

# Active Directory 2016

Creating and Managing User Accounts

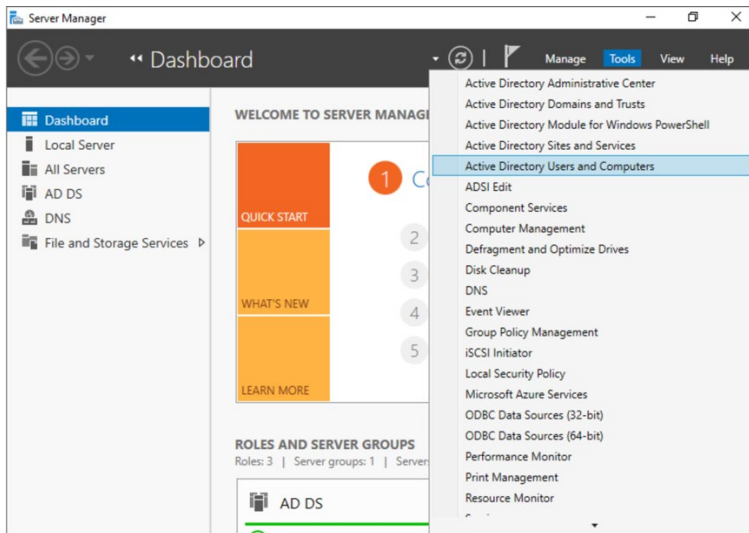
This lab walks thru the process of creating organizational units under active domains and then create Administrators and account users in a hierarchical way.

By the end of this lab you'll know how to add a new user, change a user role to Domain Admins and find various objects in an active direc

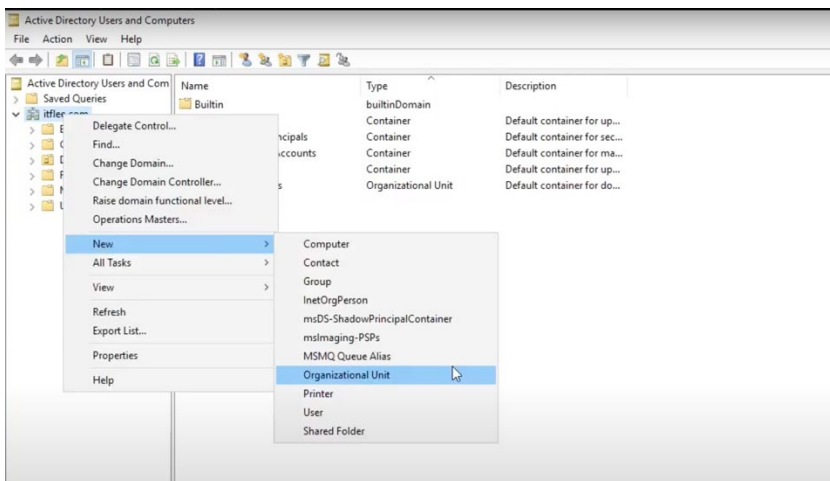
Step 1:

Create a new User

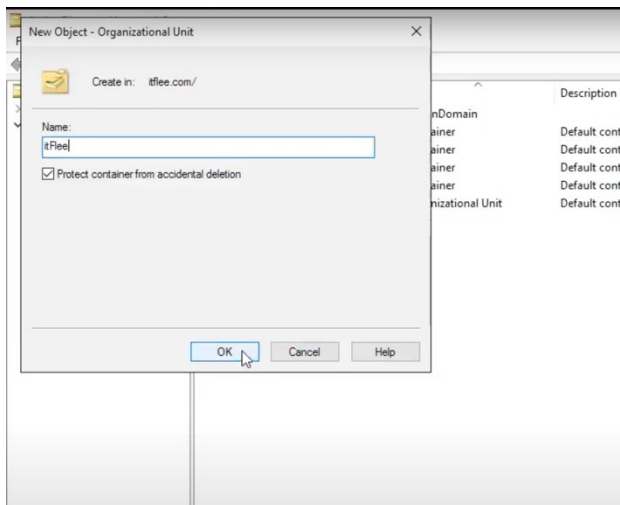
1. Navigate to Tools -> Active Directory Users and Computers



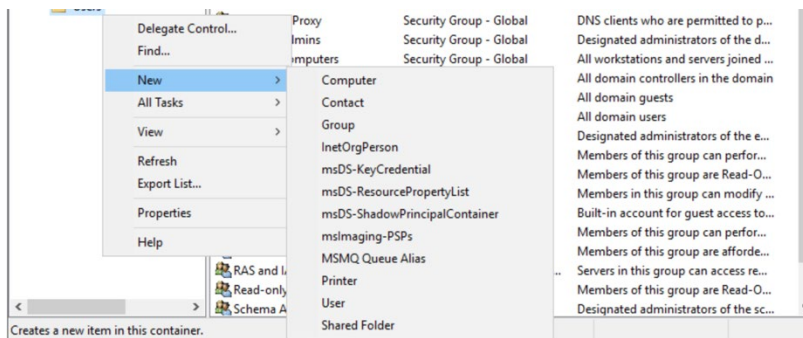
2. Right click on the domain name and Click New -> Organizational Unit



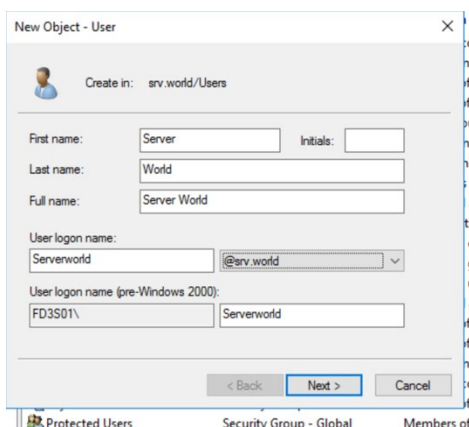
3. Enter the organization unit name



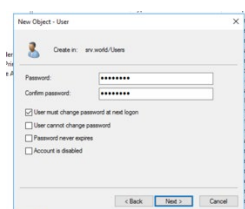
4. Under the new Organization Unit right click and select New -> Users



5. Enter the details of the new user



6. Set the initial password and force user to change password at the next login

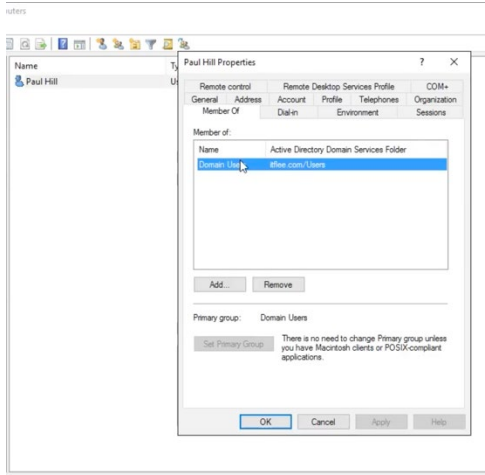


7. On the next screen review the Object information that is going to be created and then click on Finish to create the new User.

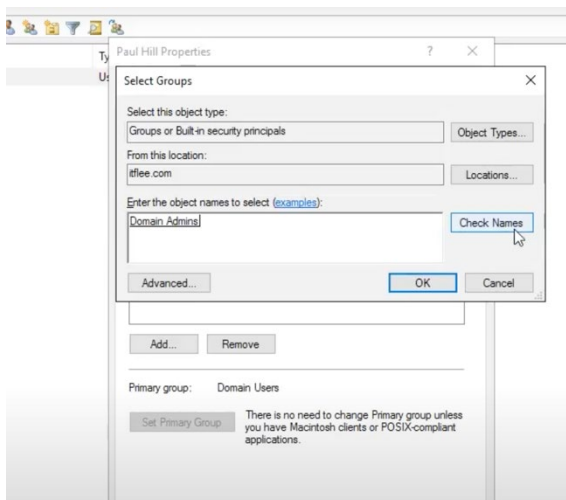
Step 2:

Assign a user Domain Admins rights

1. Identify the user who needs to be provided with the admin rights.
2. Right click on the user to get the properties pages.
3. Click on the Add button below the Member of box



4. Enter "Domain Admins" in the field and click on Check Names button. The text will turn to have a underline below it.



5. Click on OK and the user will become a group of the Domain Admin

- Right click on the user again and then click on Properties and the user should reflect to belong to both the Domain Users and Domain Admin group

