

Configuring users in a domain

If the Priner system is in a domain, use the Active Directory software on the domain controller to set up user accounts and user groups.

1. On a domain controller, log on as a domain administrator.
2. From the **Start** menu, select **Programs > Administrative Tools > Active Directory Users and Computers**.
3. On the **Tree** tab, click the domain node to expand the tree.
4. (Optional) Create a group:
 - a. In the Active Directory Users and Computers left pane, right-click **Users** or the folder where you want to create the group, and select **New Group**.
 - b. In the group name box, type a descriptive name for the group, and select **New Group**.
 - c. In the **Group scope** box, select **Global**.
 - d. In the **Group type** box, select **Security**.
 - e. Click **OK**.
5. Create a new user:
 - a. Right-click **Users** or the folder where you want to create the account, and select **New User**.
 - b. Follow the prompts.

User names must:

 - Be unique in the system
 - Be a maximum of 20 characters
 - Include uppercase and lowercase letters
 - Exclude these characters: / \ [] : ; | = , + * ? < >
 - c. Select the **User must change password at next logon** check box, and click **OK**.
6. Add users to a group:
 - a. In the Active Directory Users and Computers left pane, right-click **Users** or the folder that you created for the group.
 - b. In the right pane, right-click the group and select **Properties**.
 - c. Click the **Members** tab.
 - d. Click the **Add** button. In the **Look in** box, select **Domain**. From the **Name** column, select the user accounts that you want to add to the group, and click **Add**.

To select multiple accounts, hold down the CTRL key.
 - e. Click **OK**.