

# SharePoint AD Administration Tutorial for SharePoint 2007

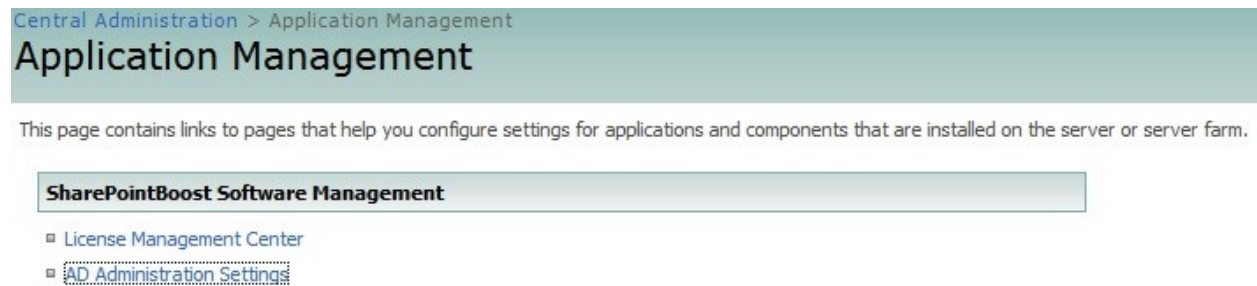
## 1. General Note

Please note that AD Administration has to be activated before it can be used. For further reference, please see our [Product Installation Guide](#).

Further information is also available in our [FAQ](#).

## 2. Navigation

### 2.1 In Central Administration



Navigate to the Application Management section in Central Administration. There, you will see a link to AD Administration under “SharePointBoost Software Management.”

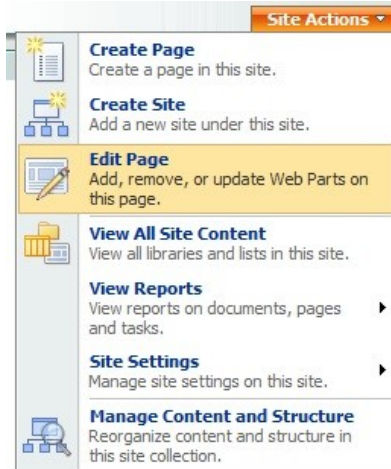


Click AD Administration link to access the main page displaying links to:

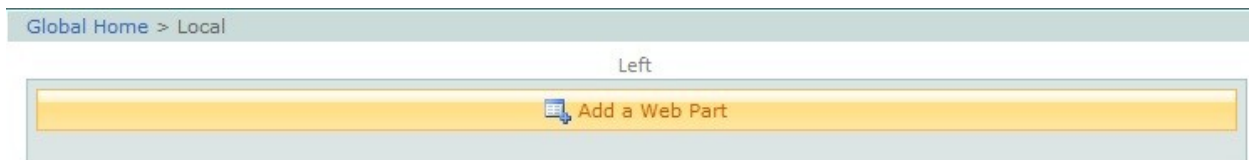
- AD Administration General Settings,
- User Permissions for AD Administration,
- View User Permissions,
- License Management

## 2.2 In SharePoint

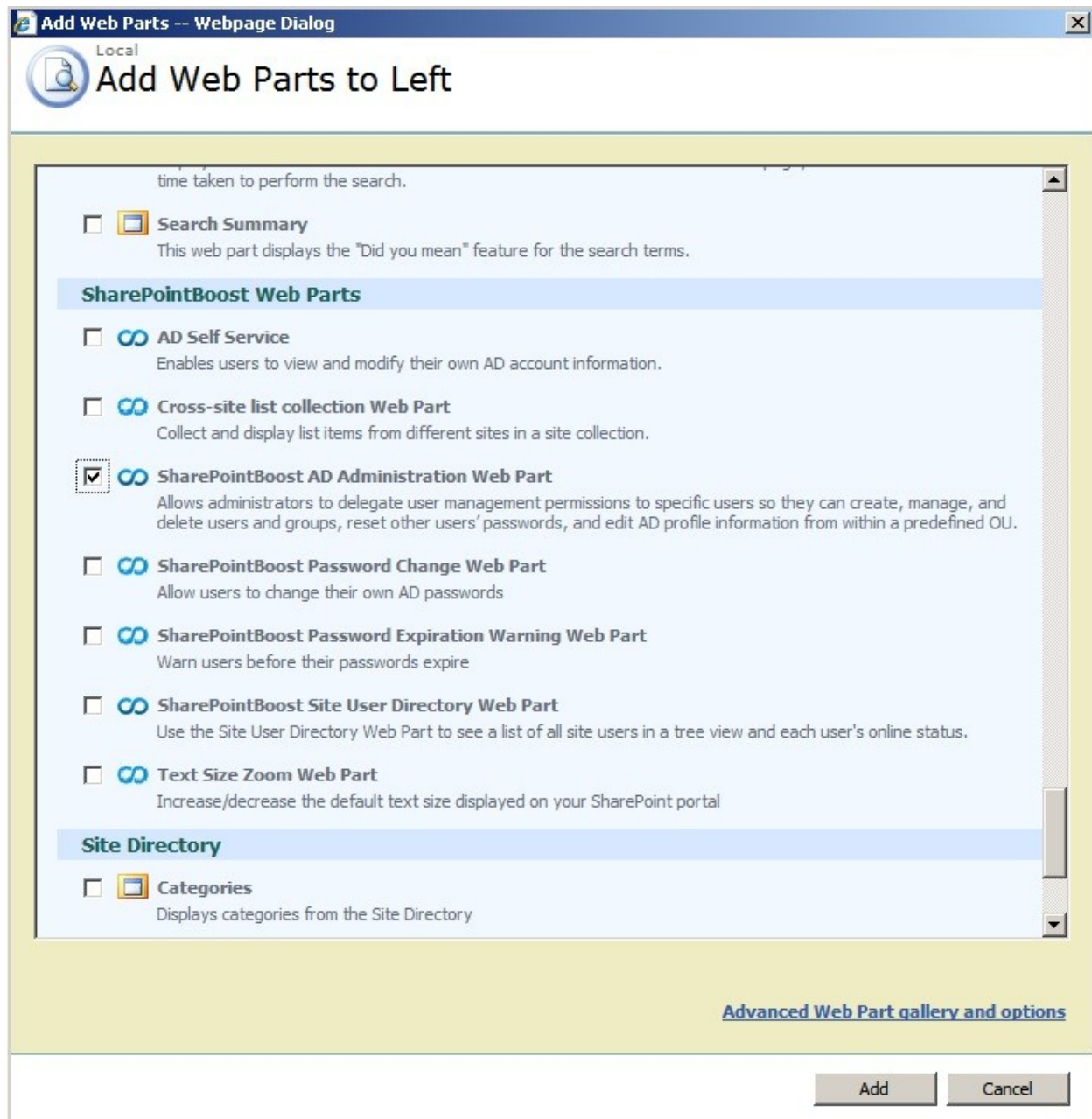
Open the site on which you want to add AD Administration. Then, click Edit Page on the Site Actions menu.



The site will be displayed in the Edit Mode. Click the Add a Web Part button to open the Add Web Parts Webpage Dialog.



In the Add Web Parts Webpage Dialog, select AD Administration by checking the SharePointBoost AD Administration Web Part checkbox in the SharePointBoost Web Parts group and then click the Add button. An AD Administration Web Part will be added on the page.



If the web part was not configured in Central Administration, then the web part should be displayed as below. Only after permissions for the web parts were set up it will be displayed to users with sufficient permissions.



### 3. Configuration of AD Administration in Central Administration

#### 3.1 AD Administration General Settings

The General Settings of AD Administration give the administrator the option to specify the configuration of logs and SMTP Server settings.

Central Administration > Application Management > AD Administration Settings > General Settings

### General Settings

<input type="checkbox"/> <b>Enable Log</b> Write log file on the server when users change AD information via the web part.	New log schedule: <input checked="" type="radio"/> Monthly <input type="radio"/> Number of day(s) to use a log file: <input type="text" value="7"/> <input type="checkbox"/> Delete logs from the server after <input type="text" value="180"/> day(s). <input type="button" value="View logs"/>
<input type="checkbox"/> <b>SMTP Server Settings</b> Default SMTP server settings for the web part.	SMTP domain name or IP address: <input type="text"/> Port: <input type="text" value="25"/> From display name (this will be displayed in the From field of each email): <input type="text"/> From address (this will be set as the default From address for each email): <input type="text"/> Reply-to address (this will be set as the default reply-to address for each email): <input type="text"/> <input checked="" type="radio"/> Use default Windows user login credentials <input type="radio"/> Use custom user login credentials User Name: <input type="text"/> Password: <input type="text"/> <input type="checkbox"/> Enable SSL connection <input type="button" value="Send Test Email"/>

The Log section allows the administrator to set the log options.

The AD Administration Log Schedule Options specify how often a new log file should be created. It can either be set to create a new file monthly, or after a number of days to be specified by the administrator.

The Delete logs checkbox gives the user the option to delete the logs after a specified number of days.

The View Logs button opens a new window displaying all changes made with AD Administration.

From	To	Action	Filter
Timestamp:	Log Message:	Action:	Modified by:
6/4/2010 1:52:01 PM	m x was created successfully.	CreateUser	SANCHENG\administrator
6/3/2010 10:32:55 PM	SANCHENG\testuser0015 is added to group 111 successfully.	AddADUserToADGroup	SANCHENG\administrator
6/3/2010 10:25:06 AM	SANCHENG\testuser0012 is added to group 111 successfully.	AddADUserToADGroup	SANCHENG\administrator
6/3/2010 10:25:06 AM	Action AddADUserToADGroup on object SANCHENG\1078 failed.	Unknown	SANCHENG\administrator
6/3/2010 10:24:08 AM	SANCHENG\Alex0001 is removed from group 111 successfully.	RemoveADUserFromADGroup	SANCHENG\administrator
6/3/2010 10:24:08 AM	SANCHENG\Alex0021 is removed from group 111 successfully.	RemoveADUserFromADGroup	SANCHENG\administrator
6/2/2010 5:59:20 PM	testpermission is renamed to testpermission1.	RenameOU	SANCHENG\administrator
6/2/2010 5:17:54 PM	SANCHENG\testuser0019 is added to group 111 successfully.	AddADUserToADGroup	SANCHENG\administrator
6/2/2010 5:17:54 PM	SANCHENG\Alex0011 is removed from group 111 successfully.	RemoveADUserFromADGroup	SANCHENG\administrator
6/2/2010 4:34:46 PM	111 was modified successfully.	EditADGroup	SANCHENG\administrator
6/2/2010 4:33:03 PM	111 was modified successfully.	EditADGroup	SANCHENG\administrator
6/2/2010 4:33:01 PM	SANCHENG\22221 is removed from group 111 successfully.	RemoveADUserFromADGroup	SANCHENG\administrator
6/2/2010 4:32:46 PM	22221 is added to group 111 successfully.	AddADUserToADGroup	SANCHENG\administrator
6/1/2010 2:46:11 PM	WEB was created successfully.	CreateUser	ABC\admin
6/1/2010 2:40:57 PM	groups is renamed to groups&a.	RenameADGroup	ABC\admin
6/1/2010 2:38:14 PM	at was created successfully.	CreateUser	ABC\admin
6/1/2010 2:36:51 PM	ABC\del0112 is added to group groups successfully.	AddADUserToADGroup	ABC\admin
6/1/2010 2:36:51 PM	ABC\del0111 is added to group groups successfully.	AddADUserToADGroup	ABC\admin
6/1/2010 2:36:13 PM	Action CreateGroup on object groups failed. Error message: The object already exists. (Exception from HRESULT: 0x80071392)	Unknown	ABC\admin
6/1/2010 2:35:59 PM	Action CreateOU on object beijing failed. Error message: The object already exists. (Exception from HRESULT: 0x80071392)	Unknown	ABC\admin
6/1/2010 2:32:08 PM	SunYan0007 was disabled.	DisableADUser	ABC\admin
6/1/2010 2:01:16 PM	China Country is renamed to China&Country.	RenameOU	ABC\admin
6/1/2010 1:58:44 PM	China&Country is renamed to China Country.	RenameOU	ABC\admin
6/1/2010 1:54:15 PM	China/Country is renamed to China&Country.	RenameOU	ABC\admin

This window first displays all changes made. However, it is possible to filter these results based on the time and date. Another option is to filter the log events based on the action performed with the AD Administration web part.

From	To	Action
Log Message:		
Europe was modified successfully.		Change e-mail settings
Hary S. Brain's password was reset successfully.		Create OU
Hary S. Brain was enabled.		Rename OU
Lulu ma was disabled.		Edit OU
Hary S. Brain was disabled.		Delete OU
ABC\hary is added to group group&1 successfully.		Create AD group
ABC\Hary is removed from group group&1 successfully.		Rename AD group
group&1 was modified successfully.		Edit AD group
group-1 is renamed to group&1.		Delete AD group
ABC\YYU is removed from group group-1 successfully.		Add AD user to AD group
aaaa was deleted successfully.		Remove AD user from AD group
		Create AD user
		Enable AD user account
		Disable AD user account
		Delete AD user
		Rename AD user
		Edit AD user
		Reset user password
		Unknown

To display the details of an entry, click on the Details link on the right side in the Log Details column. This will display more details, like the original value, and the new value of the changed property.

Changed Property	Old Value	New Value
Group name (pre-Windows 2000):	group-1	group&&1

The SMTP Server Settings section lets the administrator customize the SMTP settings for the AD Administration web part.

There is no need to customize these settings if the SMTP server settings are already configured in the SharePoint Central Administration. So the administrator just has to change these settings when he wants to specify customized settings for outgoing emails.

Everything from domain name/IP, over port, display name, From Address, to Reply-to Address can be customized. The administrator can also set to use either the default Windows login credentials or that of another user. The settings also allow enabling SSL connections.

### 3.2 User Permissions for AD Administration

Initially, the User Permissions for AD Administration screen is empty, as no user has been added.



Firstly, click Add Users to create a role for a user or a group. In the new window the administrator can specify for which users or groups he wanted to specify this role. This is done with a default SharePoint people picker.

After that the administrator has to specify which OU the users or groups should have permissions for to manage using the AD Administration web part. To do this he has to specify the domain name and the administrator's credentials. Based on these login credentials the OU tree is loaded.

In the OU tree the administrator can select the OUs the users or groups can manage by checking the appropriate checkboxes.



Central Administration > Application Management > AD Administration Settings > User Permissions for AD Administration > Add Users

## Add Users

**Users**

You can enter user names, group names, or e-mail addresses. Separate with semi-colons.

**Organizational Unit**

Specify the Organizational Unit you want these users to have permission to manage using the SPB AD Administration web part.

**Note:** Make sure the users to whom you want to delegate control have the necessary permissions in Active Directory.

**Users:**

**Domain Name:**

**Username:**

**Password:**

- ☒ spb
  - ☒ Administration
  - ☒ Domain Controllers
  - ☒ Marketing
  - ☒ Product Development
    - ☒ Quality Assurance
  - ☒ Users

After the OUs have been selected, the administrator has to specify what permissions the users or groups should have for the selected OUs. For this, AD Administration provides several checkboxes for each administrative task. Activate the checkboxes according to the requirements of your organization.

Tasks to be performed by using AD Administration are:

- Manage Organizational Units
- Delete Organizational Units
- Manage Groups
- Delete Groups
- Manage Users
- Delete Users
- Reset Passwords

### Permissions

Specify which permissions you would like to delegate to selected users.

- ☒ **Manage Organizational Units** - Allow selected users to create and edit Organizational Units. (You can restrict permissions so that this action can only be performed in predefined OUs.)
- ☒ **Delete Organizational Units** - Allow selected users to delete Organizational Units. (You can restrict permissions so that this action can only be performed in predefined OUs.)
- ☒ **Manage Groups** - Allow selected users to create new groups, edit properties of groups, and add users into groups. (You can restrict permissions so that this action can only be performed in predefined OUs.)
- ☒ **Delete Groups** - Allow selected users to delete groups. (You can restrict permissions so that this action can only be performed in predefined OUs.)
- ☒ **Manage Users** - Allow selected users to create new user accounts, edit existing accounts, and disable users. (You can restrict permissions so that this action can only be performed in predefined OUs.)
- ☒ **Delete Users** - Allow selected users to delete user accounts. (You can restrict permissions so that this action can only be performed in predefined OUs.)
- ☒ **Reset Passwords** - Allow selected users to reset the passwords of other users. (You can restrict permissions so that this action can only be performed in predefined OUs.)

Finally the administrator can also configure the web part layout and the AD properties settings. Please see 3.3 Web Part Layout and AD Properties Settings for further information.

### Properties

Specify which user properties can be edited using the SPB AD Administration web part.

**General**

First Name: [edit] [X]

Initials: [edit] [X]

Last Name: [edit] [X]

Display Name: [edit] [X]

Description: [edit] [X]

Office: [edit] [X]

Telephone Number: [edit] [X]

E-mail: [edit] [X]

Web Page: [edit] [X]

[Add New Property](#)

**Address** [edit] [X]

**Telephones** [edit] [X]

**Organization** [edit] [X]

**New group** [edit] [X]

Save

Cancel

After the user has been added to AD Administration, he is displayed in the list with his Display Name, the User name, the Type, and his Permissions for the web part.

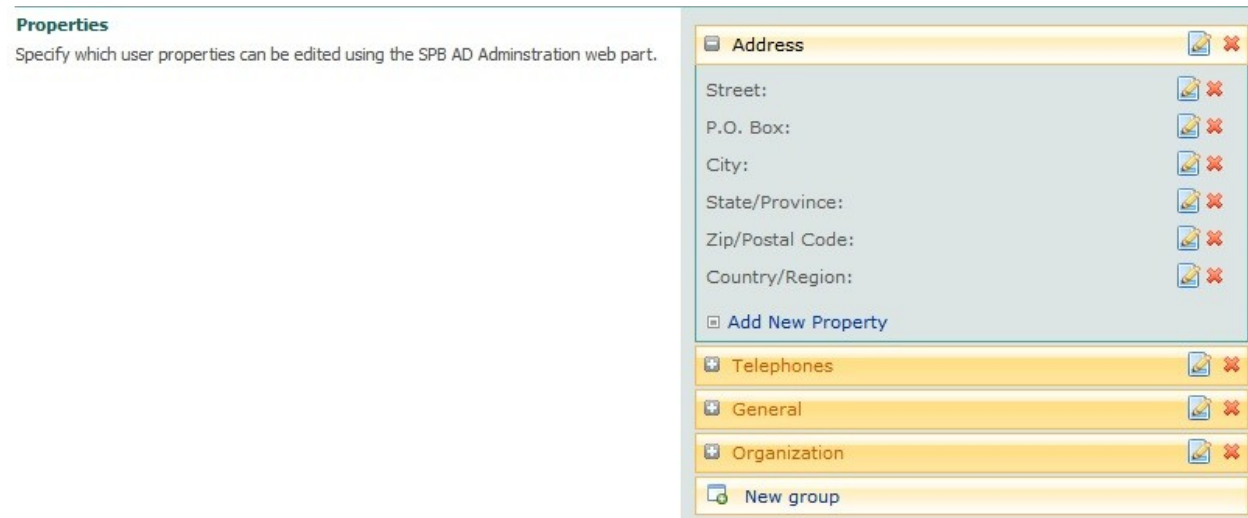




The user's permission role can now be selected to be deleted or edited.

### 3.3 Web Part Layout and AD Properties Settings

On initial setup, AD Administration will provide four tabs, and include default and AD properties. For each user or group set up to use AD Administration, this design can look differently.



#### 3.3.1 Managing Tabs

To create new tabs, the user has to click Add New.



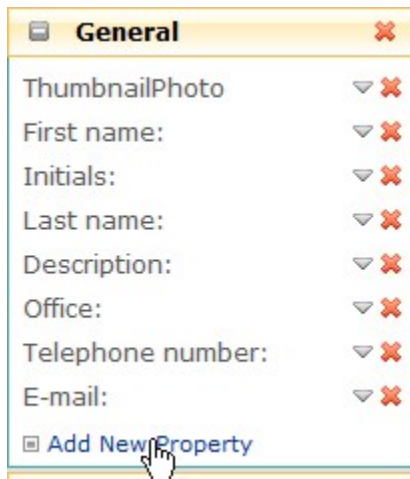
The field will change and display a field to edit the tab name. There, the user has to enter the name for the new tab, and press enter to confirm.



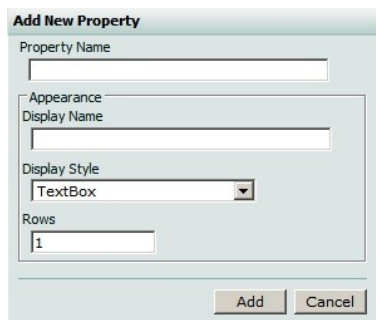
Changing the current Display Name of a tab will work in a similar way. The user has to click on the name of the tab and the field will change into an Edit field allowing for changing the name of the tab.

### 3.3.2 Managing Properties

To add new properties, the administrator has to click the Add New Property button that is available under each tab.



Then, a new box will appear inside the tool pane allowing the administrator to select which property to select, and what settings to apply.



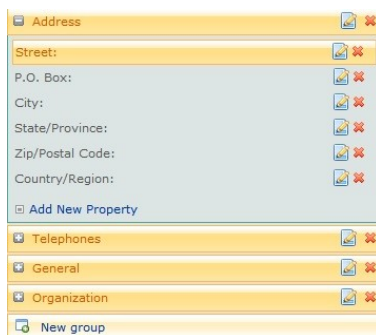
To delete AD properties from the web part, the administrator has to click on the red cross on the right side of the property.



A popup window will open to make sure that the property really should be removed.



To display property details, the user has to click the arrow in the top right corner of the property.



Then the property details will be displayed.

The 'Edit Property' dialog box is shown with the following settings:

- Property Name:** streetAddress
- Appearance:**
  - Display Name:** Street:
  - Display Style:** TextBox (selected in the dropdown)
  - Rows:** 1

Buttons: Save, Cancel

The Appearance settings allow the administrator to specify how the users should enter the information for the AD properties. If Textbox is selected in the Dropdown box, the administrator can select how many rows are available for editing.

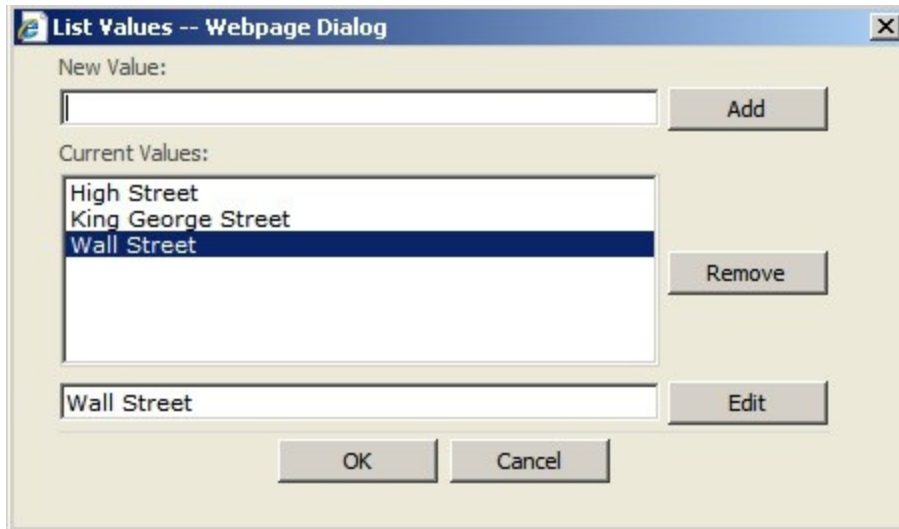
If the administrator selects the dropdown list the Appearance settings box will change to display a button to specify the values.

The 'Edit Property' dialog box is shown with the following settings:

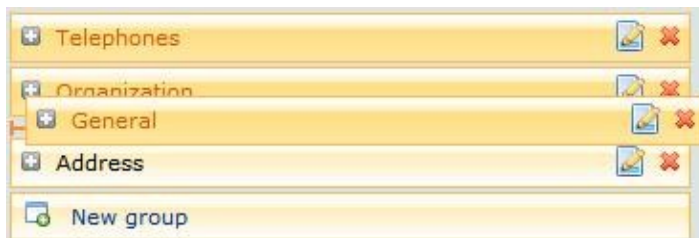
- Property Name:** streetAddress
- Appearance:**
  - Display Name:** Street:
  - Display Style:** DropDownList (selected in the dropdown)
  - List Values:** Set (button)

Buttons: Save, Cancel

Clicking the Set List Value button will open a popup window. There the administrator can specify which values are available, modify values, or delete values, if necessary.



AD Administration supports Drag and Drop of items in the web part settings. Thus, the layout and setup of the tabs and properties can be easily changed.



### 3.4 View User Permissions

After installation of AD Administration the View user permissions window will be empty, as no permissions have been set up yet.



Once permissions have been set up, this location can be used to easily review permissions for users or groups. The window displays the Display name, the user name, what type of object (e.g. user, security group, etc.), where permissions were inherited from, and the permissions themselves.

Central Administration > Application Management > AD Administration Settings > View user permissions

**View user permissions**

Display Name	User Name	Type	Permissions inherited from	Permissions
Administrator	spb\Administrator	User		Manage OU, Delete OU, Manage Group, Delete Group, Manage User, Delete User, Reset User Password

#### 4. The AD Administration Web Part

Based on the permissions set up with AD Administration, the user will have different access rights for the web part. Logging on as Christian, the web part displays all organizational units available. The tabs will be displayed as previously set up in the AD Administration settings in Central Administration.

**SharePointBoost AD Administration Web Part**

You are using a trial license for AD Administration 1.0.525.0 (29 days left). Please click here to manage license.

**Actions** **Settings**

**Organization**

- spb
  - Administration
  - Domain Controllers
  - Marketing
    - Catherine Brown
    - Isabella Garcia
    - Jennifer Smith
    - Mary Jackson
    - Peter Anderson
  - Product Development
  - Users
  - Management

Alphabetical

Site

**General** **Address** **Telephones** **Organization**

First Name: Catherine

Initials:

Last Name: Brown

Display Name: Catherine Brown

Description:

Office:

Telephone Number: (8122) 517-3257 Other...

E-mail: Brown.Catherine@testcorp.com

Web Page: Other...

Save Cancel

Logging on as Catherine will only display the Marketing OU, because her account was set up to only display the Marketing OU. Also, a different user interface for the user properties is displayed; the tabs are arranged in a different order.



**SharePointBoost AD Administration Web Part**

You are using a trial license for AD Administration 1.0.525.0 (30 days left). Please click [here](#) to manage license.

**Actions** **Settings**

**Organization** **Address** **Telephones** **General** **Organization**

Marketing

- Catherine Brown
- Isabella Garcia
- Jennifer Smith
- Mary Jackson
- Peter Anderson

Street: 69 Times Square

P.O. Box:

City: Springfield

State/Province:

Zip/Postal Code:

Country/Region: United States

Alphabetical

Site

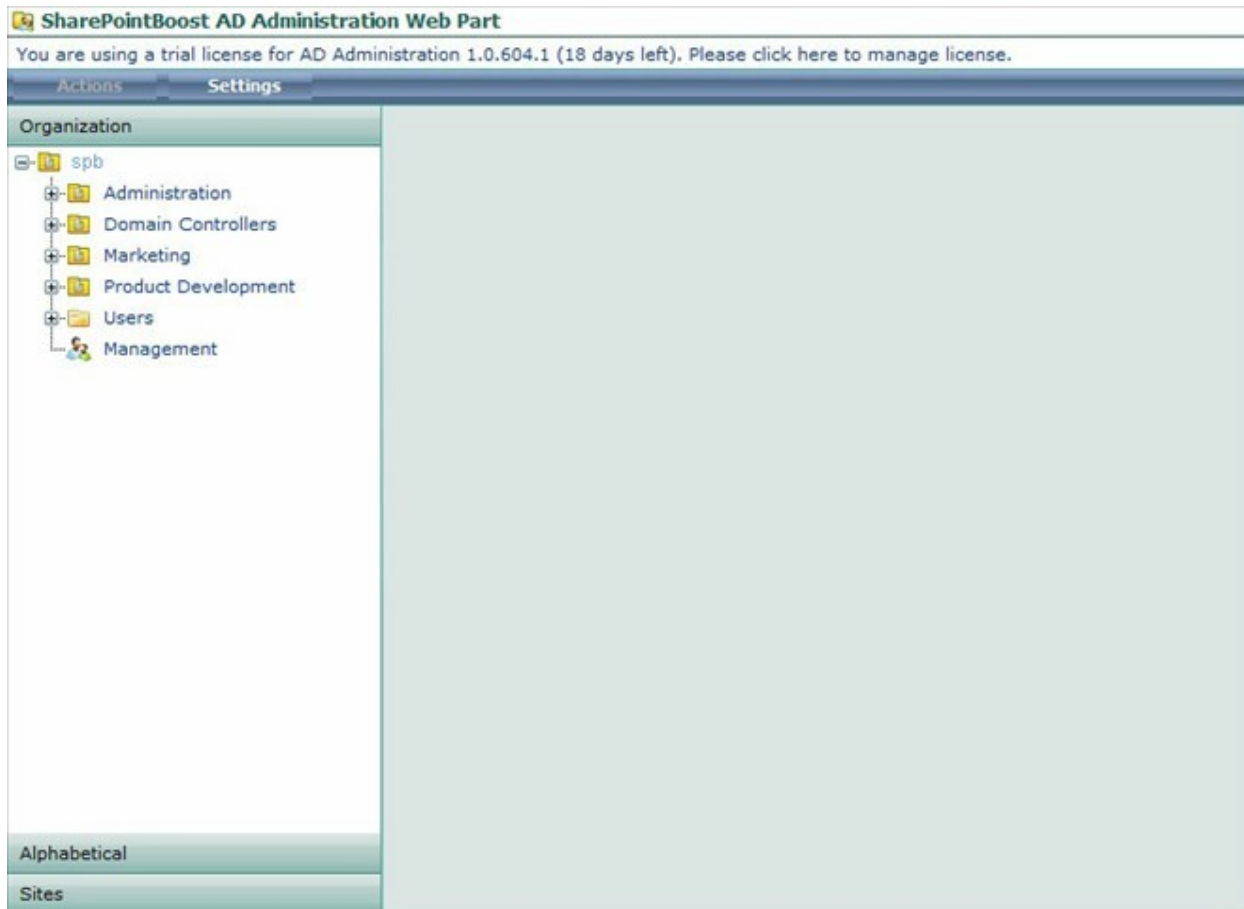
Save Cancel

AD Administration offers 3 different views for displaying the structure and users in it:

- Organization
- Alphabetical
- Sites

#### 4.1 Organization

This is the default view for AD Administration. Here the information in AD is displayed according to the OU structure in AD. All OUs the user has permissions to see, and containing groups and users are displayed in the tree.



## 4.2 Alphabetical

This view displays all users alphabetically, sorted by their last name. For each letter the number of users with their last name beginning with this letter is displayed right of the letter.

If a SharePoint environment contains many users the Alphabetical View will display users summarized in object sets. This can be configured in the 4.4.3 Appearance Settings of the web part.

## SharePointBoost AD Administration Web Part

You are using a trial license for AD Administration 1.0.604.1 (18 days left). Please [click here](#) to manage license.

Actions

Settings

Organization

Alphabetical

+

 A(2)

+

 B(1)

+

 D(1)

+

 G(1)

+

 J(3)

...

 Rachel Jackson

...

 Mary Jackson

...

 Mary Johnson

+

 L(3)

+

 P(2)

+

 R(1)

+

 S(2)

+

 T(2)

+

 W(2)

+

 Y(1)

Sites

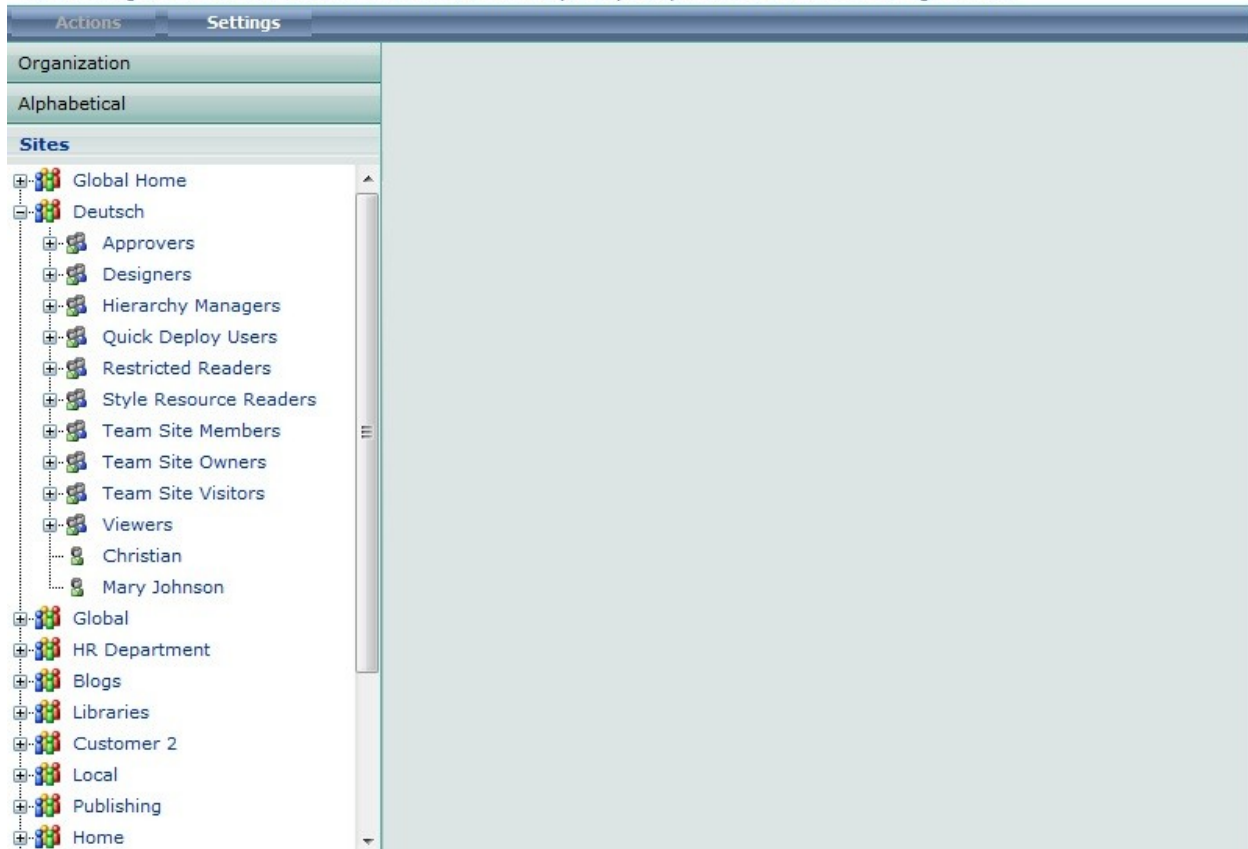
Please note that this functionality does not fully support Asian languages.

### 4.3 Sites

The Sites View presents displays the users and groups according to their membership to sites in the SharePoint environment.

#### SharePointBoost AD Administration Web Part

You are using a trial license for AD Administration 1.0.604.1 (18 days left). Please [click here](#) to manage license.



### 4.4 The AD Administration Settings Tab

The AD Administration Settings tab allows the User to change settings for:

- SMTP Sever Settings
- License Management
- Change Role
- Appearance Settings

Depending on the permissions of the user, fewer options might be available. Please note that users you have no permission in SharePoint to update the web part will not be able to see the Settings tab.

#### 4.4.1 SMTP Server Settings

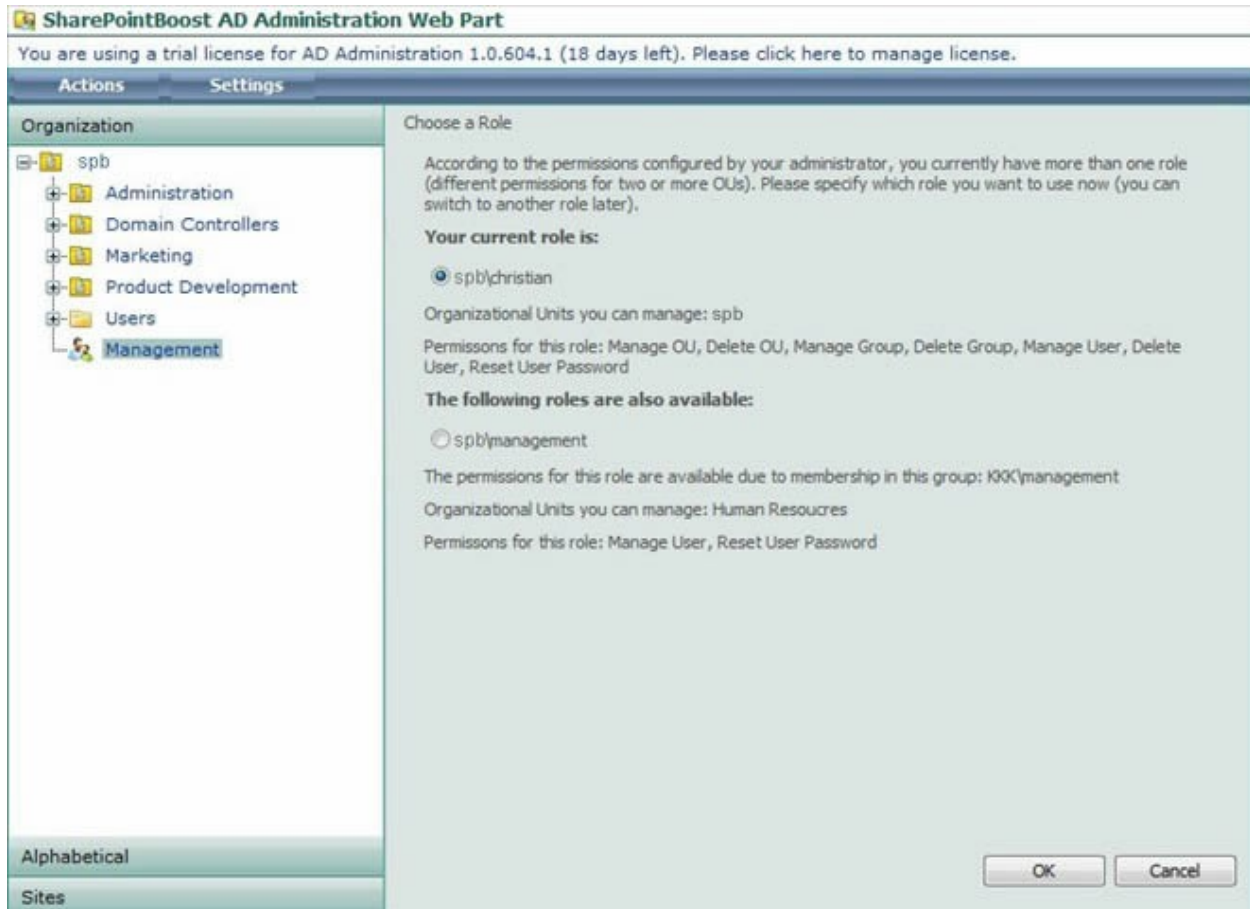
Here users can specify custom SMTP settings that are different from those configured in the AD Administration Settings in Central Administration. These settings will be user-specific, so different users can create different settings.

The screenshot displays the 'SharePointBoost AD Administration Web Part' interface. At the top, a message states: 'You are using a trial license for AD Administration 1.0.604.1 (18 days left). Please click here to manage license.' Below this, there are two tabs: 'Actions' and 'Settings', with 'Settings' being the active tab. The interface is divided into two main sections. On the left, under the 'Organization' heading, there is a tree view showing a hierarchy: 'spb' (with a folder icon) contains 'Administration', 'Domain Controllers', 'Marketing', 'Product Development', 'Users', and 'Management' (with a user icon). At the bottom of this section are two buttons: 'Alphabetical' and 'Sites'. The right section is titled 'SMTP Server Settings' and contains several input fields and options: 'SMTP domain name or IP address:' with a text box; 'Port:' with a text box containing '25'; 'From display name (this will be displayed in the From field of each email):' with a text box; 'From address (this will be set as the default From address for each email):' with a text box; 'Reply-to address (this will be set as the default reply-to address for each email):' with a text box; two radio buttons for 'Use default Windows user login credentials' (selected) and 'Use custom user login credentials'; 'Username:' and 'Password:' text boxes; a checkbox for 'Enable SSL connection'; and a 'Send Test Email' button. At the bottom right of the settings area are 'Save' and 'Cancel' buttons.

The actual configuration works in the same way as in the 3.1 AD Administration General Settings in Central Administration.

#### 4.4.2 Change Role

If a user has different permissions for two or more OUs, he can specify which role he wants to use. Multiple roles are usually available because the user is part of several groups for which permissions for AD Administration were set up.



The user initially has to specify which role to use, but he can always change this selection by returning to the window.

#### 4.4.3 Appearance Settings

The Appearance Settings specify how many users should be displayed in one set of objects in the Alphabetical View. This makes the view more easily manageable, and reduces load time to pull information from AD into the web part.



SharePointBoost AD Administration Web Part

You are using a trial license for AD Administration 1.0.604.1 (18 days left). Please [click here to manage license.](#)

Actions

Settings

Organization

spb

Alphabetical

Sites

Appearance Settings

Specify how many objects to display in a set:

100

 objects per set.

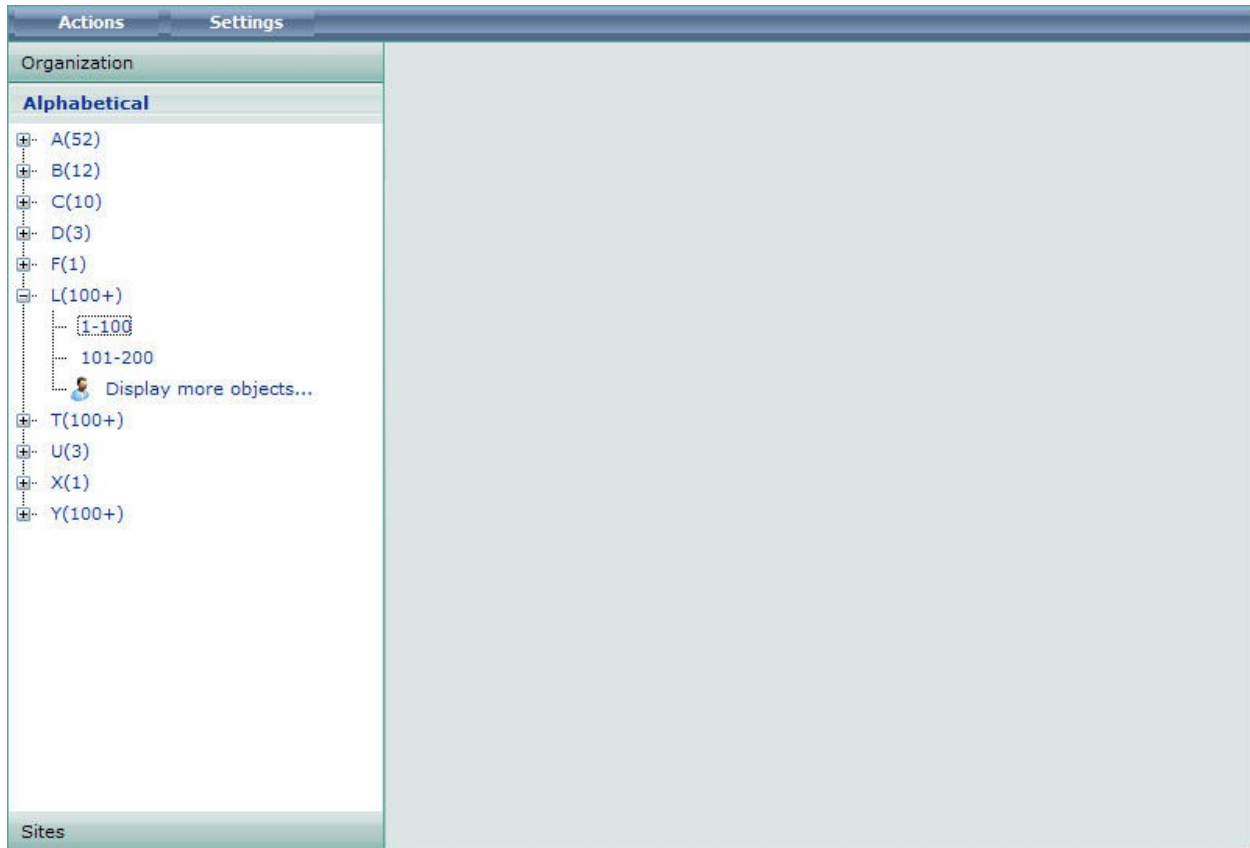
For optimal performance, it is recommended that each set contain 1,000 or fewer objects. Note that these settings will not take effect until this page is refreshed.

OK

Cancel

So for a large number of users with their last name beginning with the same letter the alphabetical view will look like displayed below.

To display more objects AD Administration provides a "Display more objects..." link. The "1-100" or "101 to 200" links can be expanded or collapsed as required. Multiple object sets can be expanded if necessary.



Please note that for optimal performance, it is recommended that each set contain 1,000 or fewer objects.

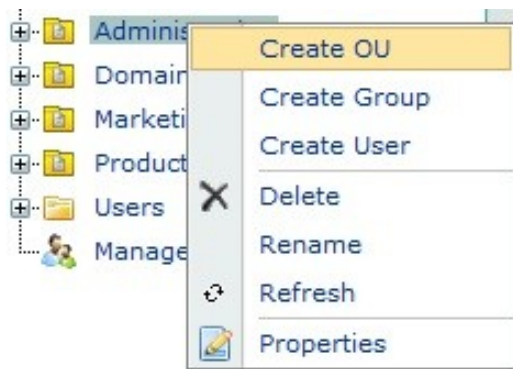
## 5. Managing Active Directory with the AD Administration Web Part

### 5.1 Creating Organizational Units

AD Administration offers 2 ways to create OUs. One way is to click on the Actions menu while an OU is selected. This will provide the menu below.



The other way is to right click on any OU, which will offer a menu providing all the options available for this OU.



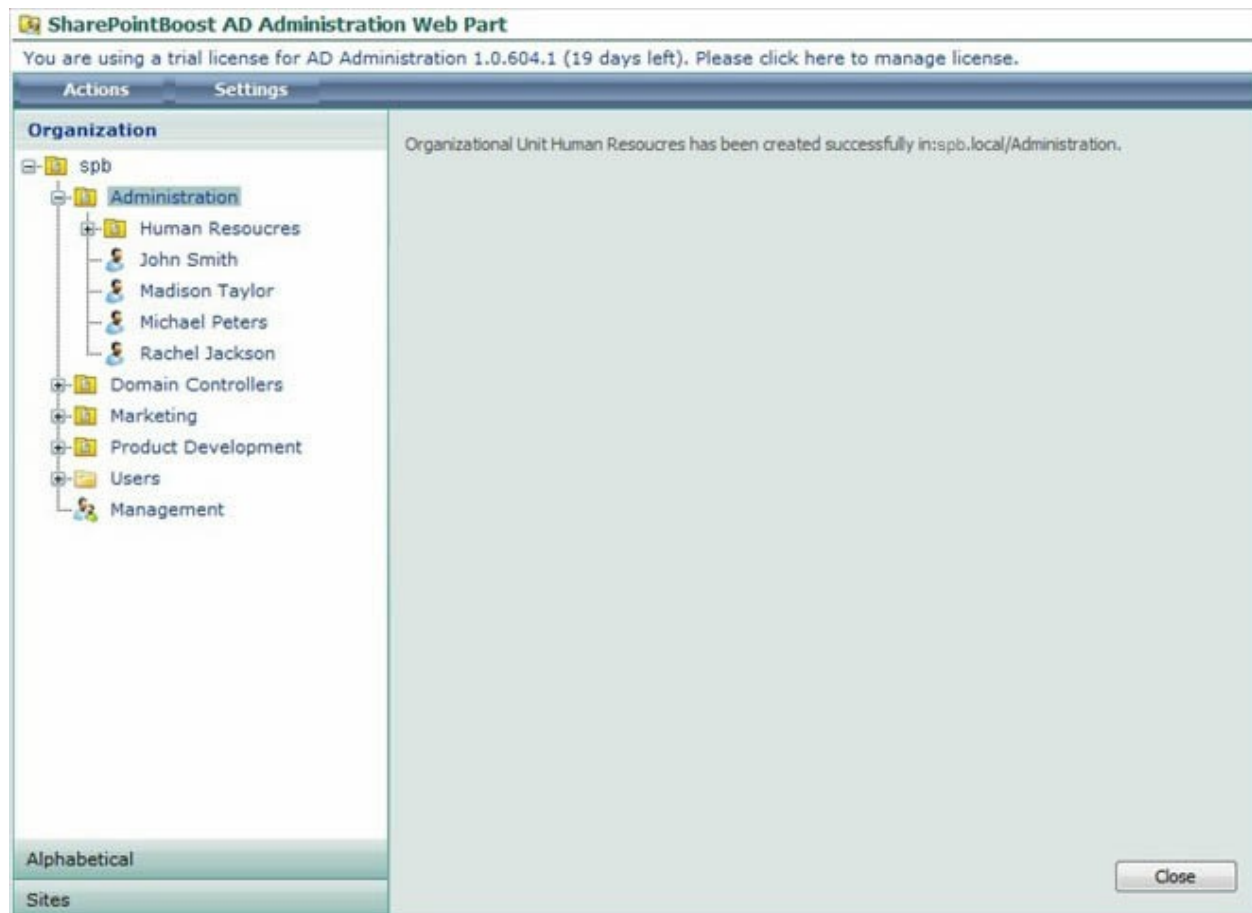
Clicking this link will display the Create OU window on the right side of the web part.

A screenshot of the 'SharePointBoost AD Administration Web Part' interface. The top bar shows the title 'SharePointBoost AD Administration Web Part' and a trial license notice. Below the title are two tabs: 'Actions' and 'Settings'. The 'Organization' section on the left shows a tree view with folders like 'Administration', 'Domain Controllers', 'Marketing', 'Product Development', 'Users', and 'Management'. The 'Create in:' field is set to 'spb.local/Administration'. The 'Name' field is filled with 'Human Resources'. The 'Description' field is empty. The 'Street' field is empty. The 'City' field is filled with 'Springfield'. The 'State/province' field is empty. The 'Zip/Postal Code' field is empty. The 'Country/region' dropdown is set to 'United States'. At the bottom right, there are 'Save' and 'Cancel' buttons.

Once adding all necessary information click the Save button to confirm. A popup window will ask for confirmation whether or not this OU information should really be saved.



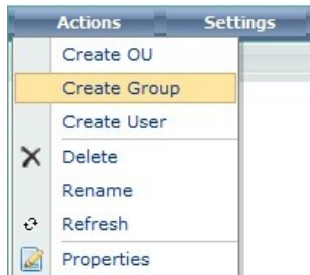
Clicking OK will finalize the process and display a confirmation message in the web part.



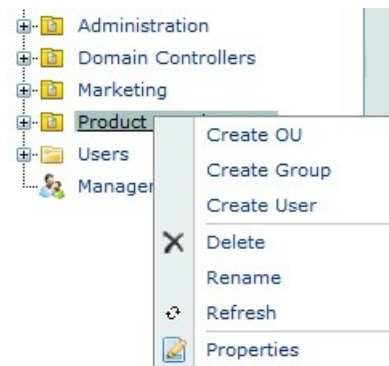
To close this message, click the Close button.

## 5.2 Creating Groups

AD Administration offers 2 ways to create groups. One way is to click on the Actions menu while an OU is selected. This will provide the menu below.



The other way is to right click on any OU, which will offer a menu providing all the options available for this OU.



Clicking this link will display the Create Group window on the right side of the web part.

**SharePointBoost AD Administration Web Part**

You are using a trial license for AD Administration 1.0.604.1 (19 days left). Please [click here](#) to manage license.

**Actions**   **Settings**

**Organization**

- spb
  - Administration
  - Domain Controllers
  - Marketing
  - Product Development**
  - Users
  - Management

Create in: spb.local/Product Development

Group name:

Group name (pre-Windows 2000):

Description:

Email:

Group scope:  
☐ Domain local  
☒ Global  
☐ Universal

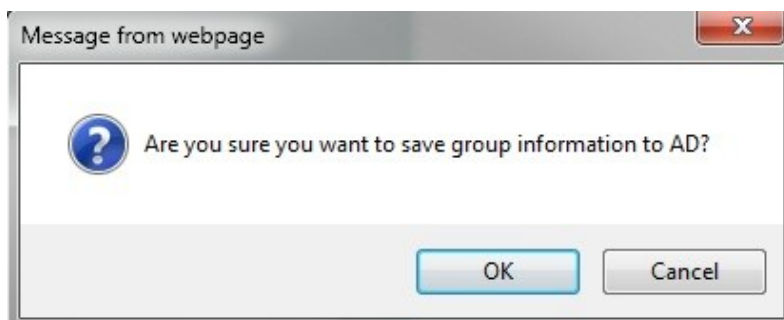
Group type:  
☒ Security  
☐ Distribution

Notes:

Alphabetical  
Sites

Here the user can select the group name, the pre-Windows 2000 group name, as well as the group scope and the group type. The pre-Windows 2000 group name will be added automatically when the group name is entered. It ensures compatibility with pre-Windows 2000 system environments.

Once all necessary information is added, click the Save button to confirm. A popup window will ask for confirmation whether or not this OU information should really be saved.



Clicking OK will finalize the process and display a confirmation message in the web part.





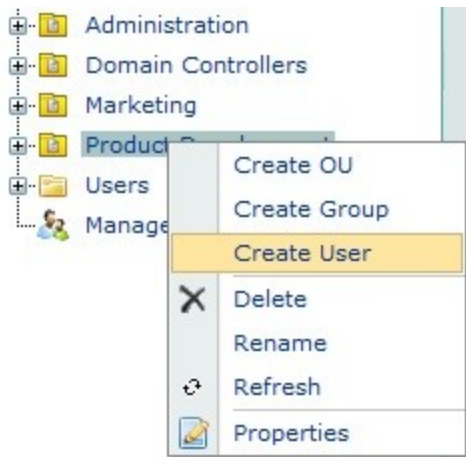
To close this message, click the Close button.

### 5.3 Creating Users

AD Administration offers 2 ways to create users. One way is to click on the Actions menu while an OU is selected. This will provide the menu below.



The other way is to right click on any OU, which will offer a menu providing all the options available for this OU.



Clicking this link will display the Create User wizard on the right side of the web part.

A screenshot of the 'SharePointBoost AD Administration Web Part' interface. The title bar shows the product name and a trial license notice. Below the title bar are 'Actions' and 'Settings' tabs. The 'Organization' tree on the left shows the same structure as the previous image, with 'Marketing' selected. The main area is the 'Create User' wizard. It has a 'Create in:' field set to 'spb.local/Marketing'. The form contains fields for 'First name' (Sam), 'Initials' (SY), 'Last name' (Yan), and 'Full name' (Sam SY. Yan). Below these are fields for 'User logon name' (Sam @ spb.local) and 'User logon name (pre-Windows 2000):' (spb\Sam). At the bottom right, there are 'Next >' and 'Cancel' buttons.

In the first screen the name and the logon name for the user has to be specified. Then proceed by clicking next.

**SharePointBoost AD Administration Web Part**

You are using a trial license for AD Administration 1.0.604.1 (19 days left). Please [click here](#) to manage license.

**Actions**   **Settings**

**Organization**

- spb
  - Administration
  - Domain Controllers
  - Marketing**
  - Product Development
  - Users
    - Management

Create in:   spb.local/Marketing

Password:   .....

Confirm password:   .....

☐ User must change password at next logon

☐ User cannot change password

☒ Password never expires

☐ Account is disabled

Alphabetical

Sites

< Back   Next >   Cancel

The next screen displays the password settings for this user. The initial password has to be created as well. To continue, click the OK button.

**SharePointBoost AD Administration Web Part**

You are using a trial license for AD Administration 1.0.604.1 (19 days left). Please click [here](#) to manage license.

**Actions**   **Settings**

**Organization**

- spb
  - Administration
  - Domain Controllers
  - Marketing**
  - Product Development
  - Users
  - Management

Create in: spb .local/Marketing

Select the group(s) in which you want to create the user:

Name	Active Directory
<input type="checkbox"/> HelpServicesGroup	spb .local/Users
<input type="checkbox"/> TelnetClients	spb .local/Users
<input type="checkbox"/> DHCP Users	spb .local/Users
<input type="checkbox"/> DHCP Administrators	spb .local/Users
<input type="checkbox"/> Administrators	spb .local/Builtir
<input checked="" type="checkbox"/> Users	spb .local/Builtir
<input type="checkbox"/> Guests	spb .local/Builtir
<input type="checkbox"/> Print Operators	spb .local/Builtir
<input type="checkbox"/> Backup Operators	spb .local/Builtir
<input type="checkbox"/> Domain Administrator	spb .local/Builtir

Alphabetical

Sites

< Back   Finish   Cancel

In this screen the user is added to groups in AD. This is the final step for creating the user. Complete the user creation by clicking the Finish button.

SharePointBoost AD Administration Web Part

You are using a trial license for AD Administration 1.0.604.1 (19 days left). Please [click here to manage license.](#)

Actions

Settings

Organization

spb

Administration

Domain Controllers

Marketing

Catherine Brown

Isabella Garcia

Jennifer Smith

Mary Jackson

Peter Anderson

Sam SY. Yan

Product Development

Users

Management

Alphabetical

Sites

The following user has been created in spb.local/Marketing:

Full name: Sam SY. Yan

User logon name: Sam

Password never expires

User in group(s):

spb.local/Builtin/Users

[Click here to add this user to SharePoint.](#)

[Click here to edit user properties.](#)

Note: Clicking "Finish" will create the user in AD, but will not necessarily add the user to SharePoint. If you would like to add the user to SharePoint, please click the link above. If you only want to create the user in AD, click "Finish" to complete creation of the account in AD only.

Finish

In this screen all settings for this user are once more displayed in one screen for review before adding him. To add this user, click the OK button. At this stage, the user has only been added to AD, he has not yet been added to SharePoint. To add the user to SharePoint, please click the link provided in the screen (Click here to add this user to SharePoint). This will open a browser window.

Global Home > Local > Site Settings > Permissions > Add Users

## Add Users: Local

Use this page to give new permissions.

### Add Users

You can enter user names, group names, or e-mail addresses. Separate them with semicolons.

Add all authenticated users

Users/Groups:

### Give Permission

Choose the permissions you want these users to have. You can add users to a SharePoint group (which is already assigned to a permission level), or you can add users individually and assign them to a specific permission level.

SharePoint groups are recommended as they allow for ease of permission management across multiple sites.

Give Permission

☒ Add users to a SharePoint group

Team Site Members [Contribute, Limited Access] ▼

[View permissions this group has on sites, lists, and items...](#)

☐ Give users permission directly

This site is using the same permissions as its parent site. To manage permissions directly for this site, navigate to the Site Permissions page and click Edit Permissions on the toolbar.

### Send E-Mail

Use this option to send e-mail to your new users. You can personalize the message that is sent.

Links and information about the site will be added below your personal message.

☒ Send welcome e-mail to the new users

Subject:

Welcome to the SharePoint group: Team Site Members for site: Lo

Personal Message:

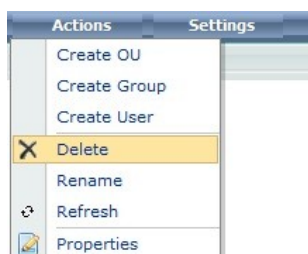
OK Cancel

In this window the just created user can be added to SharePoint in the default SharePoint Add Users window. Enter the user name or look him up. Then select the permission level. If required, enter a Personal Message. Once finished, click OK to finish.

## 5.4 Managing Organizational Units

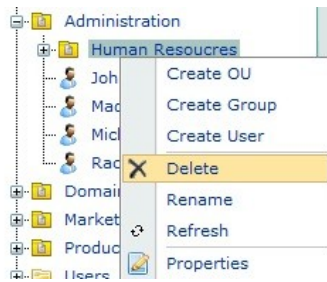
### 5.4.1 Deleting OUs

AD Administration offers 2 ways to delete OUs. One way is to click on the Actions menu while a user is selected. This will provide the menu below.

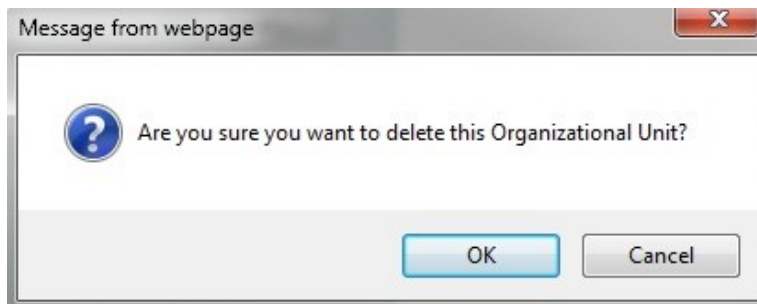


The other way is to right click on any user, which will offer a menu providing all the options available for this OU.





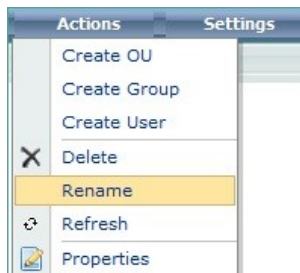
Clicking this link will prompt a popup window to open; asking for confirmation whether or not this OU should really be deleted.



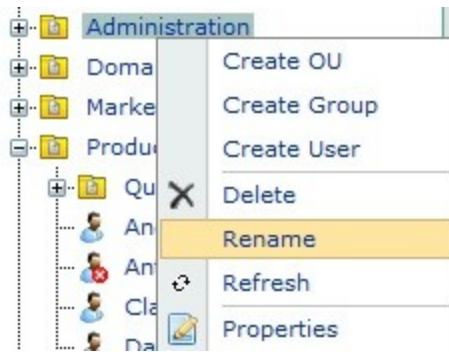
After clicking the OK button the OU will be removed.

### 5.4.2 Renaming OUs

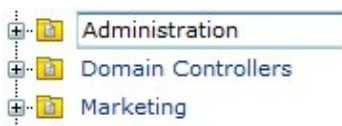
AD Administration offers 2 ways to rename users. One way is to click on the Actions menu while a user is selected. This will provide the menu below.



The other way is to right click on any user, which will offer a menu providing all the options available for this OU.



Clicking this link will the name to be displayed editable.

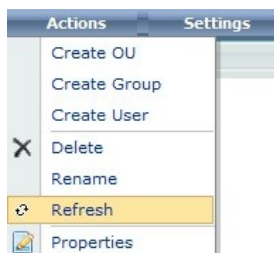


After clicking any area outside the editing field the OU will be renamed.

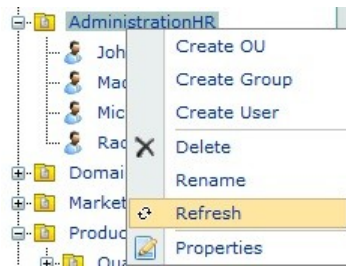


### 5.4.3 Refreshing OUs

AD Administration offers 2 ways to refresh OUs. One way is to click on the Actions menu while a user is selected. This will provide the menu below.



The other way is to right click on any user, which will offer a menu providing all the options available for this OU.



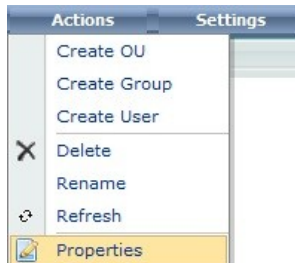
Clicking this link will refresh the OU, and expand it if it was collapsed before.



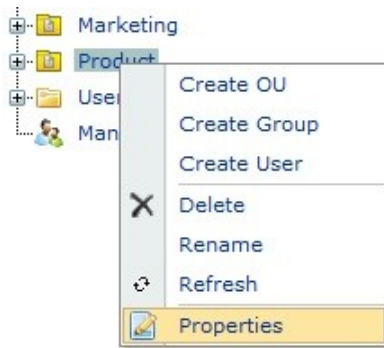
#### 5.4.4 Editing AD properties of OUs

AD Administration offers 3 ways to display and change the AD properties of OUs. Firstly, left-clicking the OU will open the property window on the right side of the web part.

Another way is to click on the Actions menu while an OU is selected. This will provide the menu below.



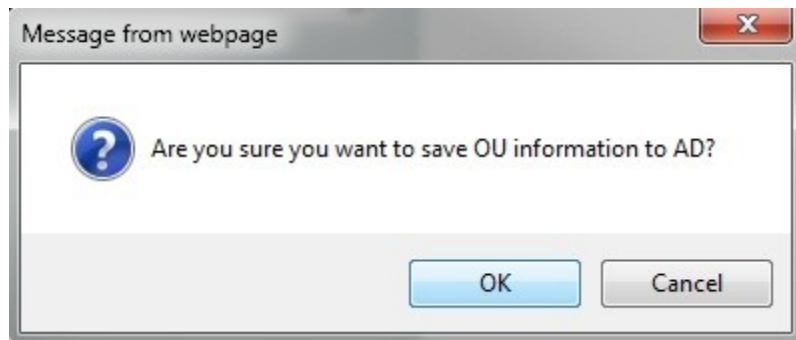
The other way is to right click on any OU, which will offer a menu providing all the options available for this OU.



Clicking this link will display the Edit Properties window on the right side of the web part.

A screenshot of the 'SharePointBoost AD Administration Web Part' interface. At the top, a message states: 'You are using a trial license for AD Administration 1.0.604.1 (18 days left). Please click here to manage license.' Below this are two tabs: 'Actions' and 'Settings'. The 'Settings' tab is active. On the left, under the 'Organization' section, a tree view shows the folder structure: spb, Administration, Domain Controllers, Marketing, Product, Users, and Managers. The 'Product' folder is selected. On the right, the 'Product' properties are displayed in a form. The fields are: 'Description' (text box with 'Product & Development'), 'Street' (text box), 'City' (text box with 'Springfield'), 'State/province' (text box), 'Zip/Postal Code' (text box), and 'Country/region' (dropdown menu with 'United States' selected). At the bottom right, there are 'Save' and 'Cancel' buttons. At the bottom left, there are links for 'Alphabetical' and 'Sites'.

After clicking the Save button to proceed a popup will appear asking for confirmation whether or not these changes should really be saved.

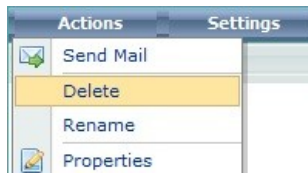


Clicking OK will display a confirmation notification in the lower left corner of the Edit OU window of the web part.

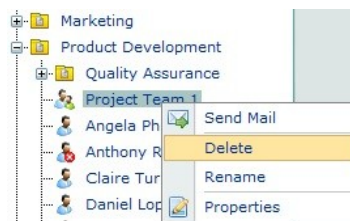
## 5.5 Managing Groups

### 5.5.1 Deleting Groups

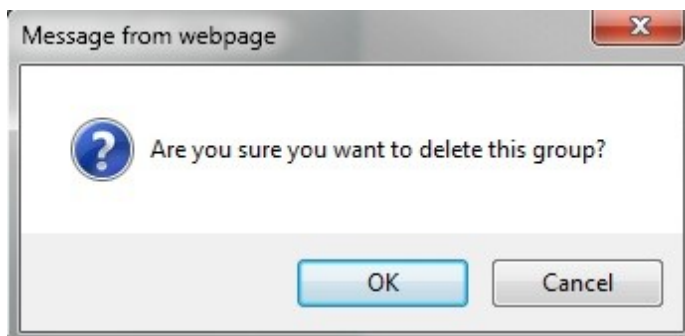
AD Administration offers 2 ways to delete groups. One way is to click on the Actions menu while a user is selected. This will provide the menu below.



The other way is to right click on any user, which will offer a menu providing all the options available for this group.



Clicking this link will prompt a popup window to open; asking for confirmation whether or not this group should really be deleted.



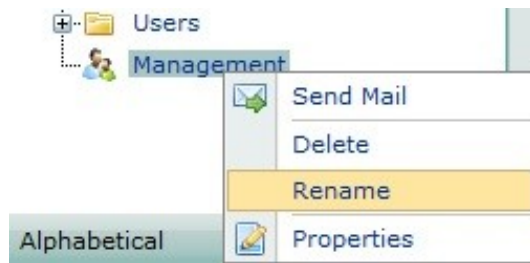
After clicking the OK button the group will be removed.

### 5.5.2 Renaming Groups

AD Administration offers 2 ways to rename groups. One way is to click on the Actions menu while a user is selected. This will provide the menu below.



The other way is to right click on any user, which will offer a menu providing all the options available for this group.



Clicking this link will the name to be displayed editable.



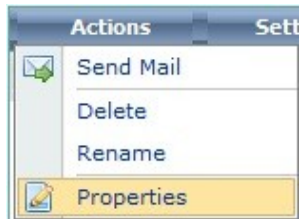
After clicking any other area outside the editing field the group will be renamed.



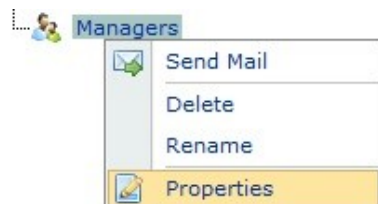
### 5.5.3 Editing AD properties of Groups

AD Administration offers 3 ways to display and change the AD properties of groups. Firstly, left-clicking the group will open the property window on the right side of the web part.

Another way is to click on the Actions menu while a group is selected. This will provide the menu below.



The other way is to right click on any group, which will offer a menu providing all the options available for this group.



Clicking this link will display the Edit Properties window on the right side of the web part.

**SharePointBoost AD Administration Web Part**

You are using a trial license for AD Administration 1.0.604.1 (18 days left). Please click here to manage license.

**Actions** **Settings**

**Organization**

- spb
  - Administration
  - Domain Controllers
  - Marketing
  - Product
  - Users
  - Managers**

**Group** **Members**

Group name (pre-Windows 2000):

Description:

Email:

Group scope

- ☐ Domain local
- ☒ Global
- ☐ Universal

Group type

- ☒ Security
- ☐ Distribution

Notes:

Alphabetical

Sites

Save Cancel



In the Group tab the name of the group can be changed. Also, group scope and group type are displayed once more. Depending on the current group scope and type, these values might not be available for changing.

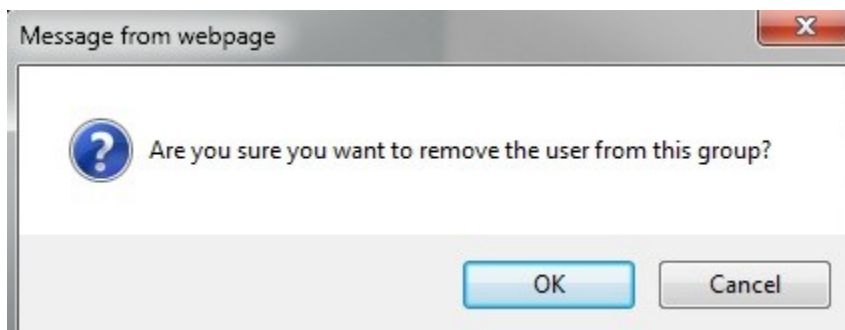
The members tab displays all current members of this group. These can be deleted, as well as other users added to this group.

The screenshot shows the 'SharePointBoost AD Administration Web Part' interface. At the top, a message states: 'You are using a trial license for AD Administration 1.0.604.1 (18 days left). Please click here to manage license.' Below this are 'Actions' and 'Settings' tabs. The 'Organization' tree on the left shows a hierarchy: 'spb' (selected) > 'AdministrationHR' > 'Domain Controllers' > 'Marketing' > 'Product' > 'Users' > 'Managers'. The main area is divided into 'Group' and 'Members' tabs. The 'Members' tab is active, displaying a table of group members.

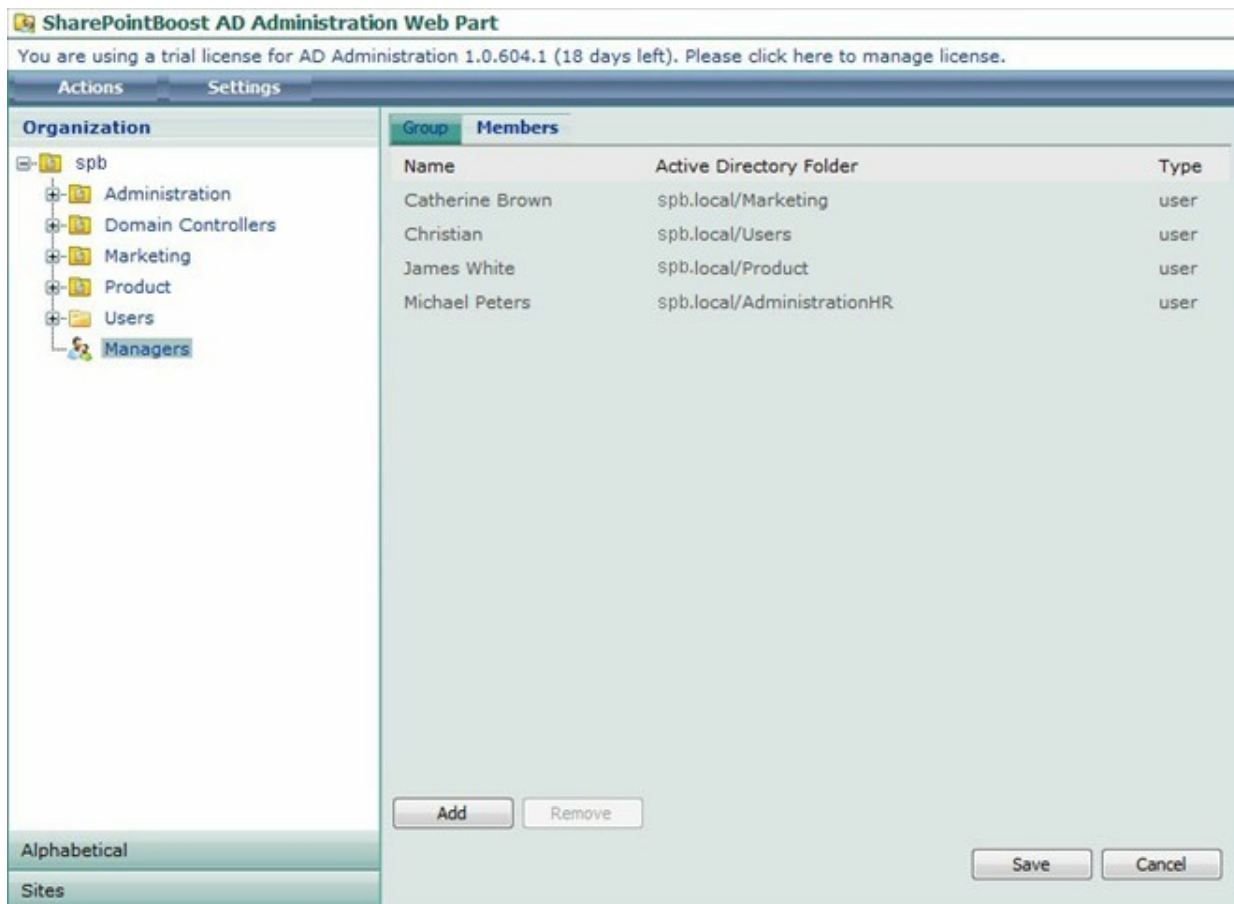
Name	Active Directory Folder	Type
Catherine Brown	spb.local/Marketing	user
Christian	spb.local/Users	user
James White	spb.local/Product	user
Michael Peters	spb.local/AdministrationHR	user
Peter Anderson	spb.local/Marketing	user

At the bottom of the interface, there are 'Add' and 'Remove' buttons for the members list, and 'Save' and 'Cancel' buttons for the overall settings.

After clicking the remove button, a popup window will appear, asking whether or not this user should really be removed from this group.



After confirming by clicking OK the user is removed from the group.



To add a user, click the Add button. A people picker will pop up. Enter a user name, or look him up from the directory.



Once selected confirm by clicking the OK button. The user has been added to the group.

**SharePointBoost AD Administration Web Part**

You are using a trial license for AD Administration 1.0.604.1 (18 days left). Please click [here](#) to manage license.

**Actions** **Settings**

**Organization**

- spb
  - Administration
  - Domain Controllers
  - Marketing
  - Product
  - Users
    - Managers

**Group** **Members**

Name	Active Directory Folder	Type
Catherine Brown	spb.local/Marketing	user
Christian	spb.local/Users	user
James White	spb.local/Product	user
Michael Peters	spb.local/AdministrationHR	user
Sam SY. Yan	spb.local/Marketing	user

Alphabetical

Sites

**Add** **Remove**

**Save** **Cancel**

## 5.6 Managing Users

### 5.6.1 Add to a Group

AD Administration offers 2 ways to add users to a group of users. One way is to click on the Actions menu while a user is selected. This will provide the menu below.

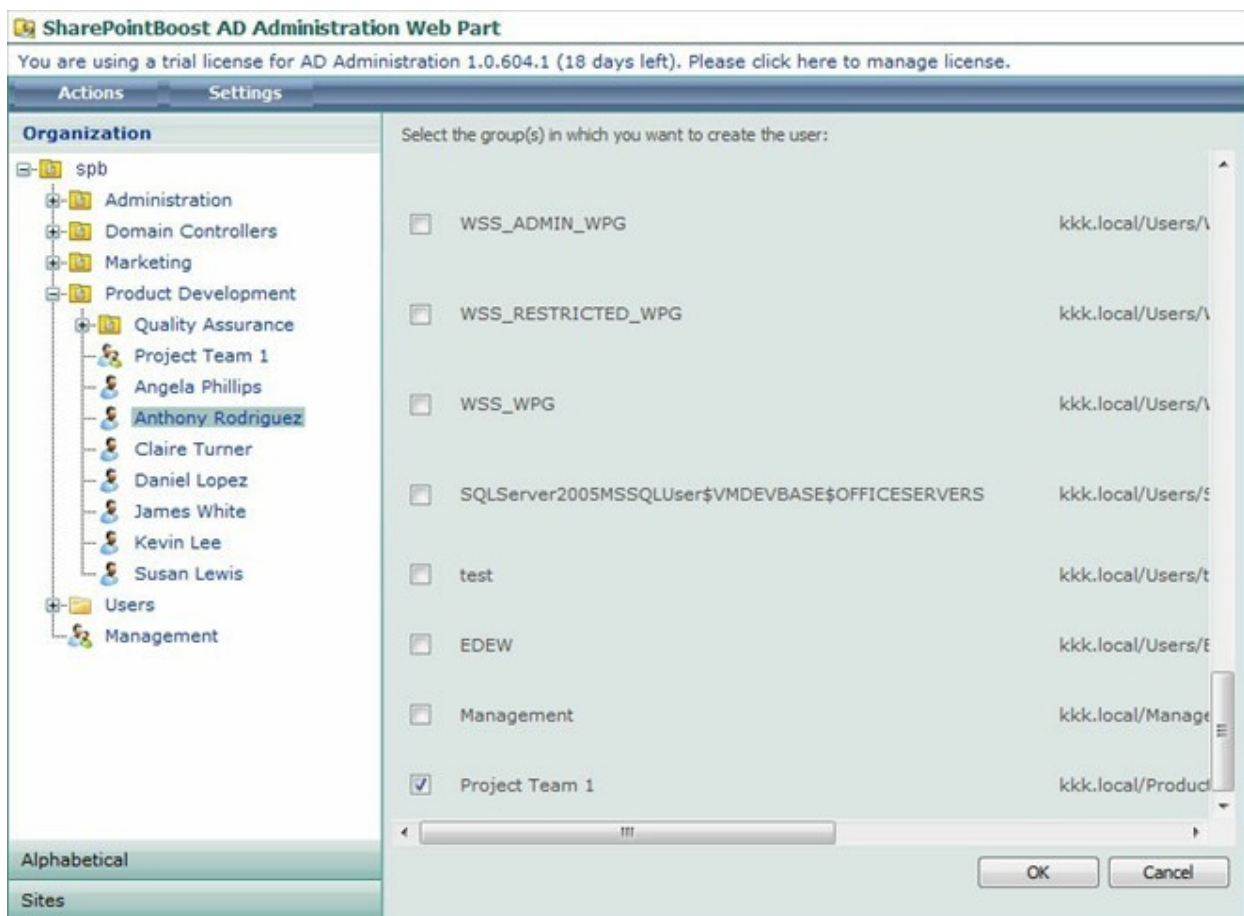
**Actions** **Settings**

- Add to a group...
- Disable Account
- Reset Password
- Send Mail
- Delete
- Rename
- Properties

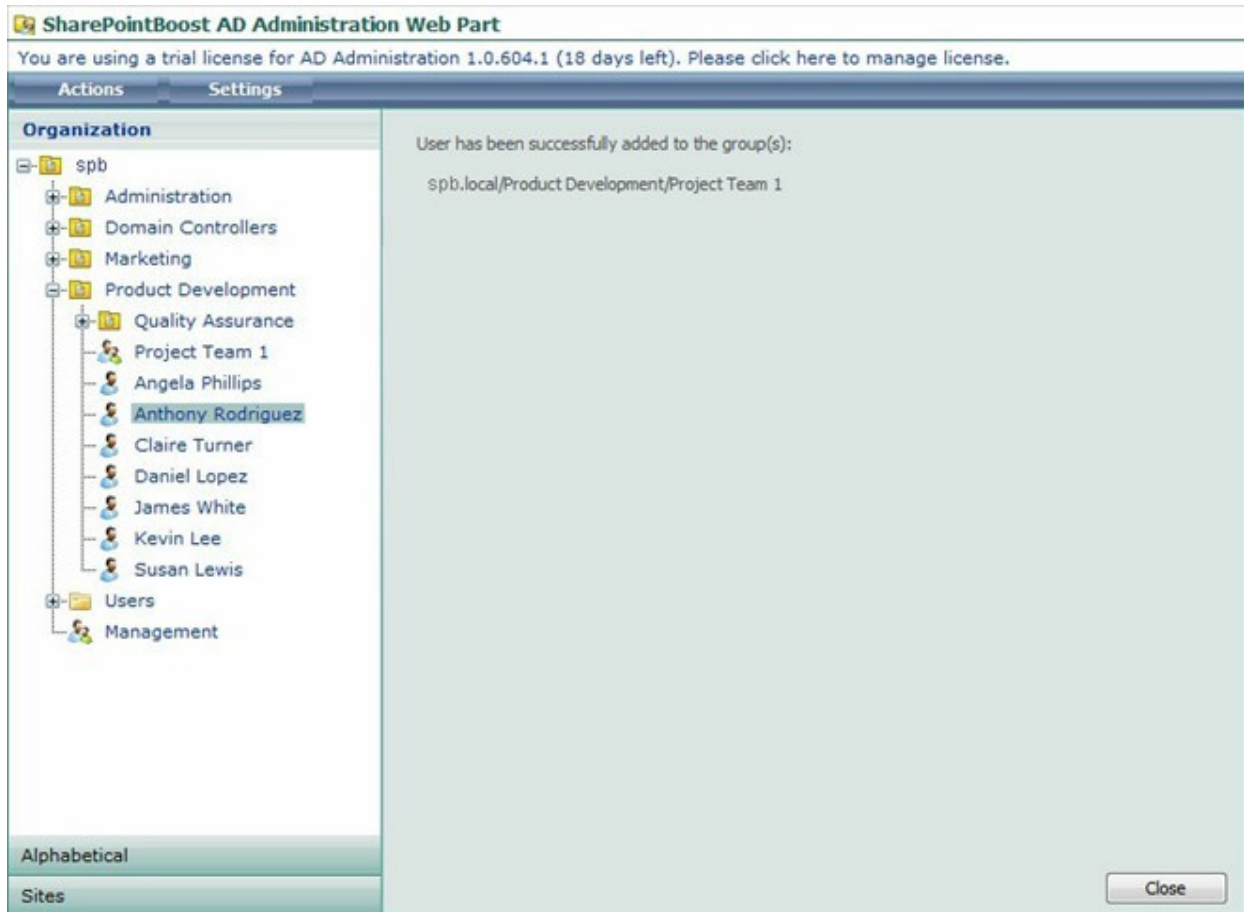
The other way is to right click on any user, which will offer a menu providing all the options available for this user.



Clicking this link will display the Add User to a Group window on the right side of the web part.



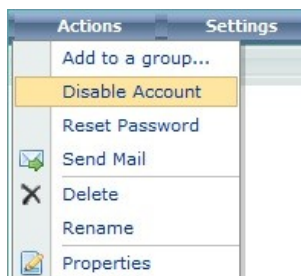
Once the groups have been selected, click the OK button to confirm. This will finalize the process and display a confirmation message in the web part.



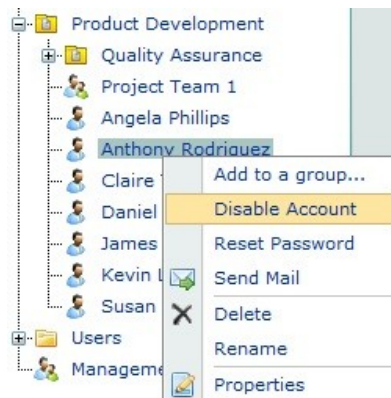
To close this message, click the Close button.

### 5.6.2 Disabling Accounts

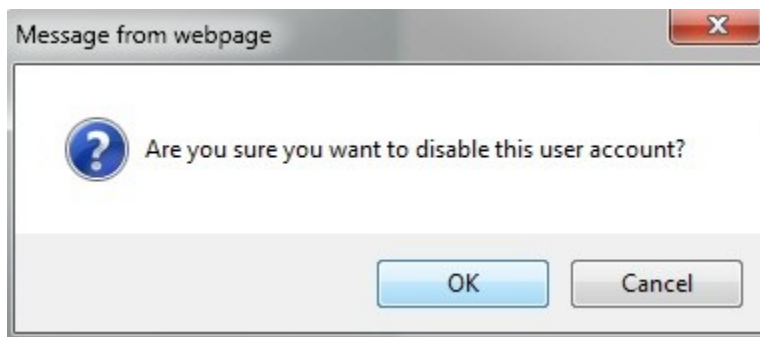
AD Administration offers 2 ways to disable user accounts. One way is to click on the Actions menu while a user is selected. This will provide the menu below.



The other way is to right click on any user, which will offer a menu providing all the options available for this user.



Clicking this link will prompt a popup window to open; asking for confirmation whether or not this user should really be disabled.



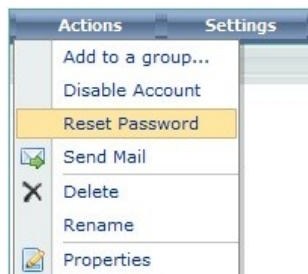
Proceed by clicking the OK button. After, the user is displayed as disabled, as shown below.



To enable the user again, repeat the same procedure. The menu will instead display Enable User.

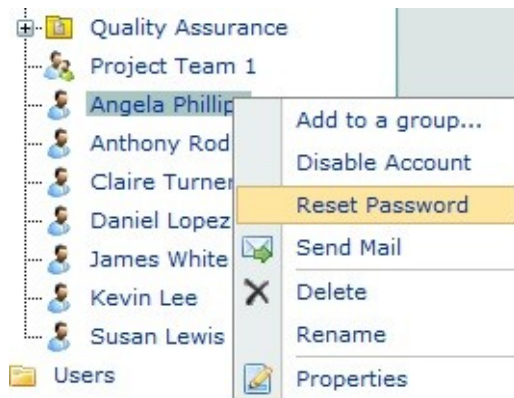
### 5.6.3 Resetting User Passwords

AD Administration offers 2 ways to reset passwords of users. One way is to click on the Actions menu while a user is selected. This will provide the menu below.



The other way is to right click on any user, which will offer a menu providing all the options available for this user.



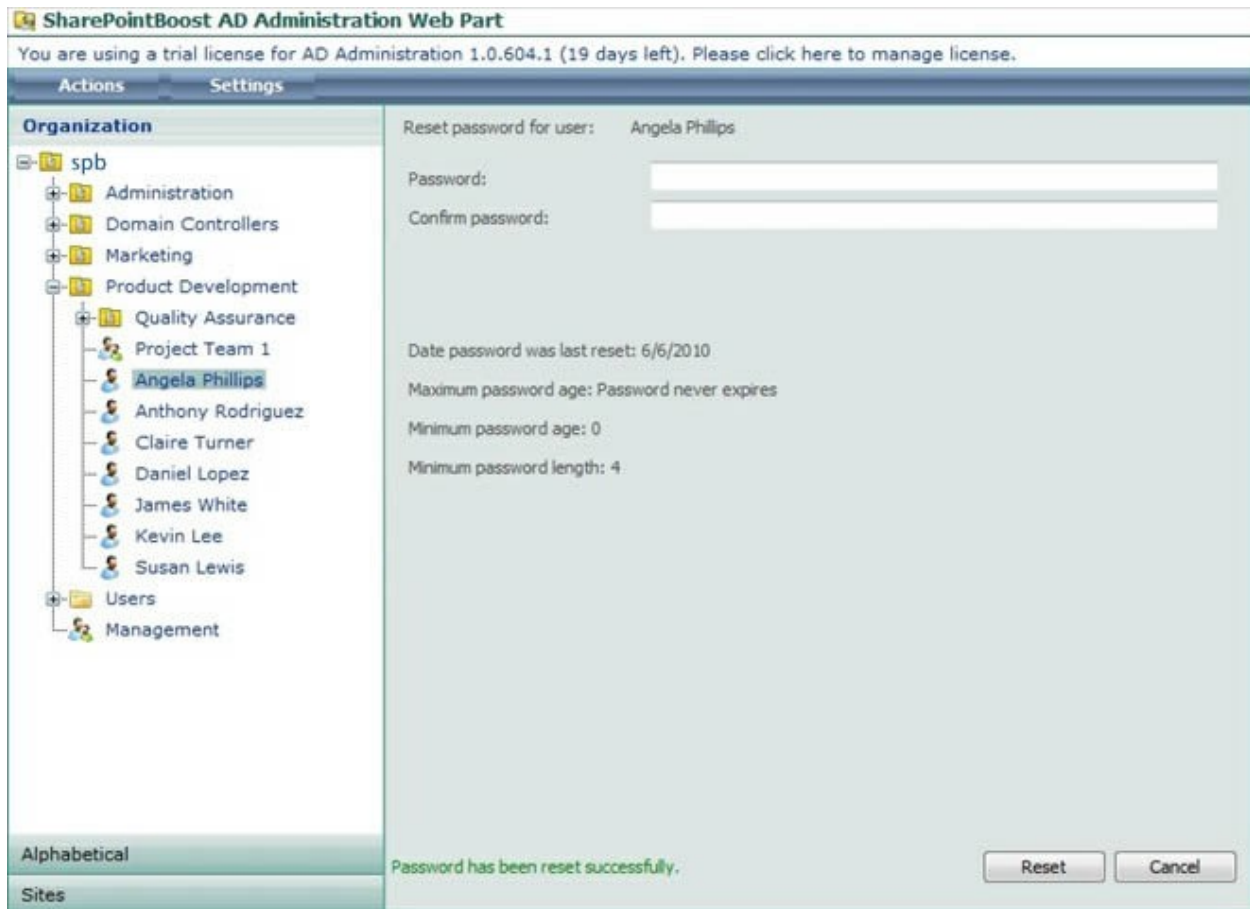


Clicking this link will display the Reset Password window on the right side of the web part.

A screenshot of the 'SharePointBoost AD Administration Web Part'. The title bar says 'SharePointBoost AD Administration Web Part' and a message indicates a trial license for AD Administration 1.0.604.1 (19 days left). There are two tabs: 'Actions' and 'Settings'. The 'Actions' tab is active. On the left, under 'Organization', there is a tree view showing a hierarchy: 'spb' (folder) containing 'Administration', 'Domain Controllers', 'Marketing', 'Product Development', 'Quality Assurance', 'Project Team 1', 'Angela Phillips' (selected), 'Anthony Rodriguez', 'Claire Turner', 'Daniel Lopez', 'James White', 'Kevin Lee', 'Susan Lewis', 'Users', and 'Management'. At the bottom of this list are 'Alphabetical' and 'Sites' links. The main area on the right is titled 'Reset password for user: Angela Phillips'. It contains two input fields: 'Password:' and 'Confirm password:', both with masked text (dots). Below these fields, it shows 'Date password was last reset: 9/21/2009', 'Maximum password age: Password never expires', 'Minimum password age: 0', and 'Minimum password length: 4'. At the bottom right, there are 'Reset' and 'Cancel' buttons.

This screen displays all password policies as defined in AD. It also offers an input box for the new password, and one more box to confirm the password. Once the passwords have been entered click the Reset button to proceed. The window will refresh and a success message will appear in the lower left corner.

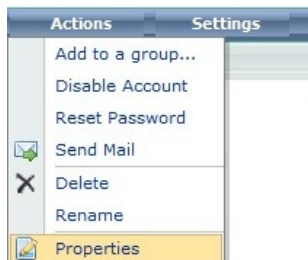




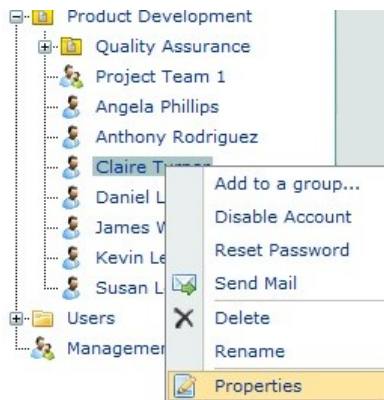
### 5.6.4 Editing AD Properties of Users

AD Administration offers 3 ways to display and change the AD properties of users. Firstly, left-clicking the user name will open the property window on the right side of the web part.

Another way is to click on the Actions menu while a user is selected. This will provide the menu below.



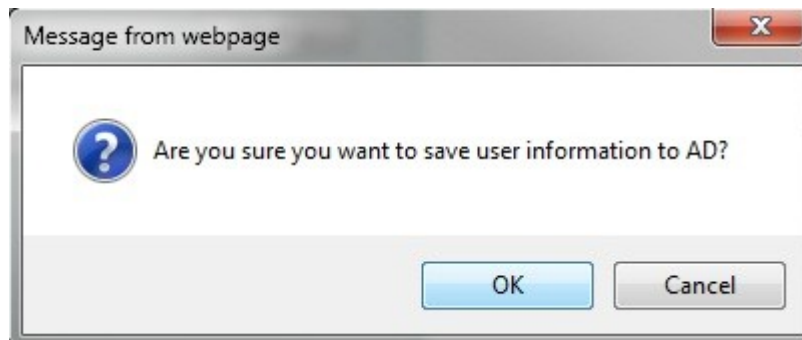
The other way is to right click on any user, which will offer a menu providing all the options available for this user.



Clicking this link will display the Edit Properties window on the right side of the web part.

A screenshot of the 'SharePointBoost AD Administration Web Part' interface. The top bar shows 'You are using a trial license for AD Administration 1.0.604.1 (18 days left). Please click here to manage license.' Below this are tabs for 'Actions' and 'Settings'. The 'Organization' tab is active, showing a tree view on the left with 'Anthony Rodriguez' selected. The right pane shows the 'Edit Properties' form for 'Anthony Rodriguez' with the following fields: First Name (Anthony), Initials (empty), Last Name (Rodriguez), Display Name (Anthony Rodriguez), Description (empty text area), Office (empty), Telephone Number ((8122) 831-1370), E-mail (Rodriguez.Anthony@testcorp.com), and Web Page (empty). There are 'Other...' buttons next to the Telephone Number and Web Page fields. At the bottom right are 'Save' and 'Cancel' buttons. The bottom left shows 'Alphabetical' and 'Sites' links.

After all changes have been made confirm by clicking the Save button. A popup window will ask for confirmation whether or not this user information should really be saved.



Clicking OK will finalize the process and display a confirmation message in the web part.

**SharePointBoost AD Administration Web Part**

You are using a trial license for AD Administration 1.0.604.1 (18 days left). Please [click here to manage license](#).

Actions Settings

**Organization**

- spb
  - Administration
    - Domain Controllers
    - Marketing
    - Product Development
      - Quality Assurance
        - Project Team 1
          - Angela Phillips
          - Anthony Rodriguez**
          - Claire Turner
          - Daniel Lopez
          - James White
          - Kevin Lee
          - Susan Lewis
- Users
  - Management

Alphabetical  
Sites

**General** Address Telephones Organization

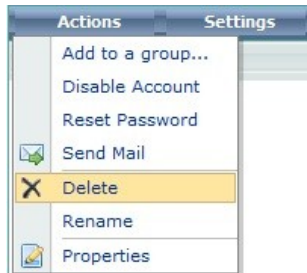
First Name: Anthony  
Initials: AR  
Last Name: Rodriguez  
Display Name: Anthony Rodriguez  
Description:  
Office:  
Telephone Number: (8122) 831-1370 Other...  
E-mail: Rodriguez.Anthony@testcorp.com  
Web Page: Other...

Your changes have been saved.

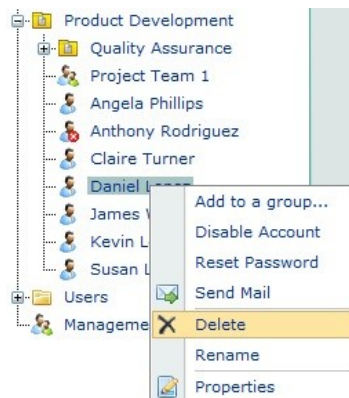
Save Cancel

### 5.6.5 Deleting Users

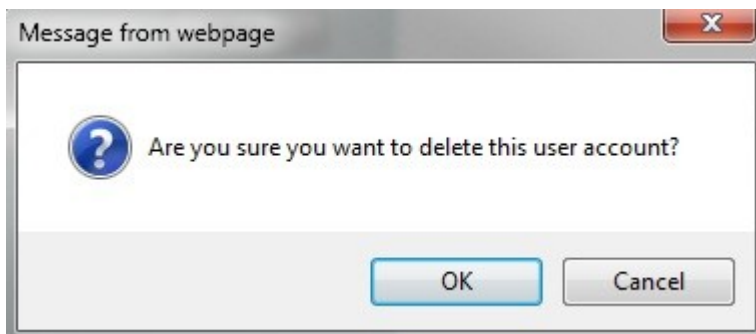
AD Administration offers 2 ways to delete users. One way is to click on the Actions menu while a user is selected. This will provide the menu below.



The other way is to right click on any user, which will offer a menu providing all the options available for this user.



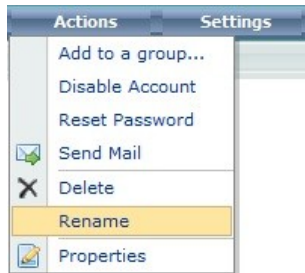
Clicking this link will prompt a popup window to open; asking for confirmation whether or not this user should really be deleted.



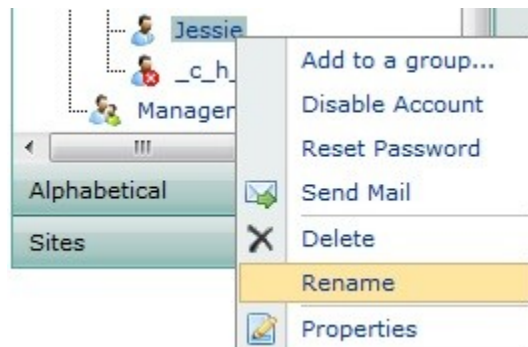
After clicking the OK button the user will be removed.

### 5.6.6 Renaming Users

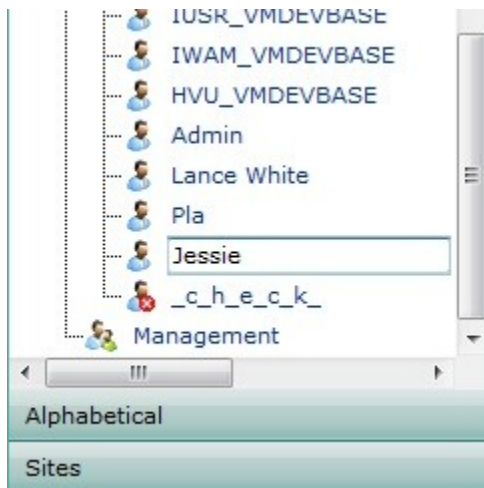
AD Administration offers 2 ways to rename users. One way is to click on the Actions menu while a user is selected. This will provide the menu below.



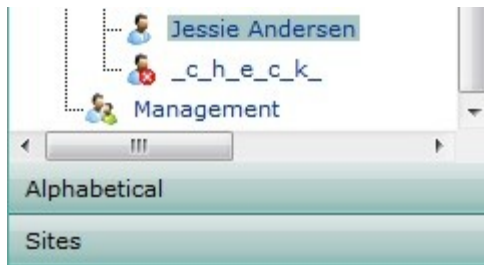
The other way is to right click on any user, which will offer a menu providing all the options available for this user.



Clicking this link will the name to be displayed editable.



After clicking any other location outside the editing field the user name will be changed.



## 5.7 Sending Emails

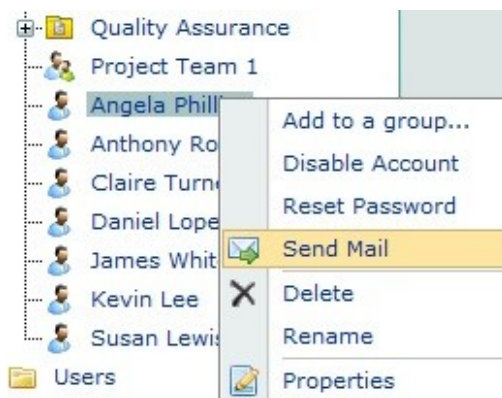
AD Administration gives the option to send emails to users or groups from within the web part.

### 5.7.1 Mails to Users

AD Administration offers 2 ways to open the Send Mail window for users. One way is to click on the Actions menu while a user is selected. This will provide the menu below.



The other way is to right click on any user, which will offer a menu providing all the options available for this user.



Clicking this link will display the Reset Password window on the right side of the web part.

**SharePointBoost AD Administration Web Part**

You are using a trial license for AD Administration 1.0.604.1 (19 days left). Please [click here to manage license](#).

**Actions**   **Settings**

---

**Organization**

- spb
  - Administration
  - Domain Controllers
  - Marketing
  - Product Development
    - Quality Assurance
      - Project Team 1
        - Angela Phillips
        - Anthony Rodriguez
        - Claire Turner
        - Daniel Lopez
        - James White
        - Kevin Lee
        - Susan Lewis
  - Users
    - Management

Alphabetical

Sites

**Send E-mail:**

To:

From:

Subject:

Message:

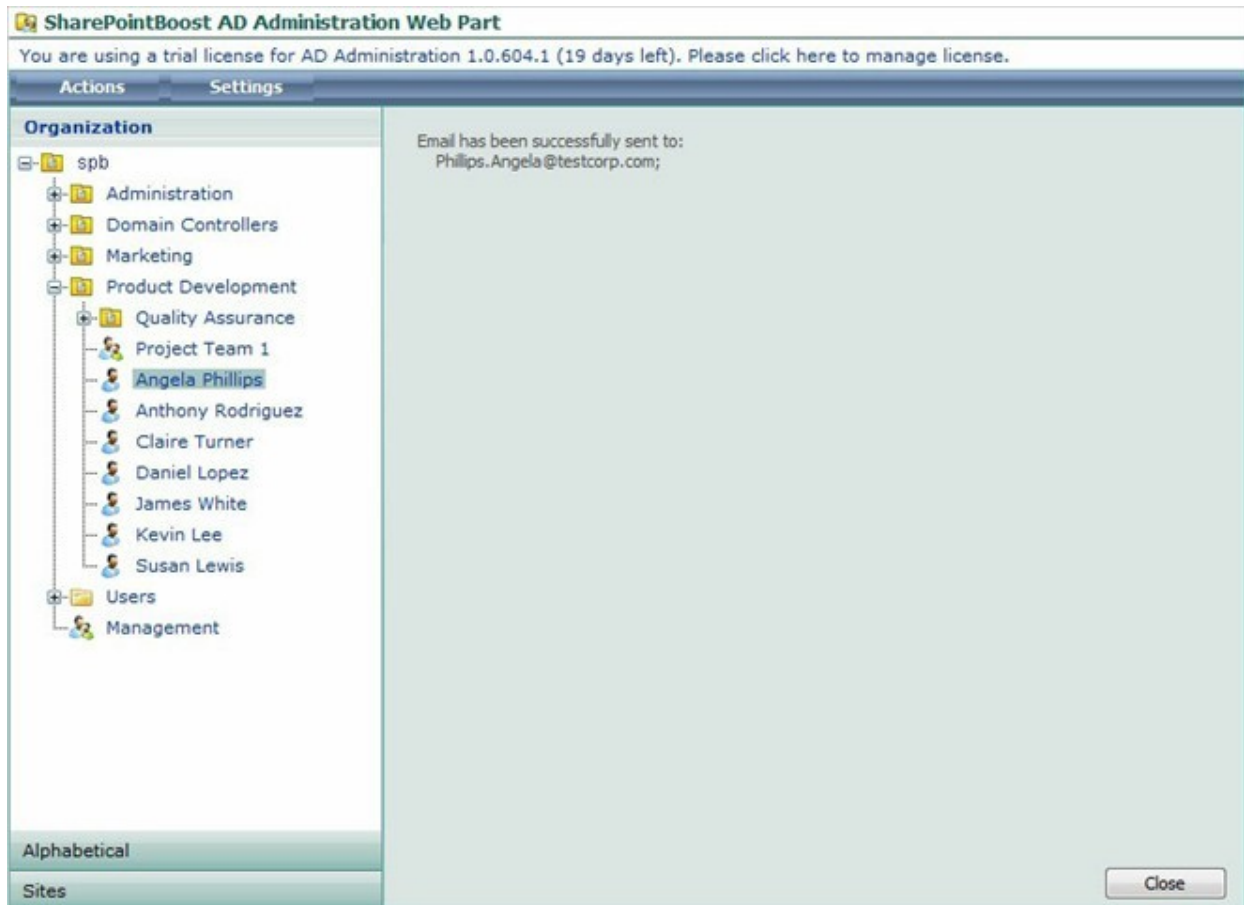
☐ Use Rich Text Format

Here the email contents and the subject can be entered. Also, the email can be sent using Rich Text Formatting or as a Plain text Email.

The "To:" field contains the email address of the user, if specified. Otherwise it will be blank.

After clicking the Send button the window will display a progress window, then a confirmation window will be displayed, showing to which address the email has been sent.





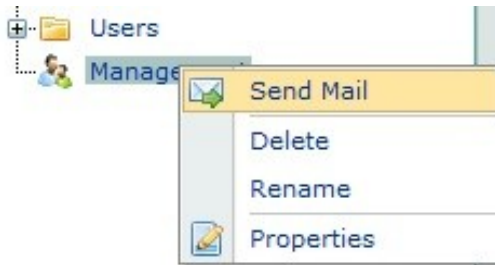
### 5.7.2 Mails to Groups

AD Administration offers 2 ways to open the Send Mail window for groups. One way is to click on the Actions menu while a group is selected. This will provide the menu below.



The other way is to right click on any group, which will offer a menu providing all the options available for this user.





Clicking this link will display the Reset Password window on the right side of the web part.

**SharePointBoost AD Administration Web Part**

You are using a trial license for AD Administration 1.0.604.1 (19 days left). Please click here to manage license.

**Actions** **Settings**

**Organization**

- spb
  - Administration
  - Domain Controllers
  - Marketing
  - Product Development
    - Quality Assurance
      - Project Team 1
      - Angela Phillips
      - Anthony Rodriguez
      - Claire Turner
      - Daniel Lopez
      - James White
      - Kevin Lee
      - Susan Lewis
  - Users
    - Management

Send E-mail:

To: Management(All group members) ☒ Send to all members of this group

From: Administrator@mail.braintimes.org

Subject: System Maintenance

Message:

Dear all,

Please note that the website will be down for system maintenance from 4pm to 5 pm on Friday, May 26.

Your Admin

☒ Use Rich Text Format

Send Cancel

Here the email contents and the subject can be entered. Also, the email can be sent using Rich Text Formatting or as a Plain text Email.

The "To:" field contains the email address of the group, if specified. Otherwise it will be blank. Optional, the user can check the "Send to all members of this group" checkbox. Then the email will be sent to the email addresses of each user.

After clicking the Send button the window will display a progress window, then a confirmation window will be displayed, showing to which addresses the email has been sent.

## SharePointBoost AD Administration Web Part

You are using a trial license for AD Administration 1.0.604.1 (19 days left). Please [click here](#) to manage license.

Actions

Settings

### Organization



Email has been successfully sent to:  
calbrecht@sharepointboost.com;  
Brown.Catherine@testcorp.com;  
Anderson.Peter@testcorp.com;  
Peters.Michael@testcorp.com;  
White.James@testcorp.com;

Alphabetical

Sites

Close