**Exercise 8: Creating Users**

**1.** To create a user in the ACMExx.COM domain, right-click the ACMExx.COM domain, select

New option, and select User. In the New Object–User dialog box input your first name, middle

initial, and last name. For your User Logon Name, use your first initial, middle initial, and

last name without spaces. Therefore, if your name is Paul G. Rogers, your login name would

be PGRogers. Click on the Next button.

**2.** Enter the password of PW (uppercase) and enable the Password must change password on next

logon option. Click on the Finish button.

**3.** After your account has been created, right-click on your account and select the Properties option.

Input your description as domain administrator and your office as the server room. Input

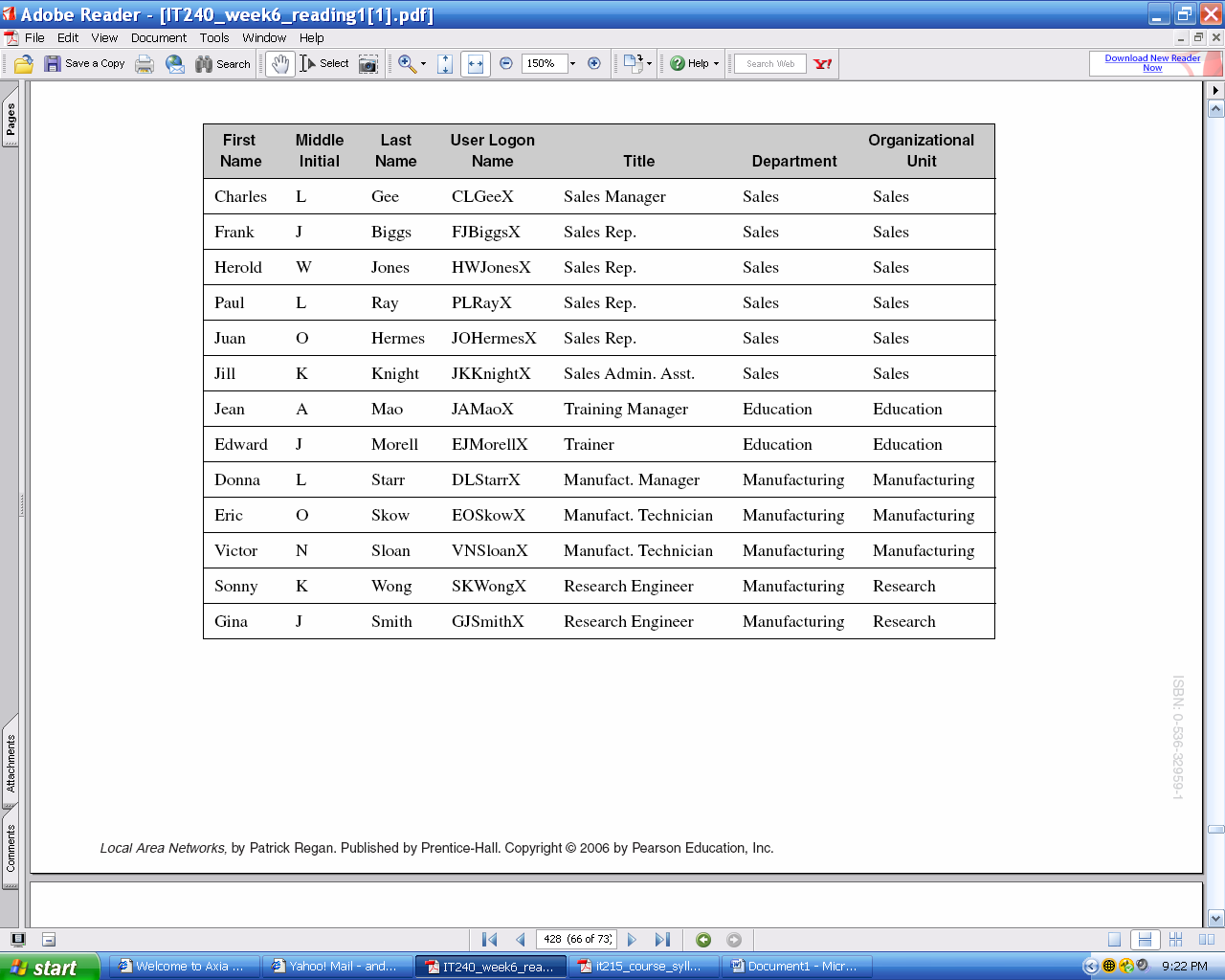
your telephone number, email address, and web page URL if you have one. Click on the Address

tab and type in your address. Click on the Telephones tab and input your phone numbers.

Click on the Organization tab and input administrator for the Title, IT for the Department, and

Acme Corporation for the Company. Click on the OK button.

**4.** Create the following users in the appropriate organizational unit.



**5.** Right-click on the SALES organizational unit, select the New option, and select the Computer

option. Enter computer1 for the name. Click on the OK button.

**6.** Right-click each of these users and input their appropriate departments.