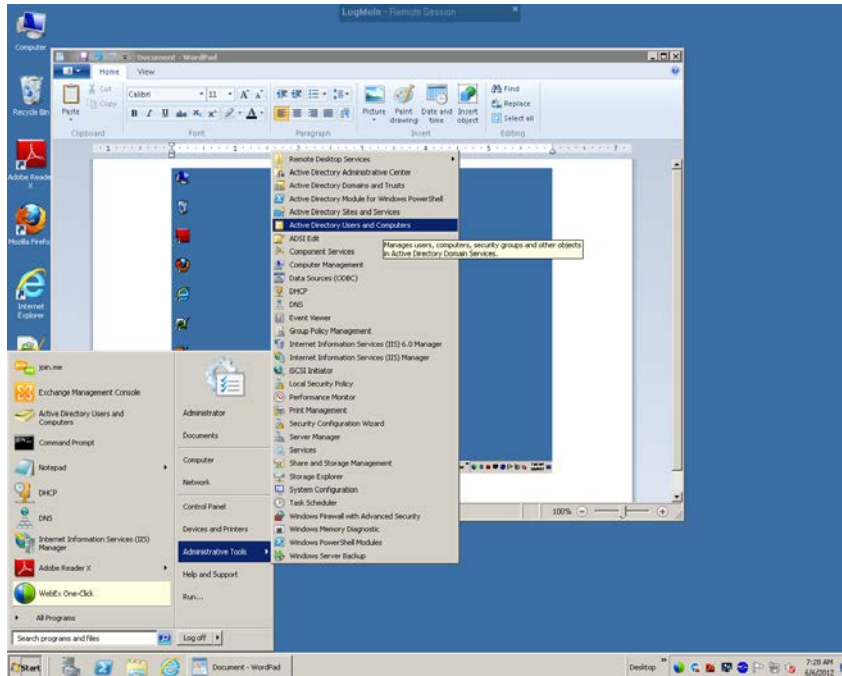
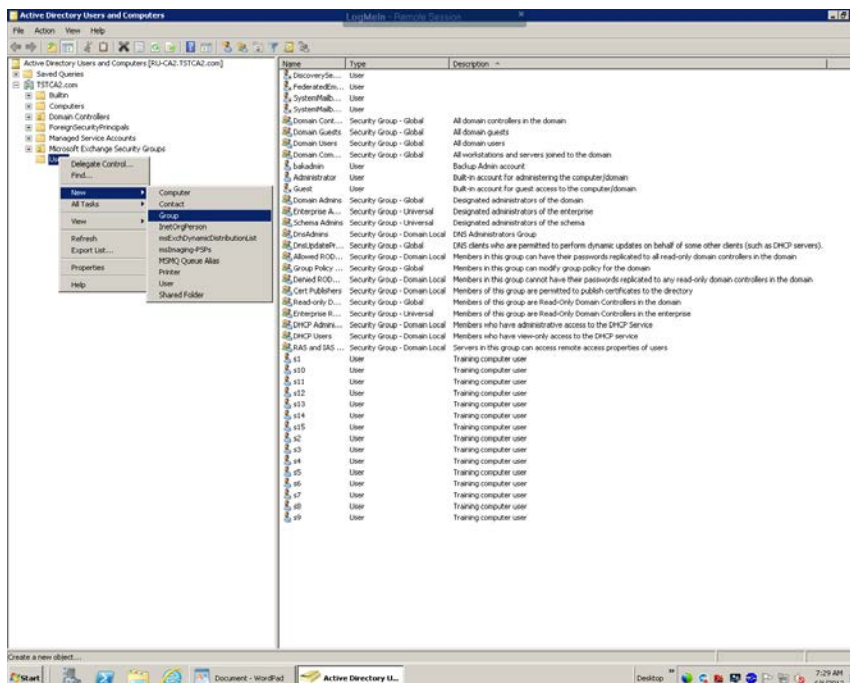


Creating Groups on the Server

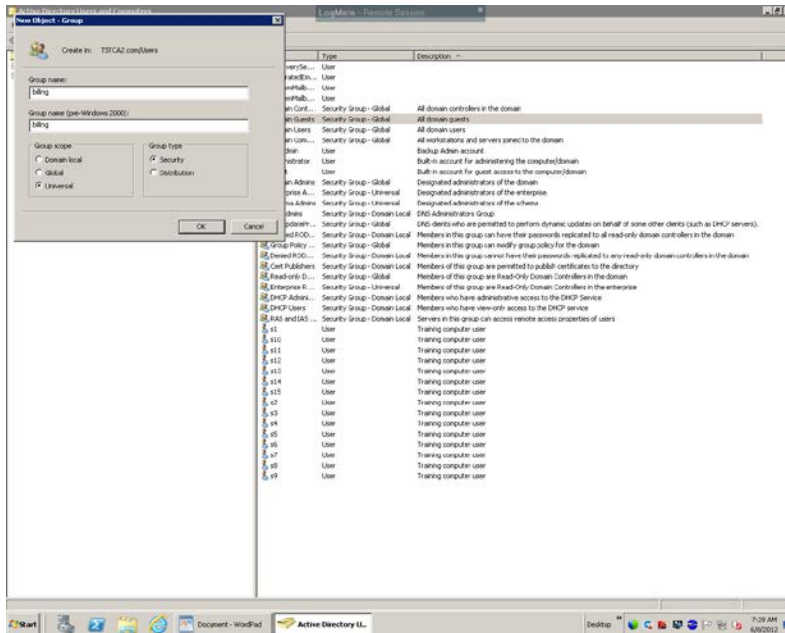
1. Start >administrative tools>Active directory users and computers



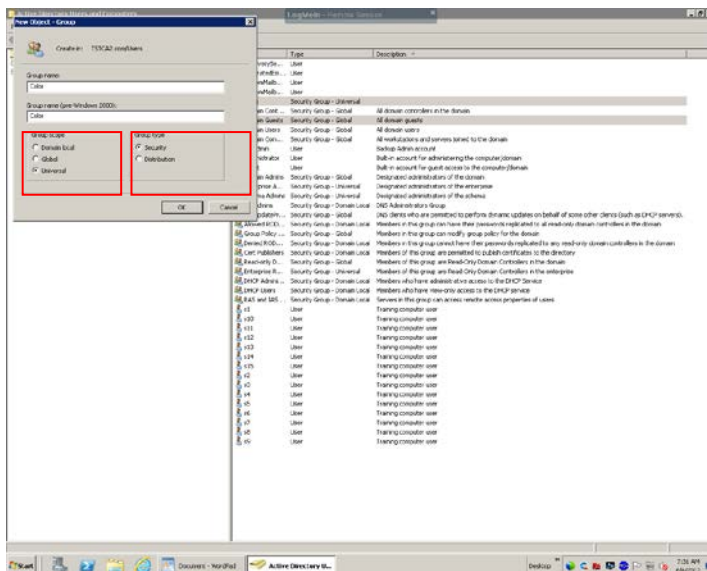
2. Expand the server right click on users and select new and then group.



3. Type in the group name for example billing, Color, sales, training all lower case expect Color capital C. Note: The groups are case sensitive when you enter them at the copier. We can use the group Color to demonstrate that feature in a different exercise.



4. Select the group scope Universal radio button and the group type Security radio button repeat step 3 and 4 until you have created all four groups.



5. After creating the four groups we will then modify the description of each group. Click on the user folder and then on right pane locate one of your groups right click on the group and select properties then add a description for the group example “Windows Authentication Group” select ok and repeat this for each group. By doing this for each group you will be able to sort the groups by double clicking on the description column which will make them easier to find and manage later.

