RIZZA S. LAZARO

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"

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

Step 4: Enter the information of user

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Step 5: Enter a proper password

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Step 6: And you're done!



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

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Step 8: Create a group name

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And you have created a a group!



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

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And your done!

ADDING ADMINSTRATOR

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

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STEP 2: Click "Members" then add

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







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



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AND YOU'RE DONE!





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