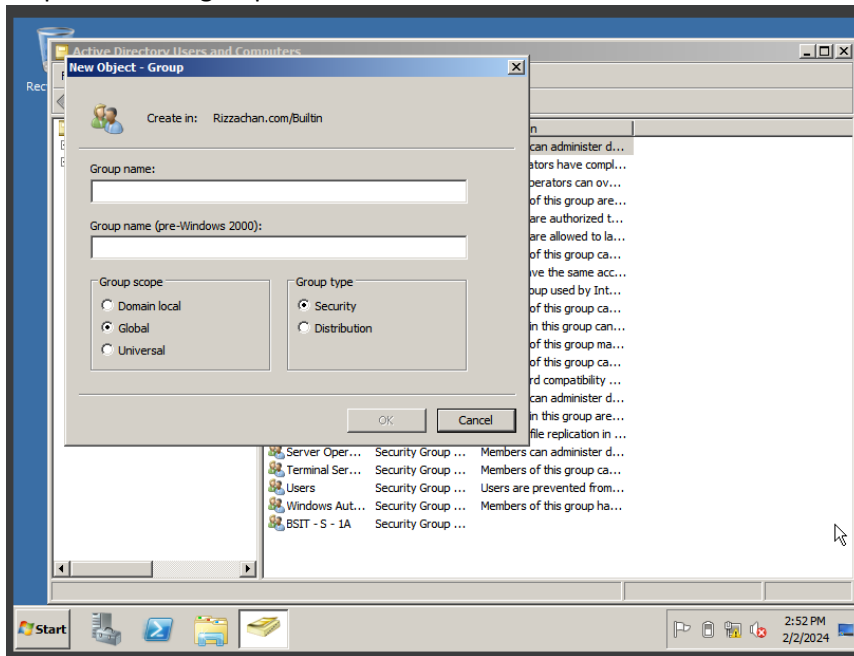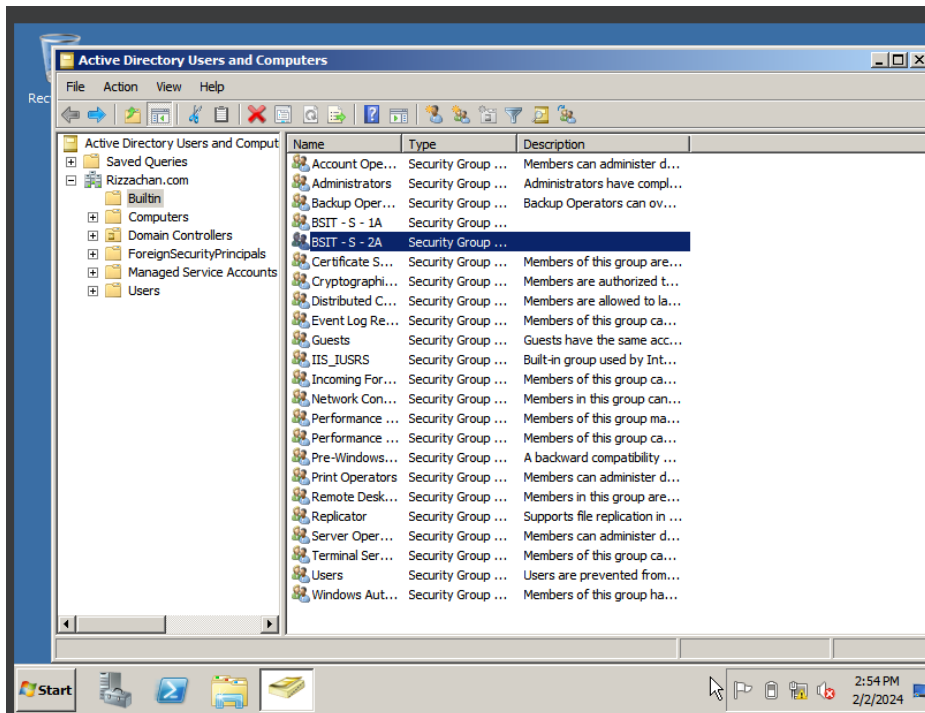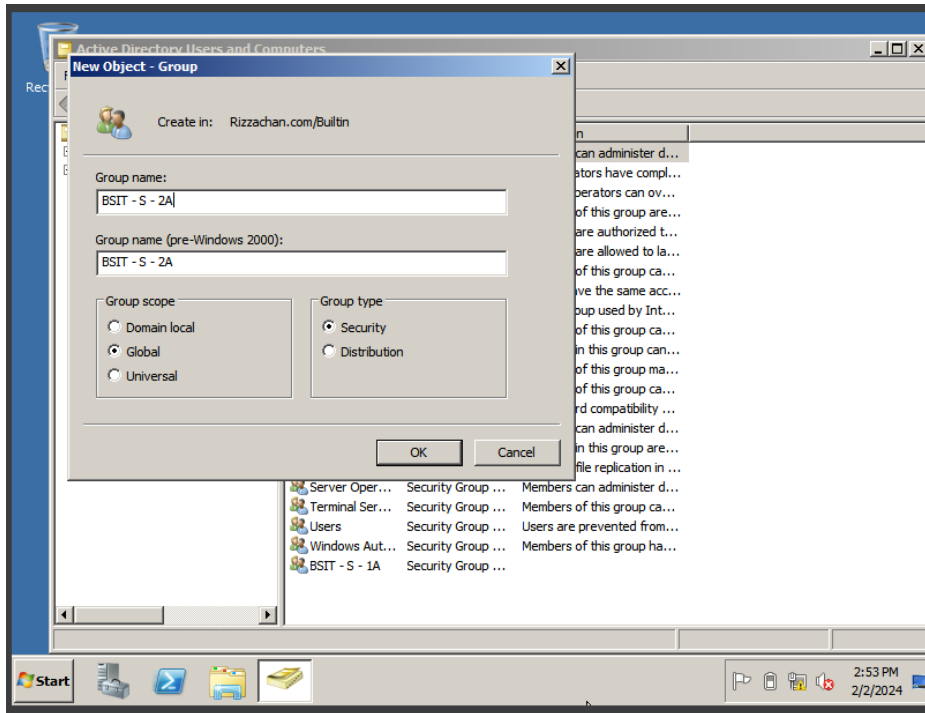
And you have created a a group!

Step 9: Click the group you want to add user > then type the name > and Add

And your done!

ADDING ADMINSTRATOR

STEP 1: Go to "Built In" > Click "Administrator"

STEP 2: Click "Members" then add

STEP 3: Type the User you want to be administrator and Click "Check Name"

Screenshot 1

Server Manager
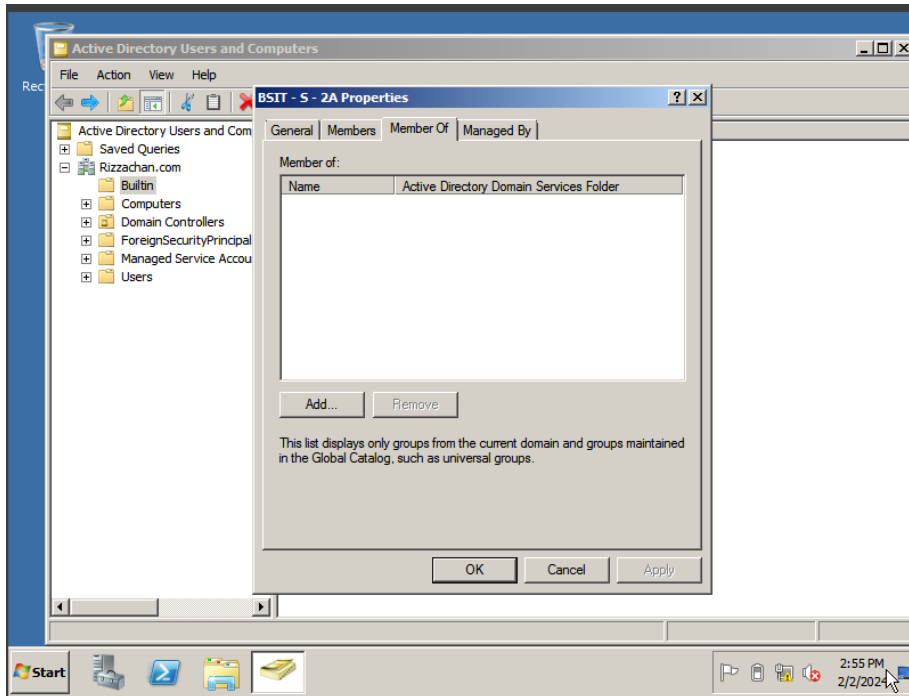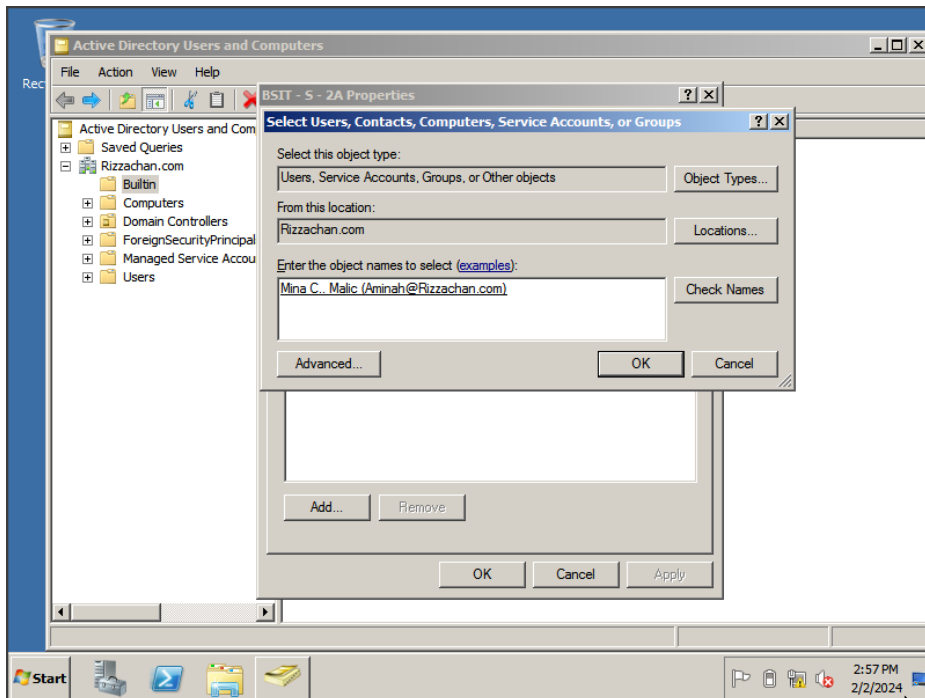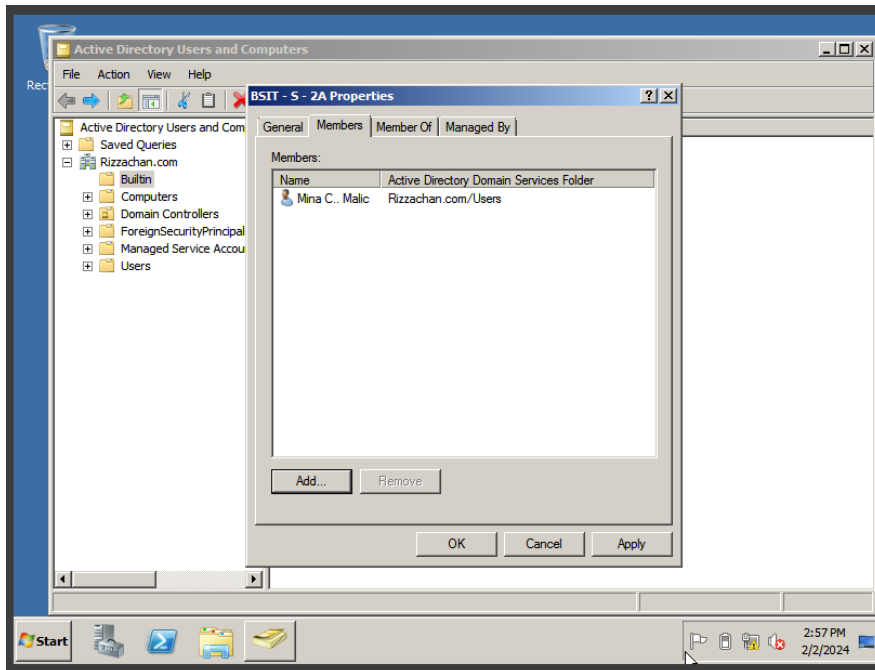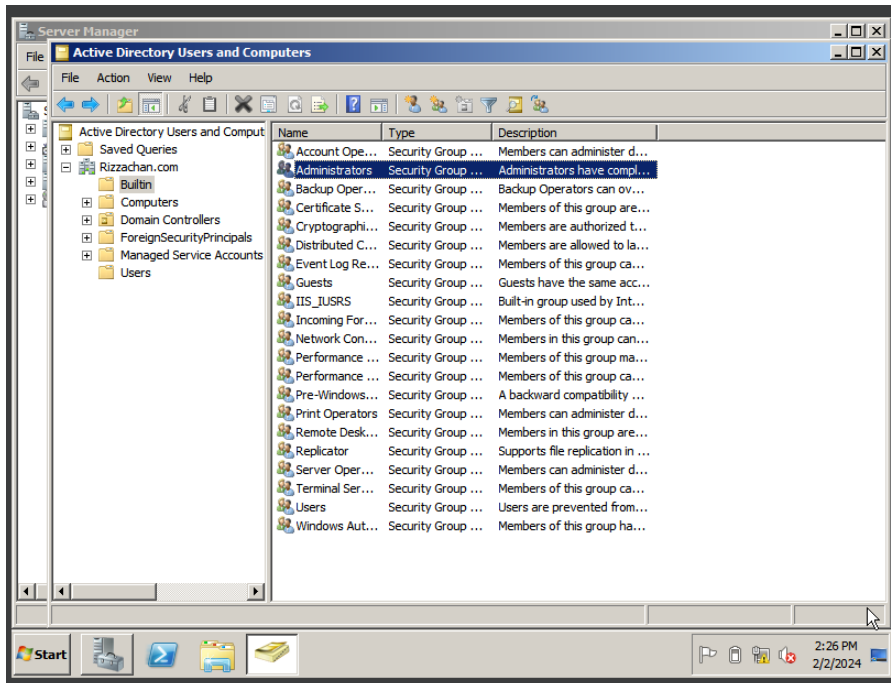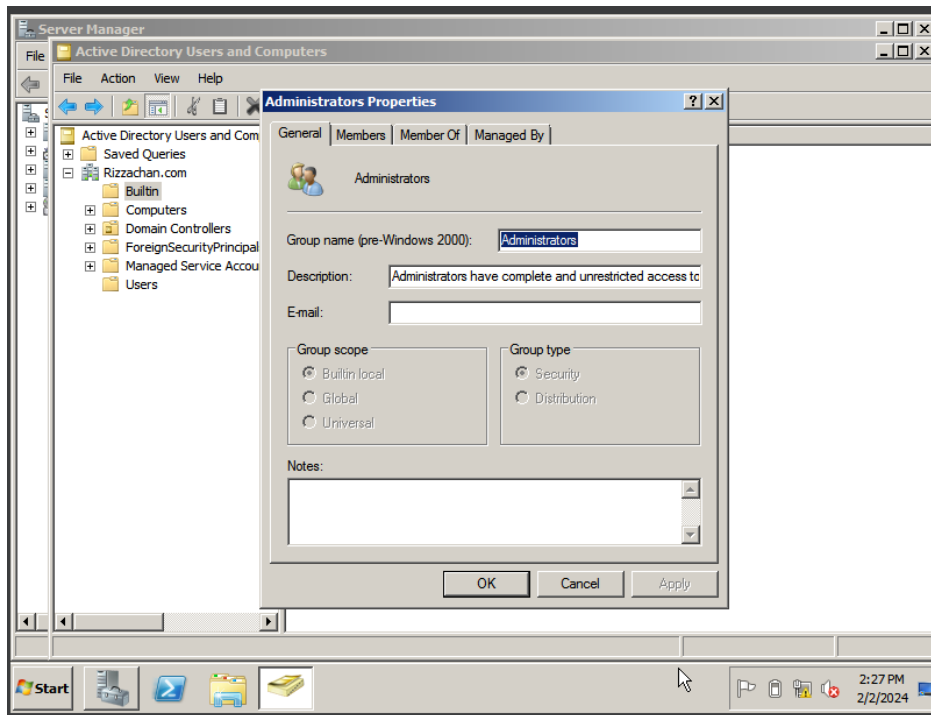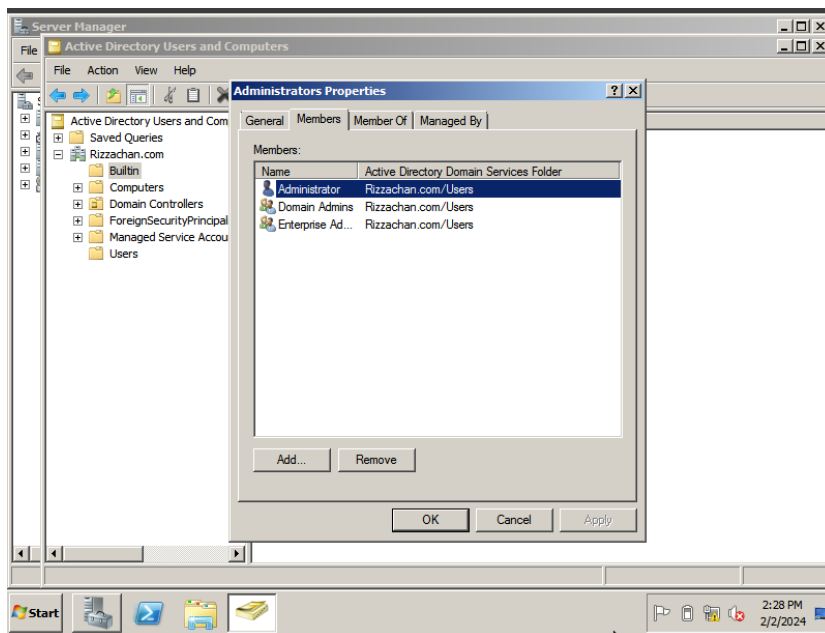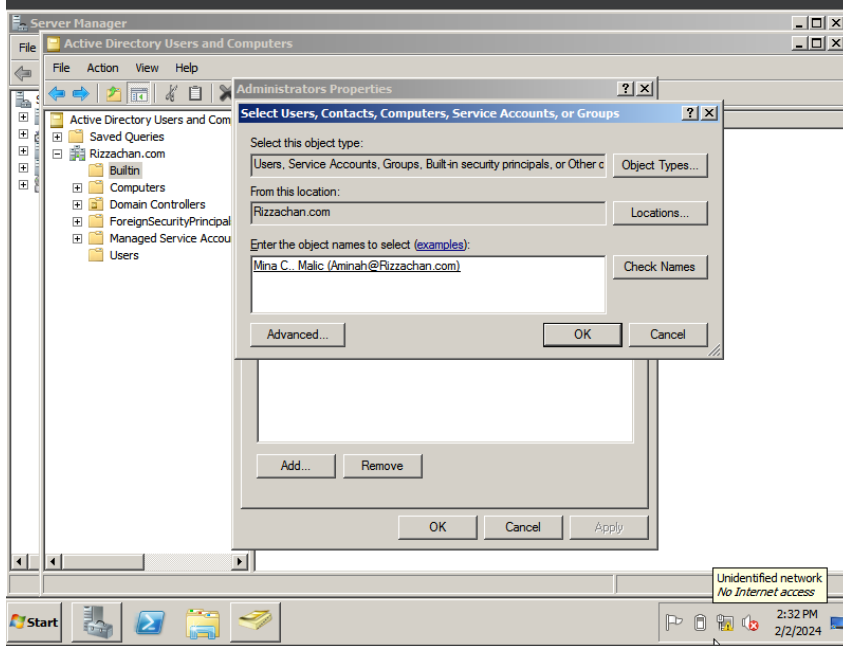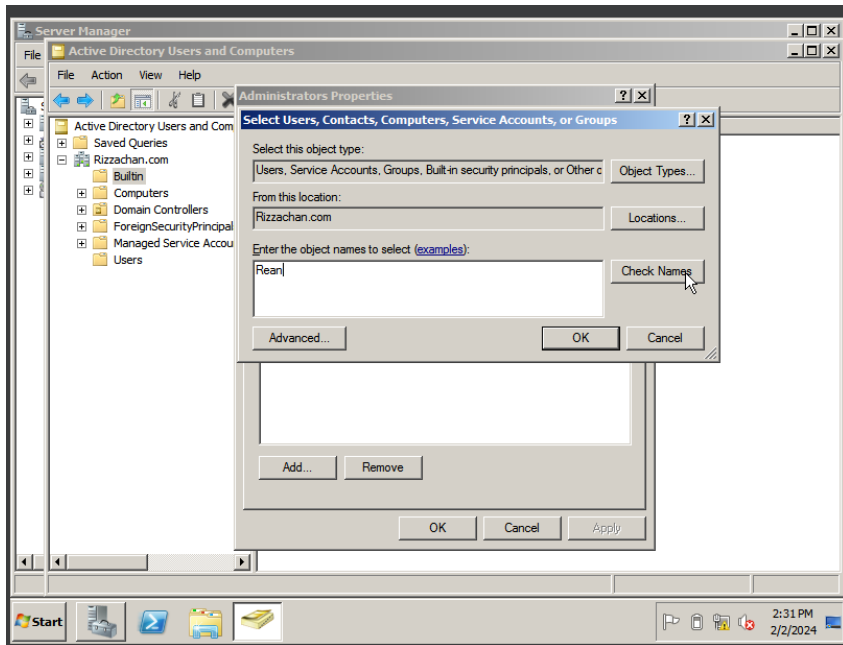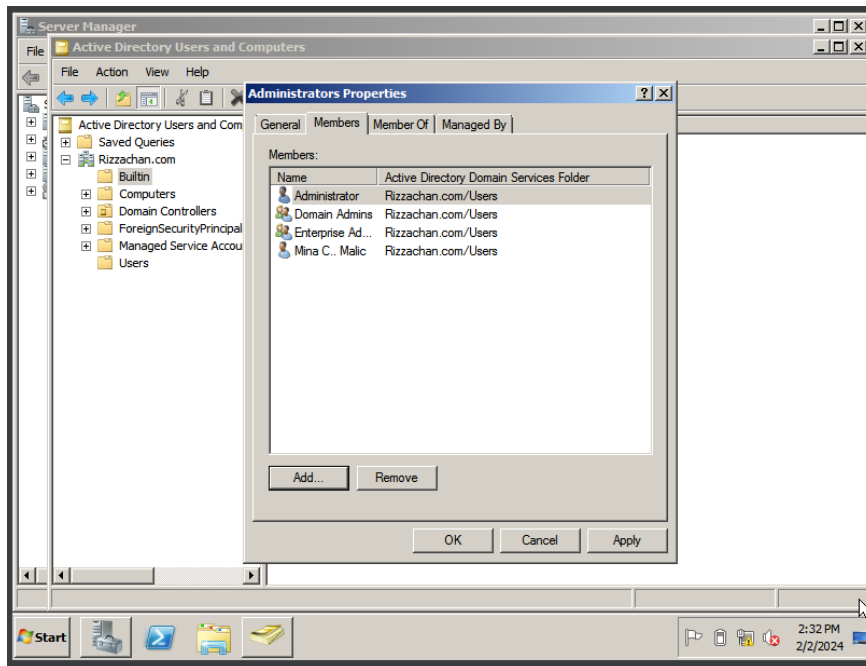
Active Directory Users and Computers

File Action View Help

Administrators Properties

Active Directory Users and Com
- Saved Queries
- Rizzachan.com
  - Builtin
  - Computers
  - Domain Controllers
  - ForeignSecurityPrincipal
  - Managed Service Accou
  - Users

Select Users, Contacts, Computers, Service Accounts, or Groups

Select this object type:

Users, Service Accounts, Groups, Built-in security principals, or Other c   [Object Types...]

From this location:

Rizzachan.com   [Locations...]

Enter the object names to select ([examples](#)):

Rean| [Check Names]

[Advanced...]   [OK]   [Cancel]

[Add...] [Remove]

[OK] [Cancel] [Apply]

Start   2:31 PM 2/2/2024

Screenshot 2

Server Manager

Active Directory Users and Computers

File Action View Help

Administrators Properties

Active Directory Users and Com
- Saved Queries
- Rizzachan.com
  - Builtin
  - Computers
  - Domain Controllers
  - ForeignSecurityPrincipal
  - Managed Service Accou
  - Users

Select Users, Contacts, Computers, Service Accounts, or Groups

Select this object type:

Users, Service Accounts, Groups, Built-in security principals, or Other c   [Object Types...]

From this location:

Rizzachan.com   [Locations...]

Enter the object names to select ([examples](#)):

Mina C.. Malic (Aminah@Rizzachan.com)   [Check Names]

[Advanced...]   [OK]   [Cancel]

[Add...] [Remove]

[OK] [Cancel] [Apply]

Unidentified network
No Internet access
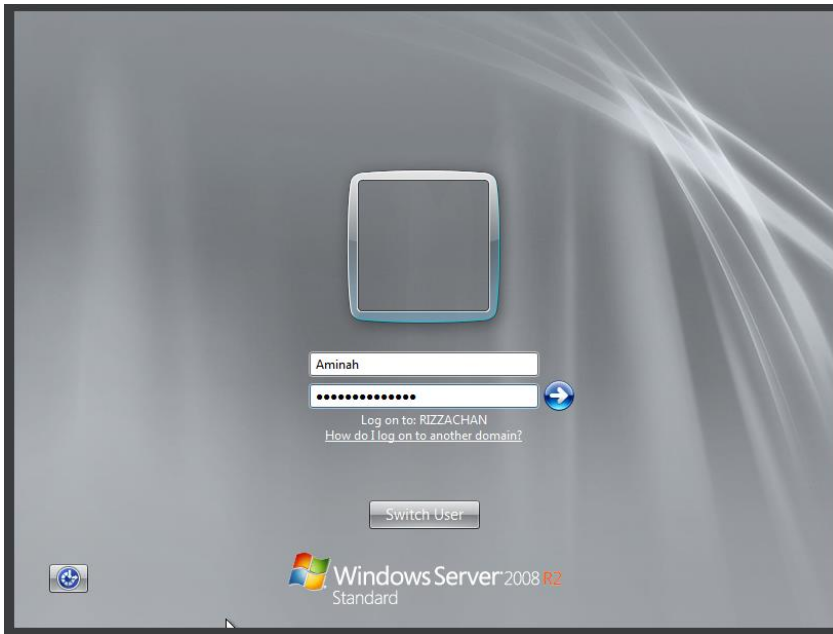
Start   2:32 PM 2/2/2024

AND YOUR DONE!

TESTING OF OTHER USER

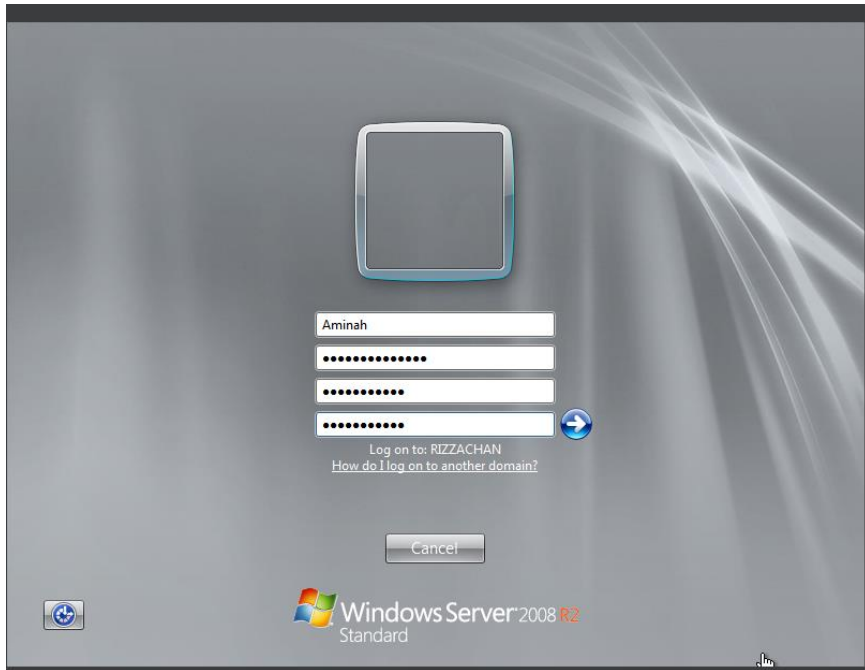STEP 1: Click "Switch User" > after that click the "Other User"

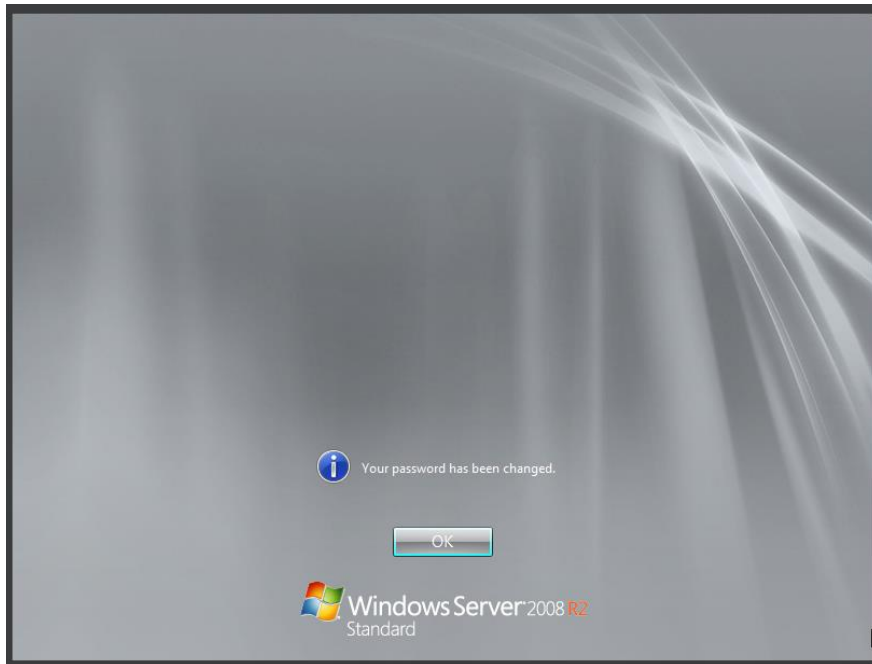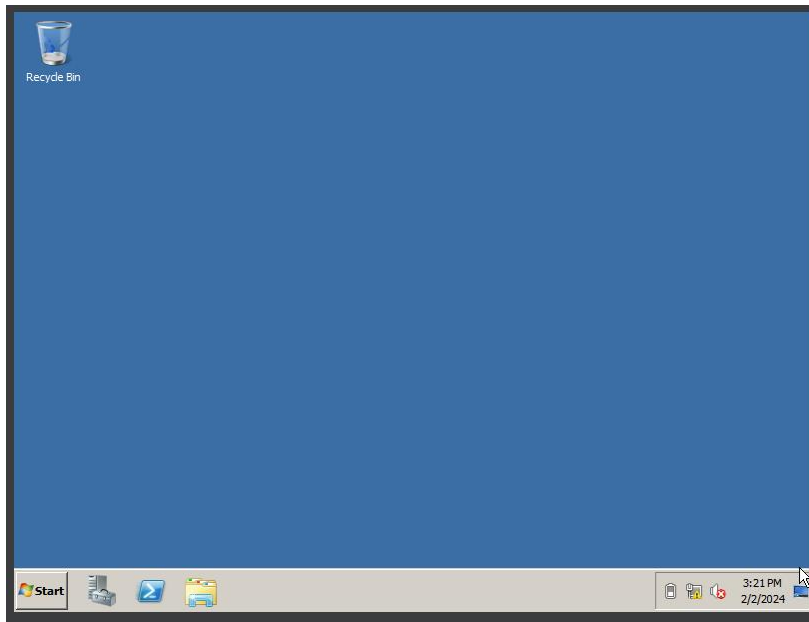STEP 2: Enter the username and the default password "DrexjanCutie23"

STEP 3: Enter a new password

AND YOU'RE DONE!

AND REPEAT ALL THE STEP TO ADD USERS 1ST TO 4TH STUDENT OF BSIT.