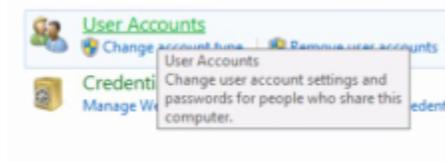


Creating Local user using User Account in control panel (Workgroup Server)

1. On the task bar of Server Manager Right-click on the **Start icon**
2. Click on **Control Panel**
3. Click on **User Accounts**



4. Click on Manage User Account
5. Select Add a user account
6. Type Tbelgrave, Press Enter
7. Click in the password box and type Password01, press Enter
8. Click in the re-enter password box and type Password01, press Enter
9. Click in the Password Hint box and type class, press Enter
10. Click on Next, Click on Finish

Change Tbelgrave account to an Administrator Account

1. Click on **Tbelgrave** account
2. On the left pane click on **Change the account Type**
3. Select **Administrator**
4. Click on Change Account Type
5. Close the Change Account box

Adding a Local user using Local users and Groups in computer Management (Server joined to a Domain)

1. Click on **Tools, Computer Management**
2. Expand **Local Users and Groups**
3. Click on **users**
4. Right-click on **users** and select **New Users**
5. Type **Pharris**, press **Enter**
6. Click in the **Fullname** box and type **Pat Harris**
7. Click in the Password box and type **Password02**, press **Enter**
8. Click in the Confirm Password box and type Password02, press Enter

9. Deselect **User must change password at next Logon**
10. Select **User cannot change password** and **password never expires**
11. Click on **Create**
12. Click on **Close** to close the New User box

Add a user to the Administrators Group

1. **Click on Groups**
2. Right-click **Administrator** and click on **properties**
3. **Click on Add**, Advanced
4. For the Administrator credentials type **Administrator**, press **Enter**
5. Click in the password box and type **Passw0rd!**, press **Enter**
6. Click on **OK**
7. Click on **Find Now**
8. Select Ben Smith from the list of Names
9. Click on OK twice
10. At the Administrative Properties Box ,click on Apply the click on OK

*****End of Lab*****