

## NEW USERS

- 1) Start the Active Directory on the Desktop
- 2) Right click on Users to create a new one
- 3) Fill as in the following example
- 4) Set the Password to 'Never Expired'
- 5) Click on the User you just created and fill in the infos as in the examples

- 5) Choose the Group (Mishra, York or Other) in Member Of. Write 'time.bat' in Profile
- 6) Set the Security of SELF Read&Write, so the user can modify only his/her own infos!