

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

[Central Administration](#) > [Application Management](#)

Application Management

This page contains links to pages that help you configure settings for applications and components that are installed on the server or server farm.

SharePointBoost Software Management

- [License Management Center](#)
- [AD Administration Settings](#)

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

[Central Administration](#) > [Application Management](#) > [AD Administration Settings](#)

AD Administration Settings

Settings

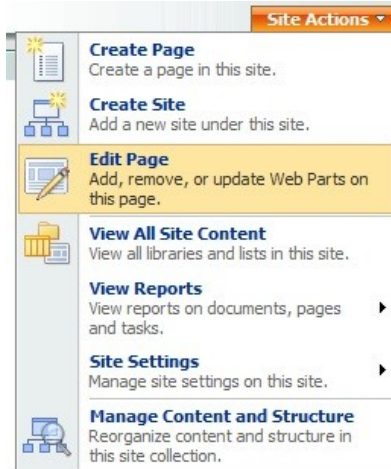
- [General Settings](#)
- [User Permissions for AD Administration](#)
- [View user permissions](#)
- [License Management](#)

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

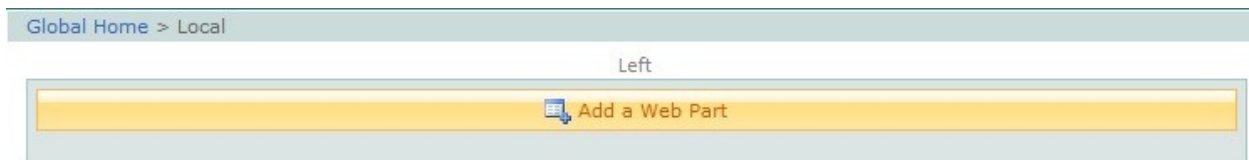
- [AD Administration General Settings](#),
- [User Permissions for AD Administration](#),
- [View User Permissions](#),
- [License Management](#)

2.2 In SharePoint

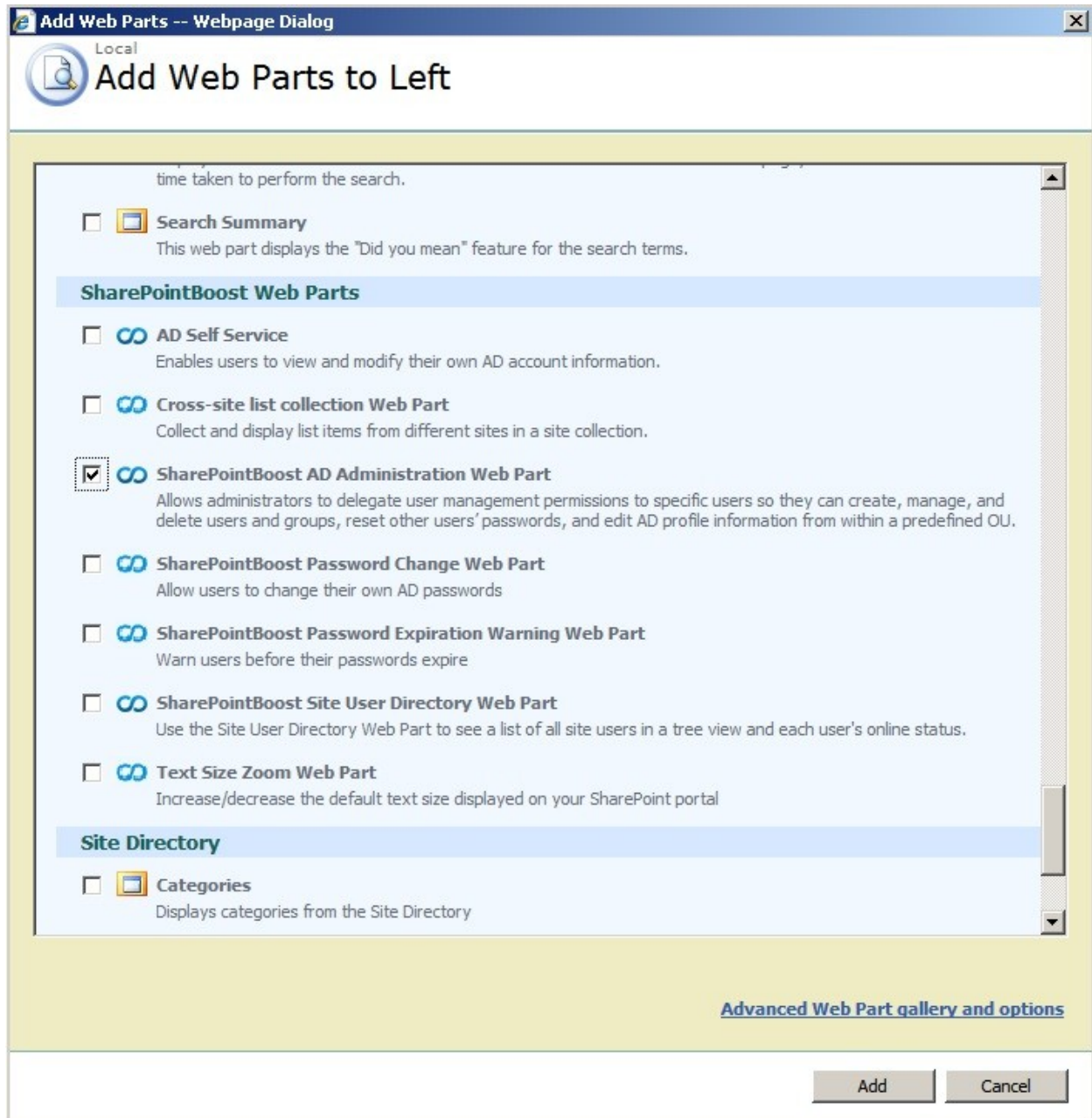
Open the site on which you want to add AD Administration. Then, click Edit Page on the Site Actions menu.



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

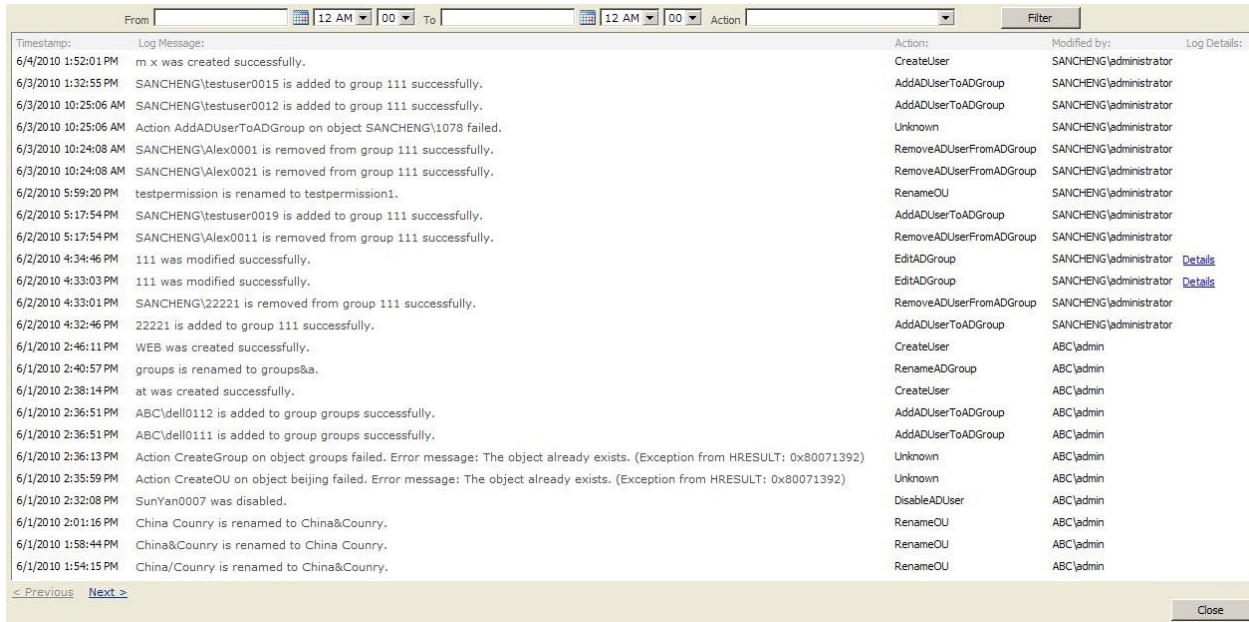
<input type="checkbox"/> Enable Log Write log file on the server when users change AD information via the web part.	New log schedule: <input checked="" type="radio"/> Monthly <input type="radio"/> Number of day(s) to use a log file: <input type="text" value="7"/> <input type="checkbox"/> Delete logs from the server after <input type="text" value="180"/> day(s). <input type="button" value="View logs"/>
<input type="checkbox"/> SMTP Server Settings 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.

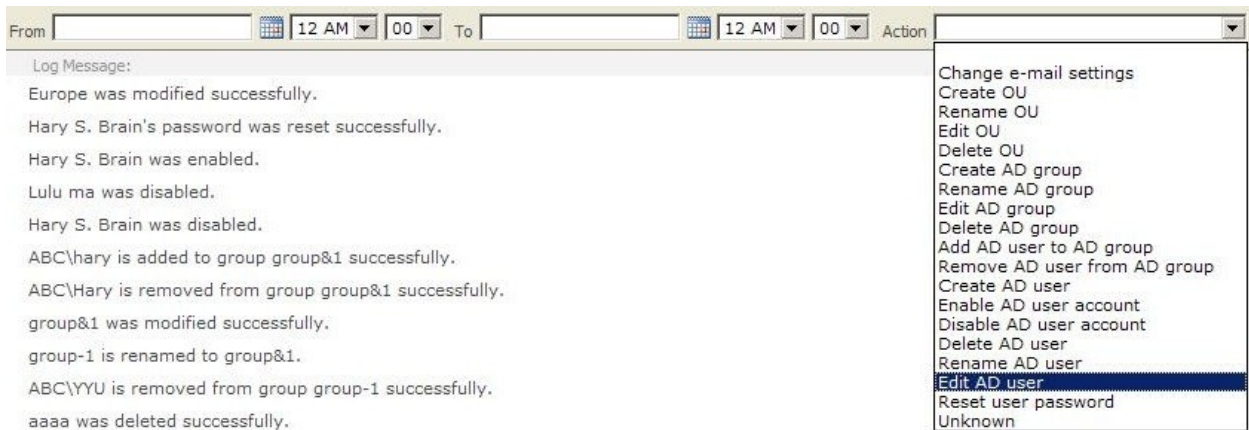
The AD Administration Log Schedule Options specify how often a new log file should be created. It can either be set to create a new file monthly, or after a number of days to be specified by the administrator.

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

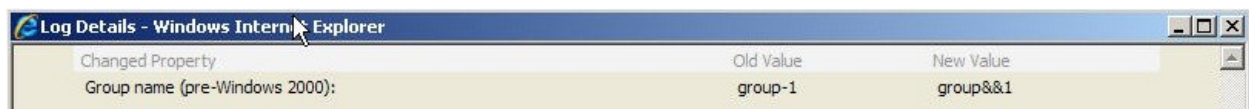
The View Logs button opens a new window displaying all changes made with AD Administration.



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.



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.



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.

Users:
Administrator

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.

Domain Name:
spb.local

Username:
Christian

Password:

Load

- 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: [icon] [X]

Initials: [icon] [X]

Last Name: [icon] [X]

Display Name: [icon] [X]

Description: [icon] [X]

Office: [icon] [X]

Telephone Number: [icon] [X]

E-mail: [icon] [X]

Web Page: [icon] [X]

[Add New Property](#)

Address [icon] [X]

Telephones [icon] [X]

Organization [icon] [X]

New group [icon] [X]

Save

Cancel

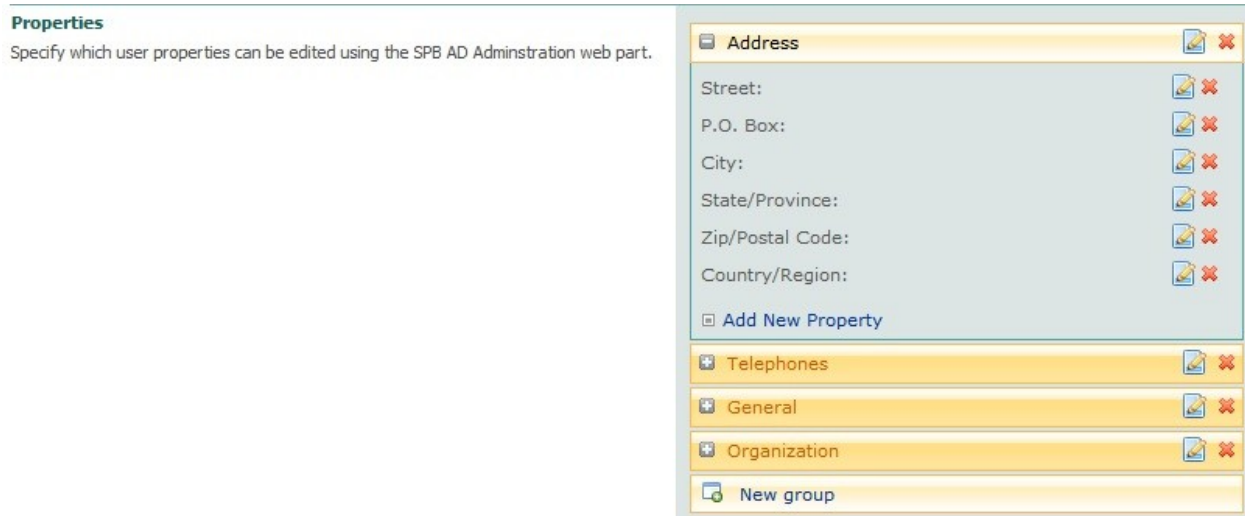
After the user has been added to AD Administration, he is displayed in the list with his Display Name, the User name, the Type, and his Permissions for the web part.



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.



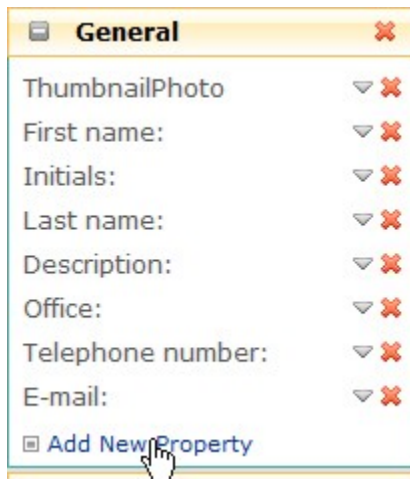
The field will change and display a field to edit the tab name. There, the user has to enter the name for the new tab, and press enter to confirm.



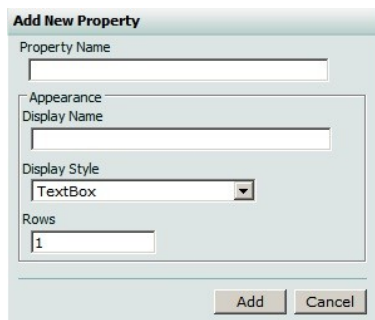
Changing the current Display Name of a tab will work in a similar way. The user has to click on the name of the tab and the field will change into an Edit field allowing for changing the name of the tab.

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.



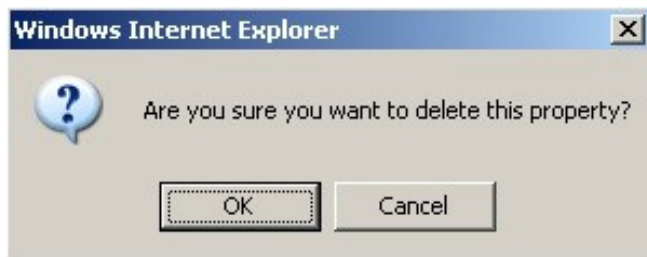
Then, a new box will appear inside the tool pane allowing the administrator to select which property to select, and what settings to apply.



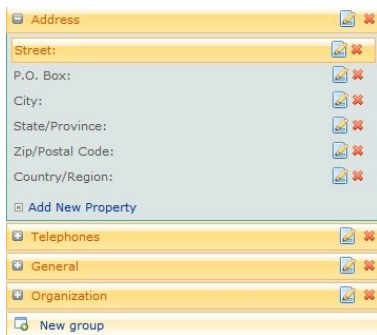
To delete AD properties from the web part, the administrator has to click on the red cross on the right side of the property.



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.

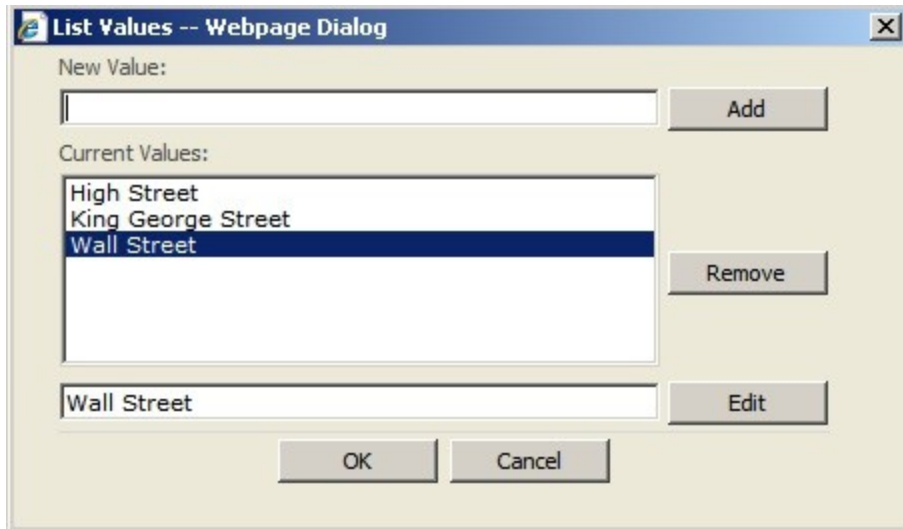
The screenshot shows the 'Edit Property' dialog box. The 'Property Name' field contains 'streetAddress'. The 'Appearance' section is expanded, showing 'Display Name' as 'Street:', 'Display Style' as 'TextBox' (selected in a dropdown), and 'Rows' as '1'. At the bottom are 'Save' and 'Cancel' buttons.

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.

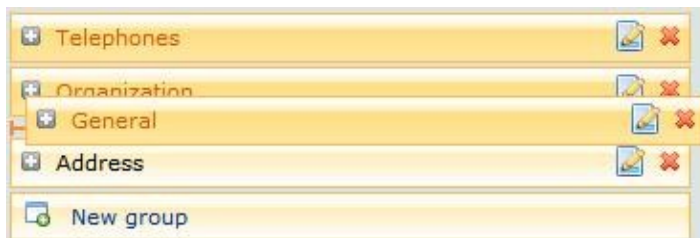
If the administrator selects the dropdown list the Appearance settings box will change to display a button to specify the values.

The screenshot shows the 'Edit Property' dialog box. The 'Property Name' field contains 'streetAddress'. The 'Appearance' section is expanded, showing 'Display Name' as 'Street:', 'Display Style' as 'DropDownList' (selected in a dropdown), and a 'List Values' section with a 'Set' button. At the bottom are 'Save' and 'Cancel' buttons.

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.



There are no items to show in this view.

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.

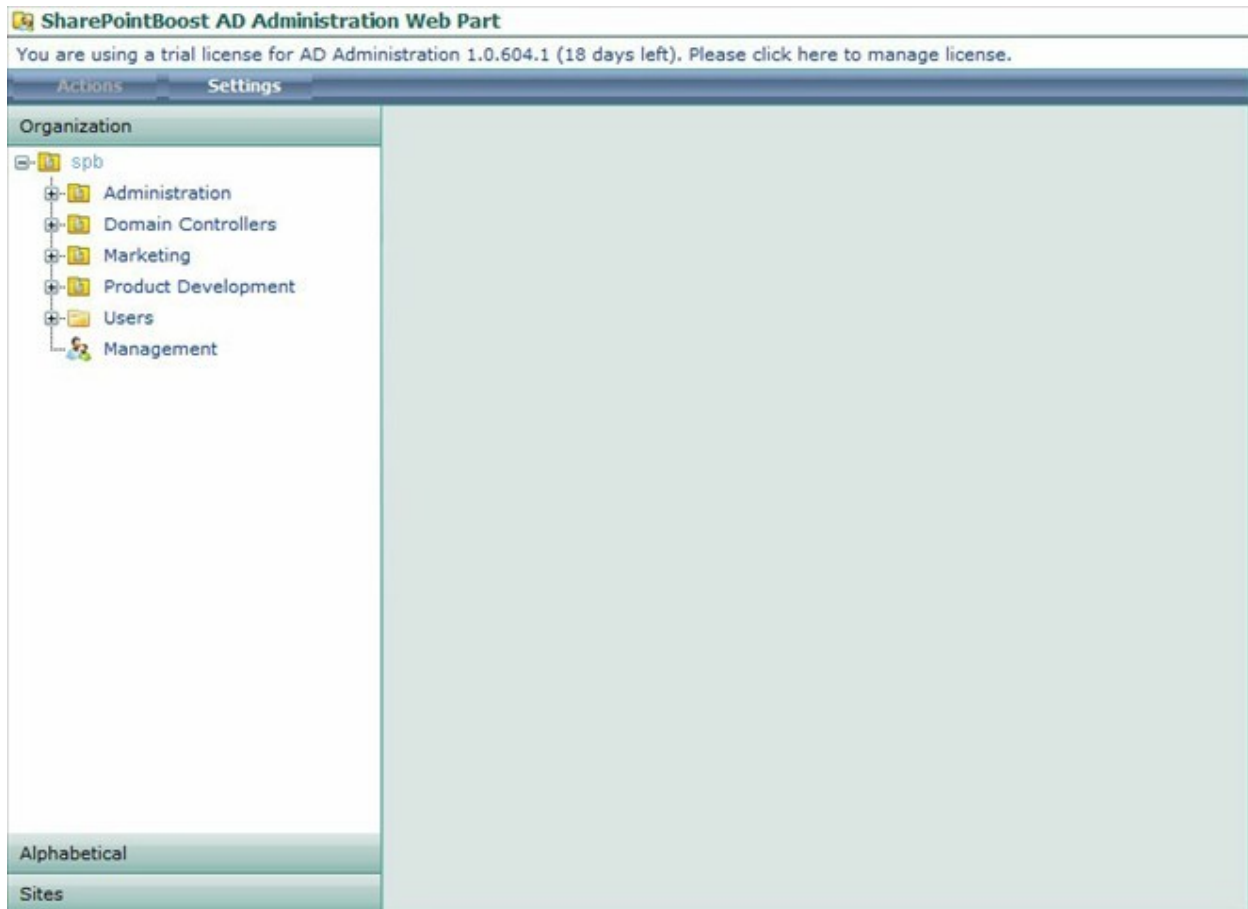
The screenshot displays the SharePointBoost AD Administration Web Part interface. At the top, there is a header with the product name and a trial license notice. Below the header, there are two main sections: 'Organization' and 'Address'. The 'Organization' section on the left shows a tree view of the 'Marketing' department, listing five users: Catherine Brown, Isabella Garcia, Jennifer Smith, Mary Jackson, and Peter Anderson. Below the tree are buttons for 'Alphabetical' and 'Site'. The 'Address' section on the right has tabs for 'Address', 'Telephones', 'General', and 'Organization'. The 'Address' tab is active, showing input fields for Street (69 Times Square), P.O. Box, City (Springfield), State/Province, Zip/Postal Code, and Country/Region (United States). At the bottom right are 'Save' and 'Cancel' buttons.

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.

The screenshot shows the 'SharePointBoost AD Administration Web Part' interface. At the top, there is a navigation bar with 'Actions' and 'Settings' tabs. Below this, 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.' The main content area is split into two panes. The left pane, titled 'Organization', displays a tree view of users and groups under the heading 'Alphabetical'. The right pane is currently empty. At the bottom of the left pane is a 'Sites' section.

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

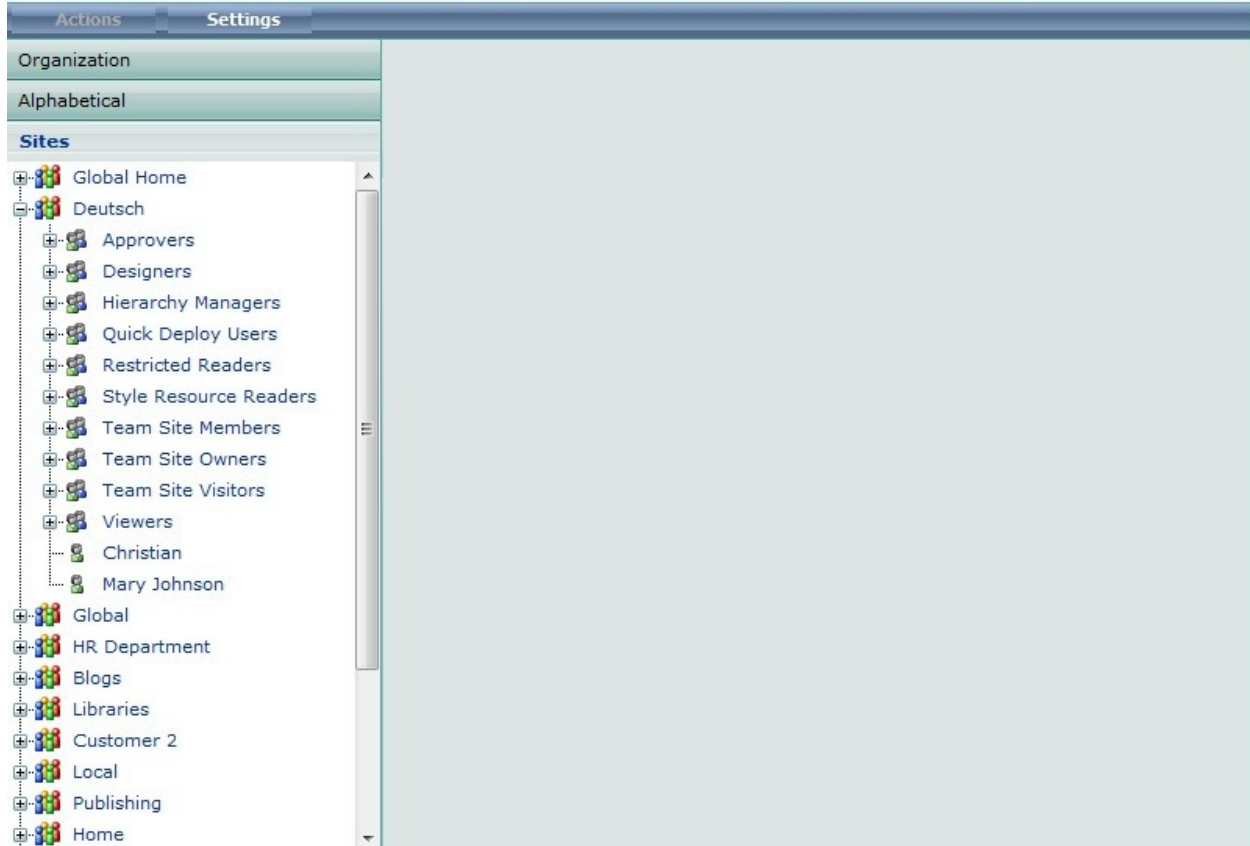
Please note that this functionality does not fully support Asian languages.

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

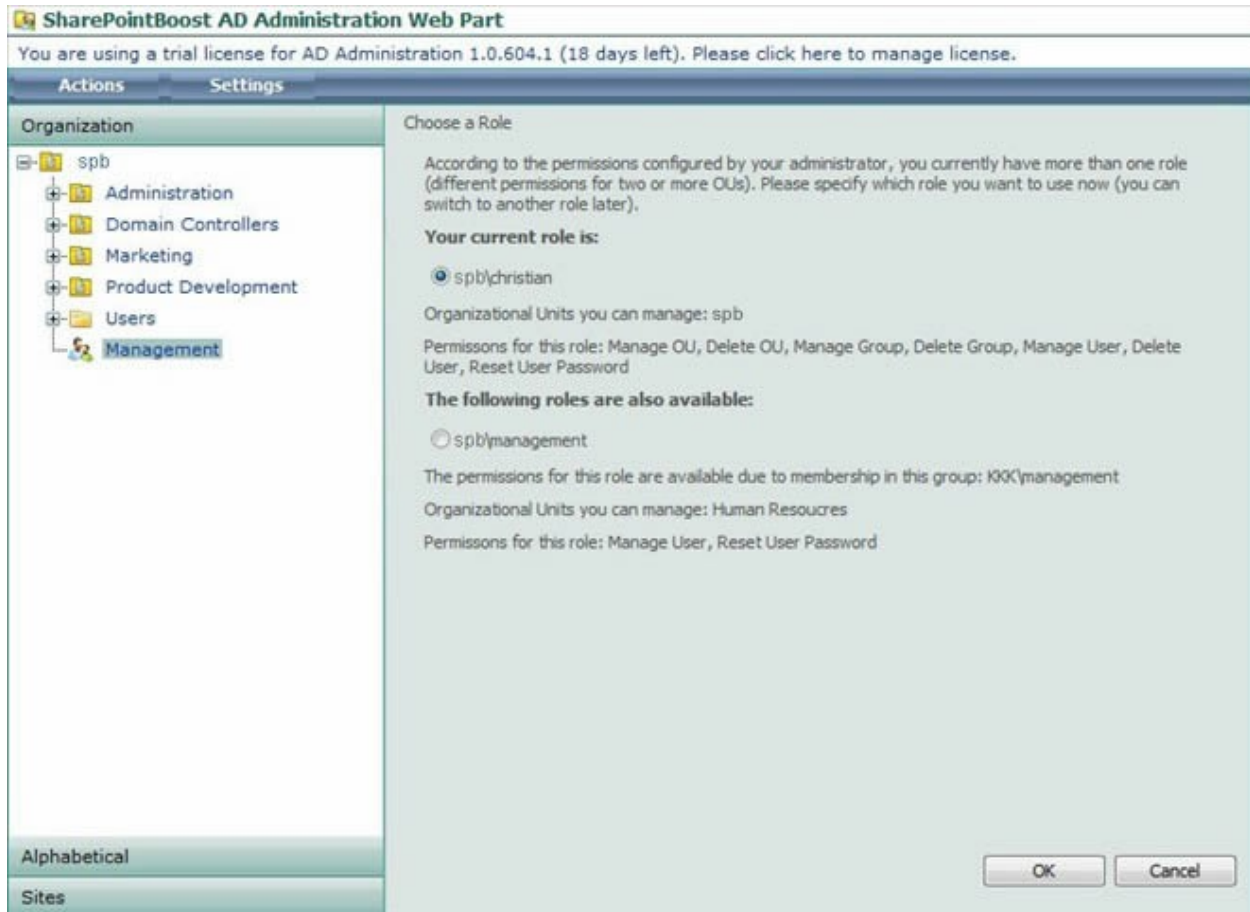
Here users can specify custom SMTP settings that are different from those configured in the AD Administration Settings in Central Administration. These settings will be user-specific, so different users can create different settings.

The screenshot shows the 'SharePointBoost AD Administration Web Part' interface. At the top, it displays a trial license notice: '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 main content area is divided into two sections. On the left, under the heading 'Organization', there is a tree view showing a hierarchy: 'spb' (root), 'Administration', 'Domain Controllers', 'Marketing', 'Product Development', 'Users', and 'Management' (selected). At the bottom of this section are 'Alphabetical' and 'Sites' options. On the right, under the heading 'SMTP Server Settings', there are several input fields: 'SMTP domain name or IP address:', 'Port:' (with '25' entered), 'From display name (this will be displayed in the From field of each email):', 'From address (this will be set as the default From address for each email):', and 'Reply-to address (this will be set as the default reply-to address for each email):'. Below these fields are two radio buttons: 'Use default Windows user login credentials' (selected) and 'Use custom user login credentials'. Under the second radio button, there are 'Username:' and 'Password:' input fields. There is also 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

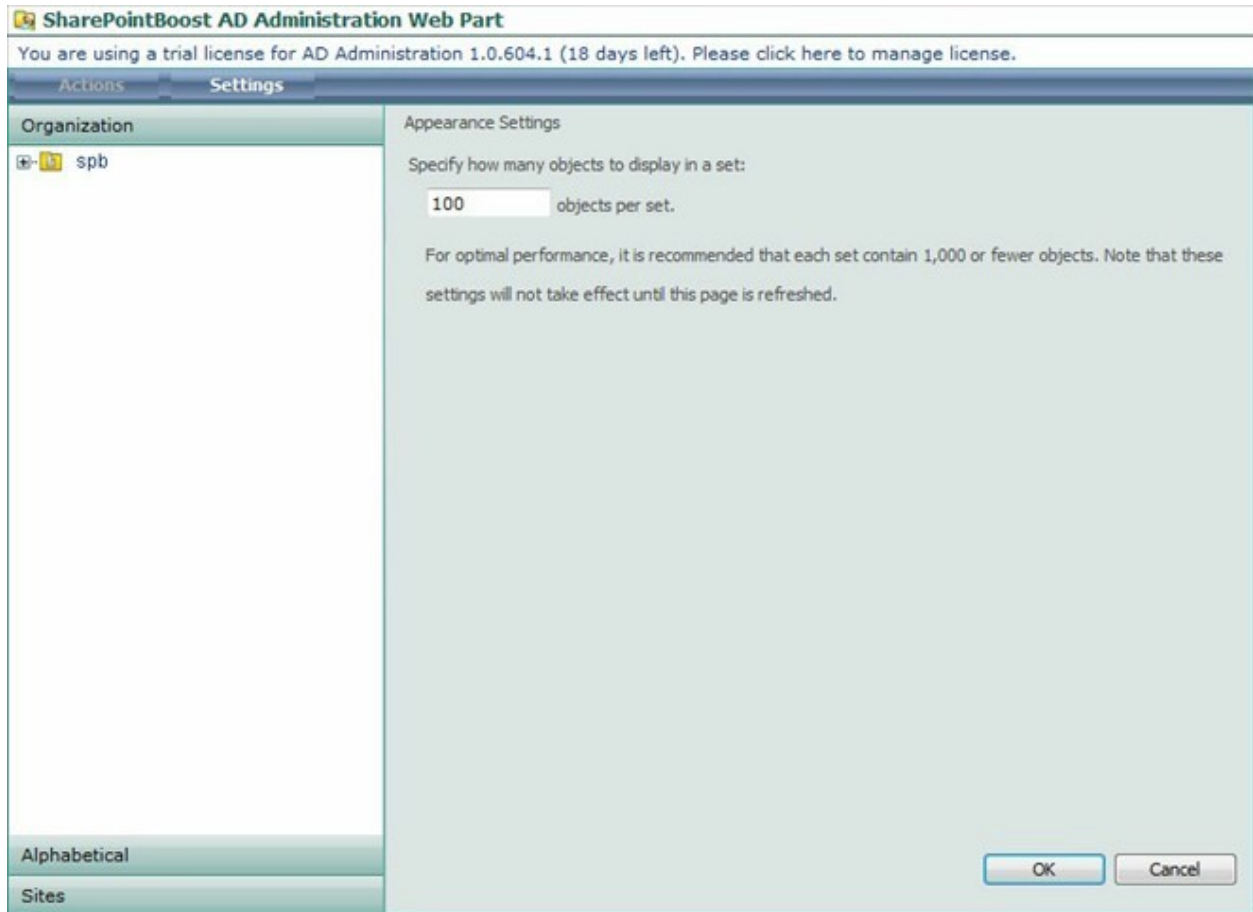
If a user has different permissions for two or more OUs, he can specify which role he wants to use. Multiple roles are usually available because the user is part of several groups for which permissions for AD Administration were set up.



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

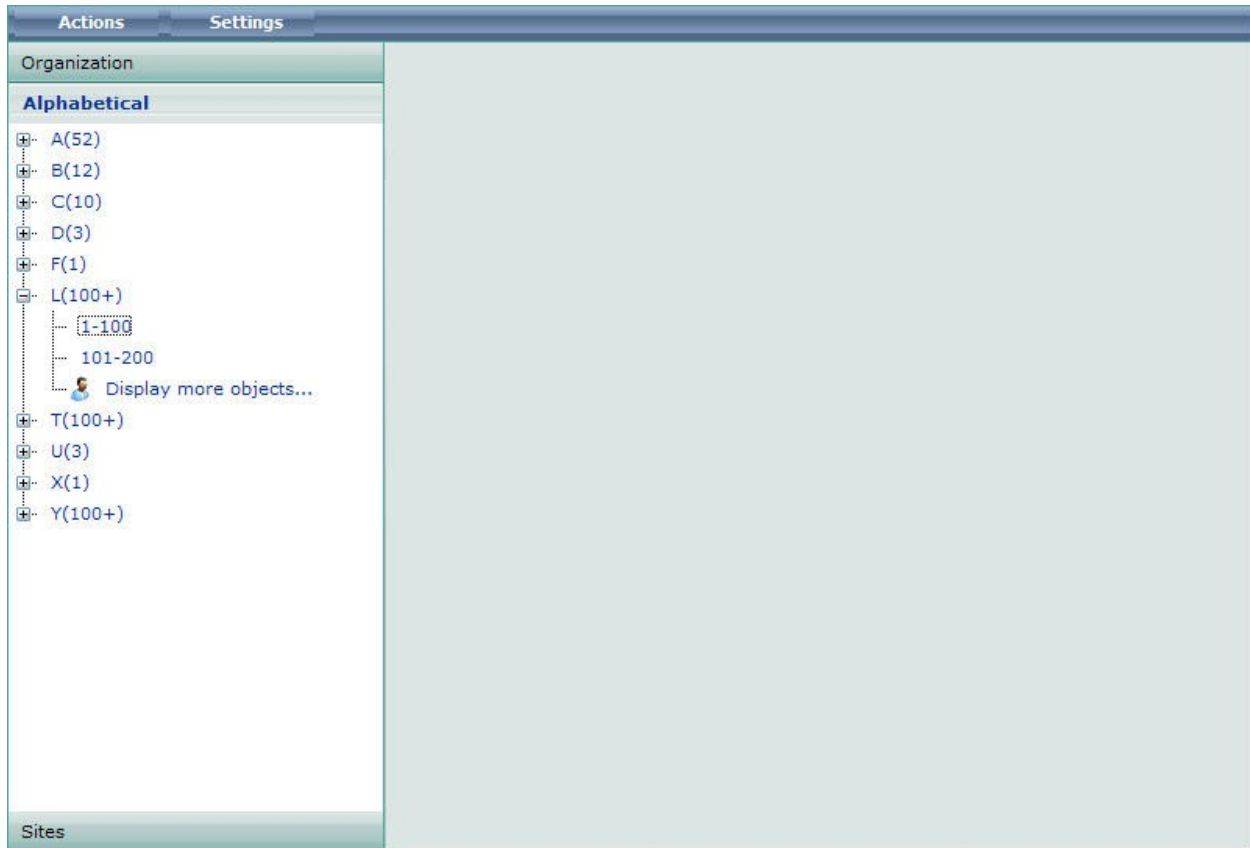
4.4.3 Appearance Settings

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.



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.

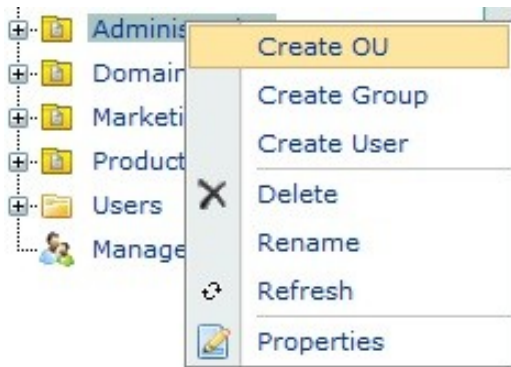
5. Managing Active Directory with the AD Administration Web Part

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.

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/Administration

Name:

Description:

Street:

City:

State/province:

Zip/Postal Code:

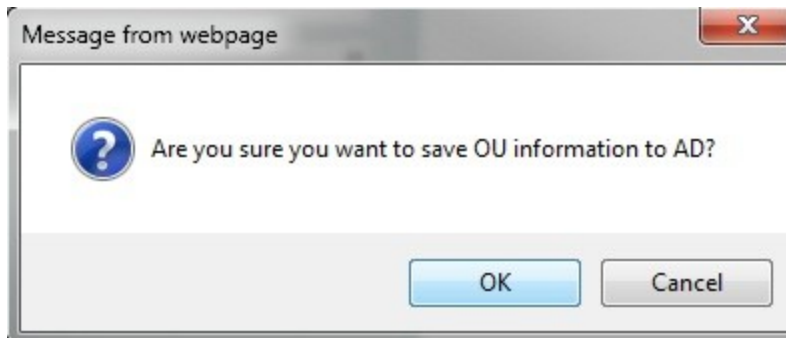
Country/region:

Alphabetical

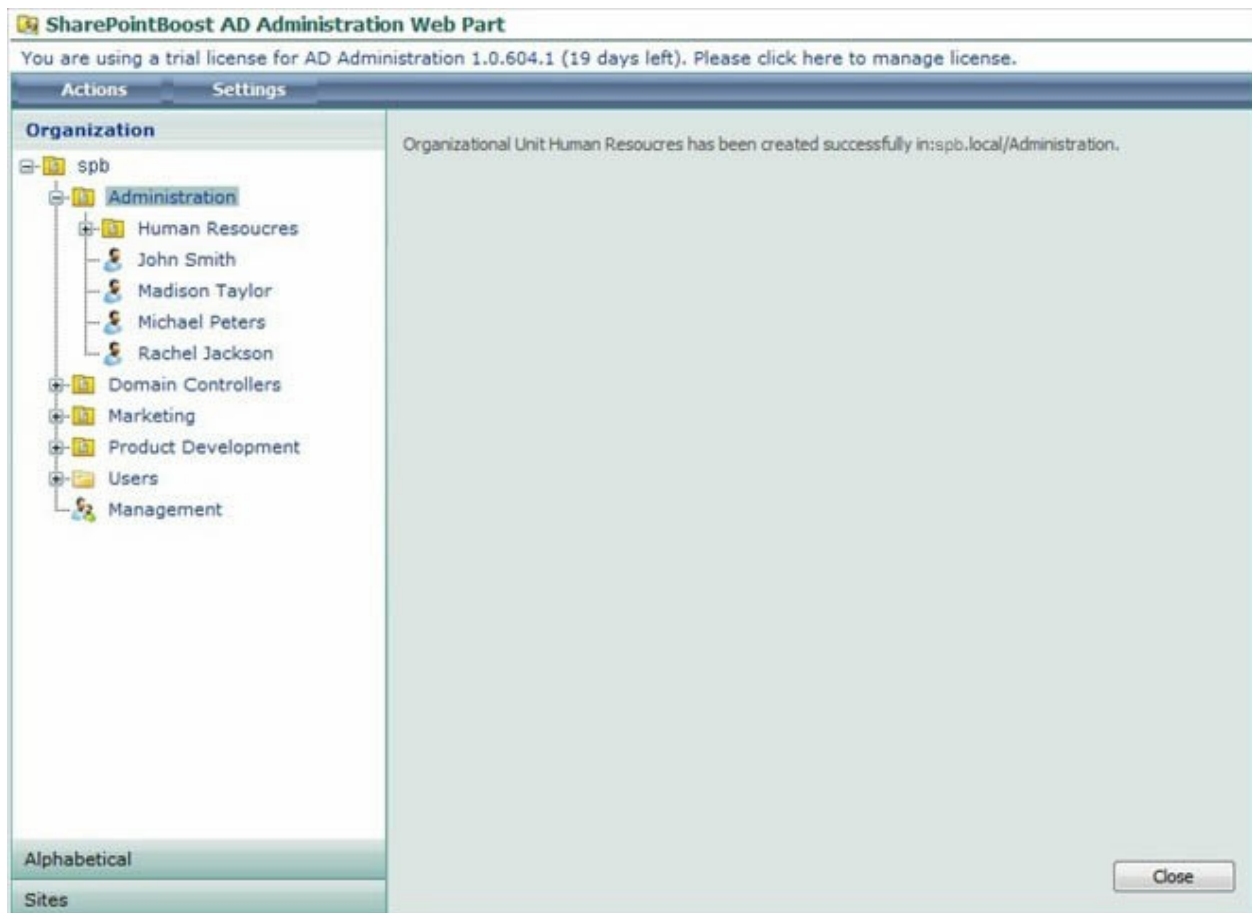
Sites

Save Cancel

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.



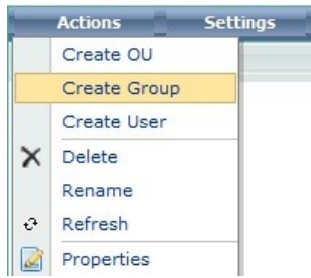
Clicking OK will finalize the process and display a confirmation message in the web part.



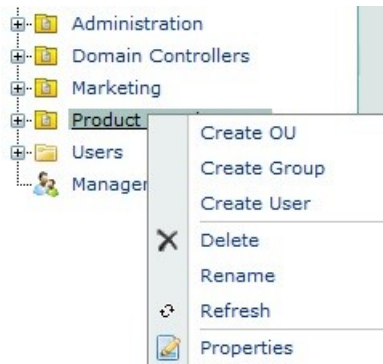
To close this message, click the Close button.

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:

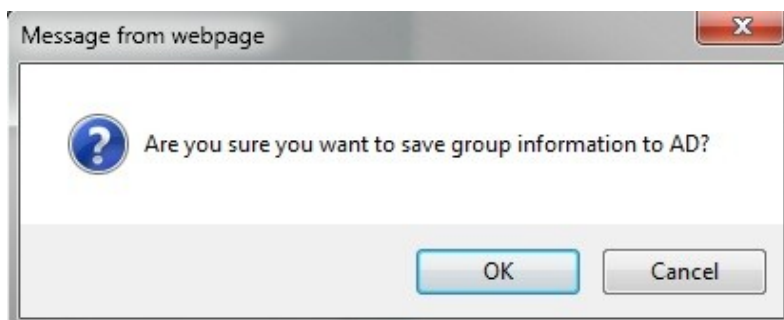
Alphabetical

Sites

Save Cancel

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.



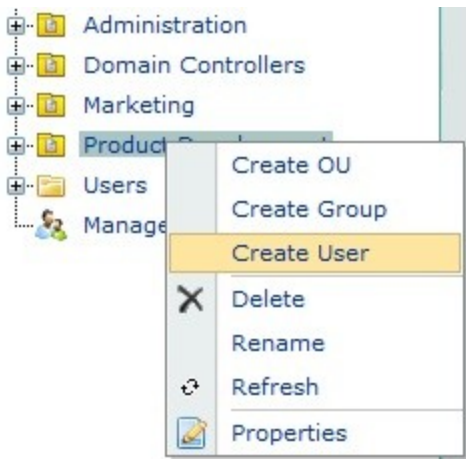
To close this message, click the Close button.

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 reads 'SharePointBoost AD Administration Web Part' and includes a license notice: 'You are using a trial license for AD Administration 1.0.604.1 (19 days left). Please click here to manage license.' Below the title bar are 'Actions' and 'Settings' tabs. The main area is split into two panes. The left pane, titled 'Organization', shows a tree view of the 'spb' domain with folders: Administration, Domain Controllers, Marketing (selected), Product Development, Users, and Management. The right pane is the 'Create User' wizard. It shows 'Create in: spb.local/Marketing'. The form fields are: First name: Sam, Initials: SY, Last name: Yan, Full name: Sam SY. Yan, User logon name: Sam @ spb.local, and User logon name (pre-Windows 2000): spb\ Sam. At the bottom right 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: [password field]

Confirm password: [password field]

User must change password at next logon

User cannot change password

Password never expires

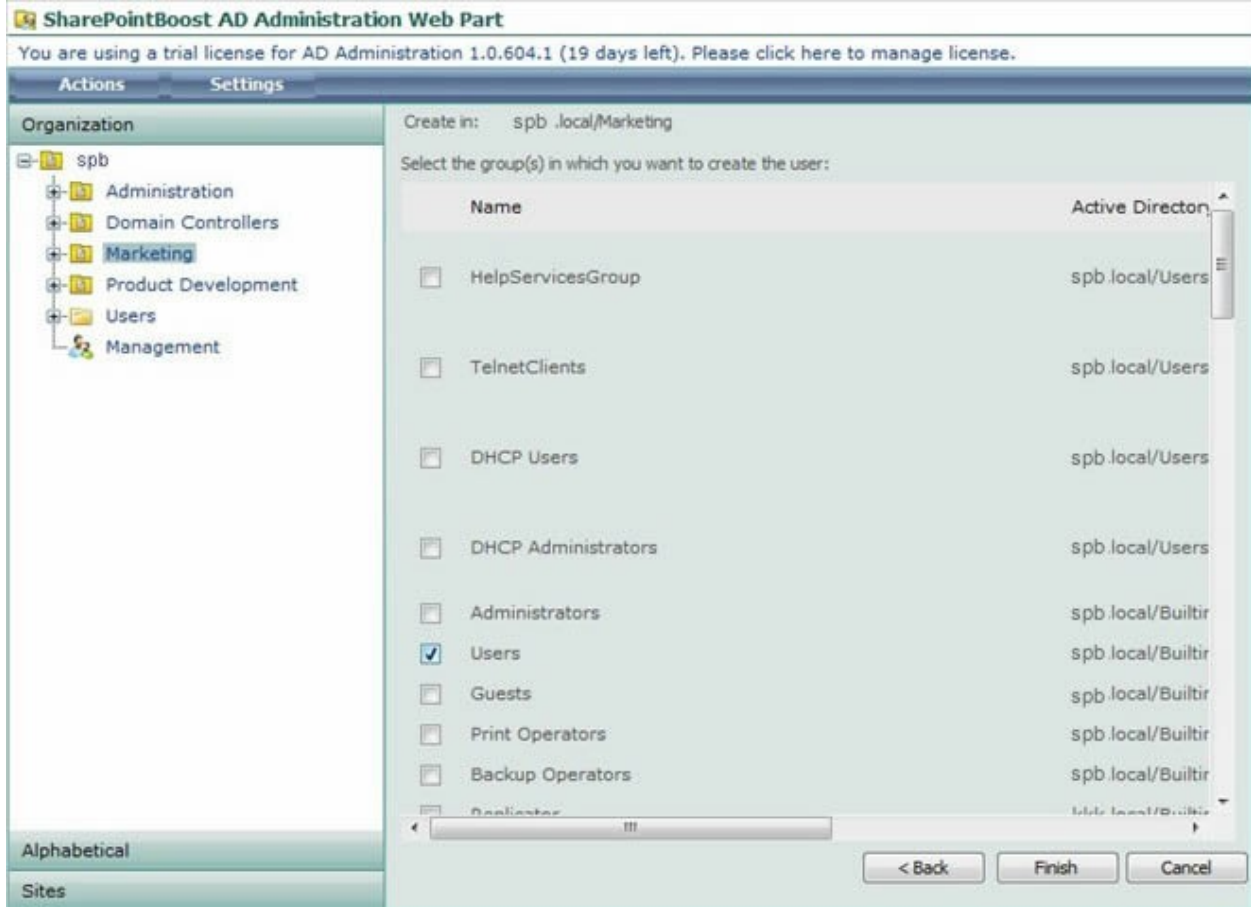
Account is disabled

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.



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

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.

Alphabetical
Sites

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



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.

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.

Users/Groups:

Give Permission

Add users to a SharePoint group
 Give users permission directly

Team Site Members [Contribute, Limited Access] ▼
View permissions this group has on sites, lists, and items...

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 welcome e-mail to the new users

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

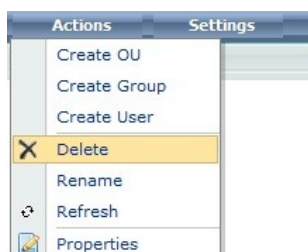
Personal Message:

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.

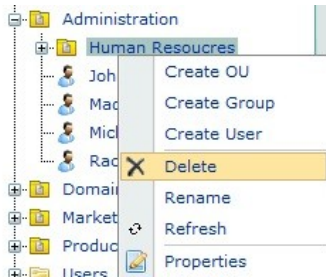
5.4 Managing Organizational Units

5.4.1 Deleting OUs

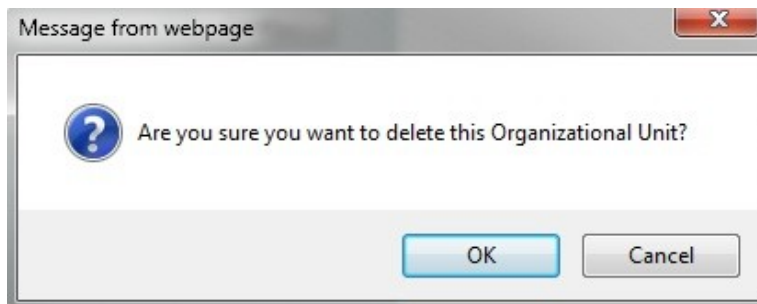
AD Administration offers 2 ways to delete OUs. One way is to click on the Actions menu while a user is selected. This will provide the menu below.



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



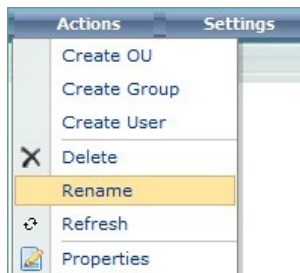
Clicking this link will prompt a popup window to open; asking for confirmation whether or not this OU should really be deleted.



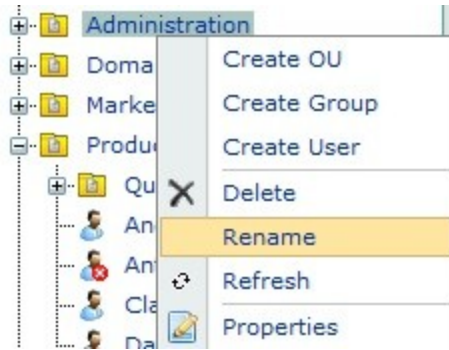
After clicking the OK button the OU will be removed.

5.4.2 Renaming OUs

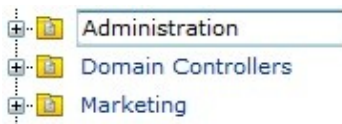
AD Administration offers 2 ways to rename users. One way is to click on the Actions menu while a user is selected. This will provide the menu below.



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.

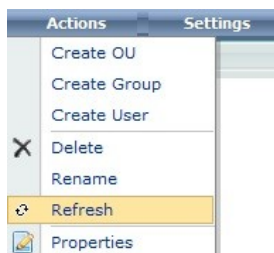


After clicking any area outside the editing field the OU will be renamed.

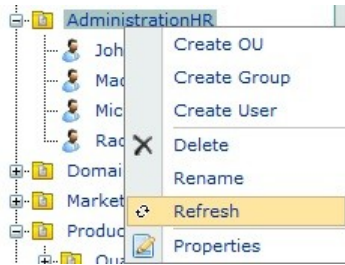


5.4.3 Refreshing OUs

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.



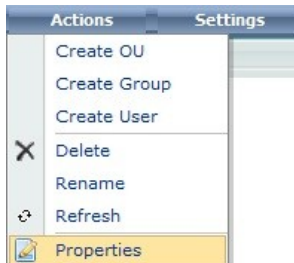
Clicking this link will refresh the OU, and expand it if it was collapsed before.



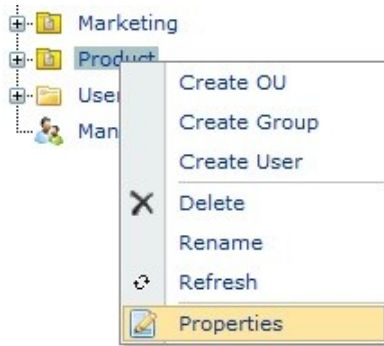
5.4.4 Editing AD properties of OUs

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.



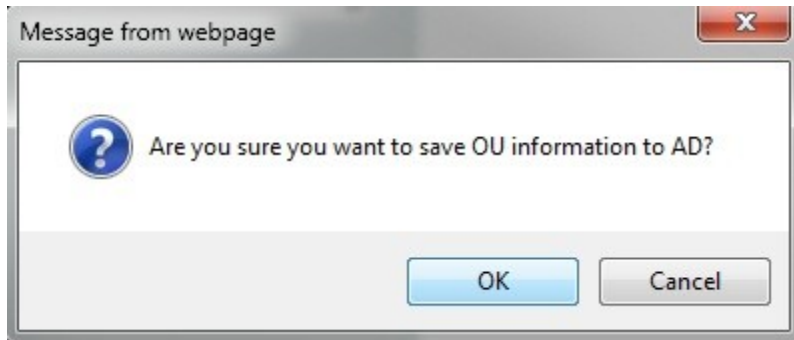
The other way is to right click on any OU, which will offer a menu providing all the options available for this OU.



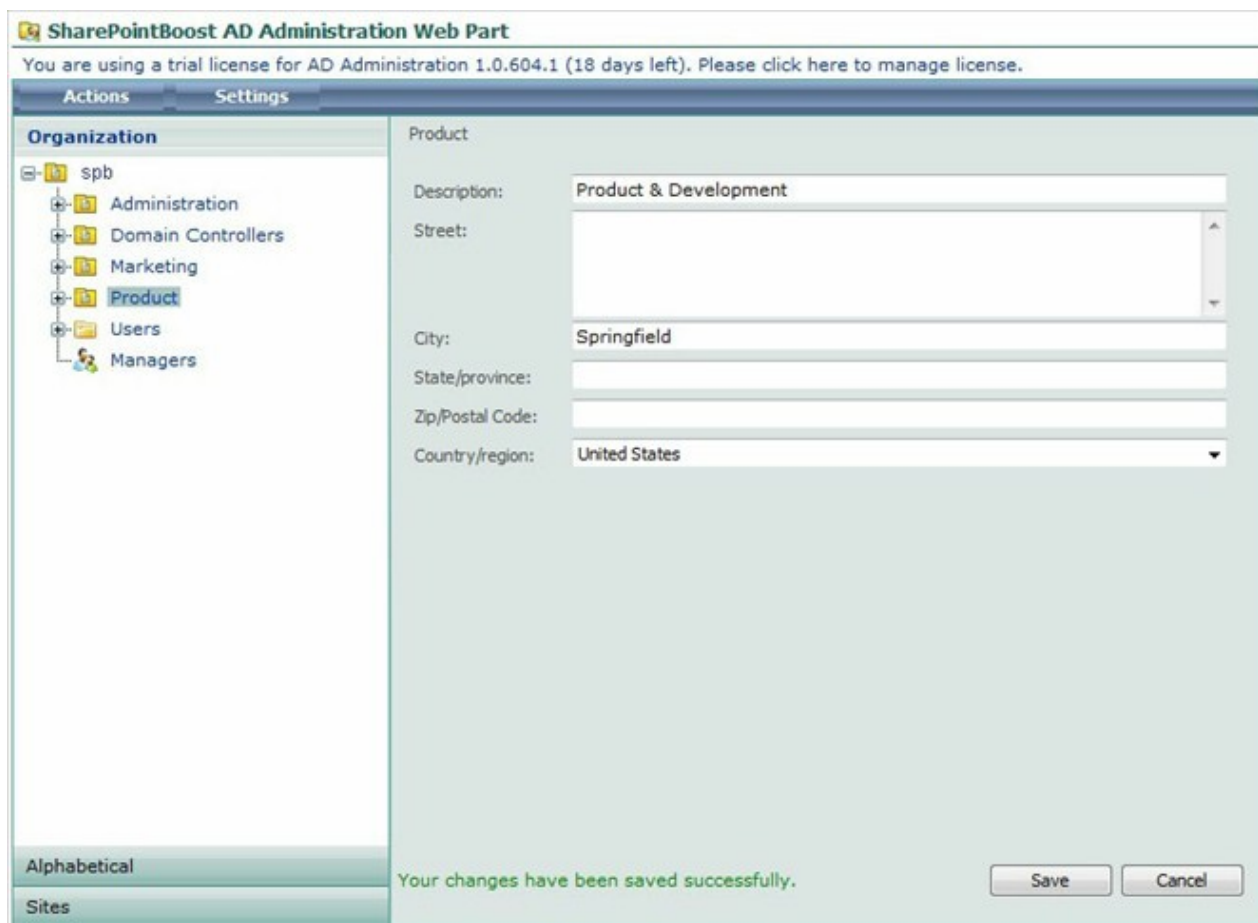
Clicking this link will display the Edit Properties window on the right side of the web part.

A screenshot of the SharePointBoost AD Administration Web Part 'Settings' tab. The 'Product' section is active, showing fields for Description, Street, City, State/province, Zip/Postal Code, and Country/region. The 'City' field contains 'Springfield'. The 'Country/region' dropdown is set to 'United States'. There are 'Save' and 'Cancel' buttons at the bottom right.

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.



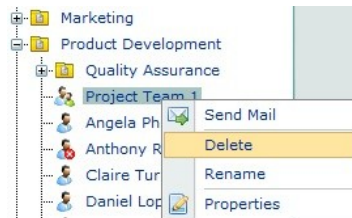
5.5 Managing Groups

5.5.1 Deleting Groups

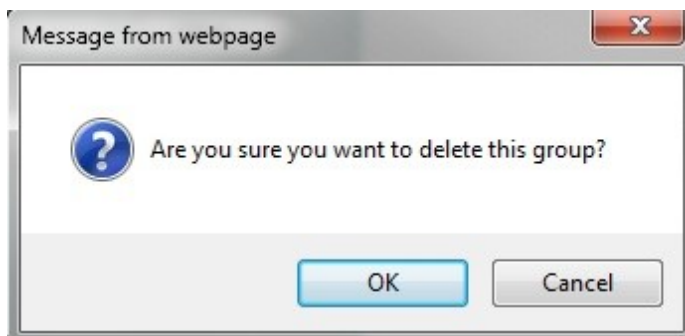
AD Administration offers 2 ways to delete groups. One way is to click on the Actions menu while a user is selected. This will provide the menu below.



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.



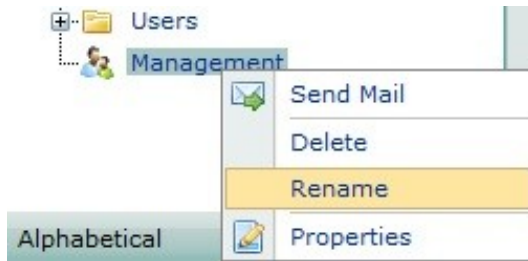
After clicking the OK button the group will be removed.

5.5.2 Renaming Groups

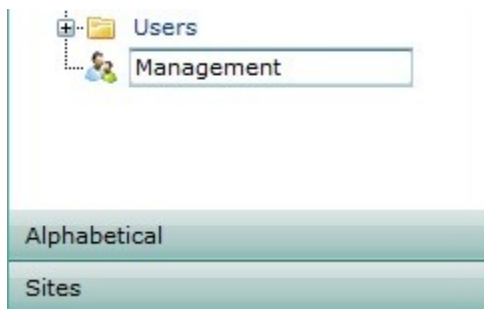
AD Administration offers 2 ways to rename groups. One way is to click on the Actions menu while a user is selected. This will provide the menu below.



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.



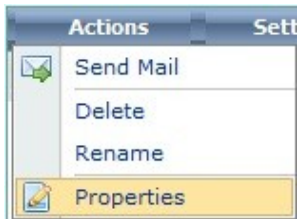
After clicking any other area outside the editing field the group will be renamed.



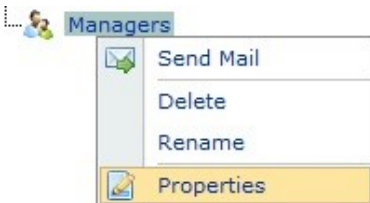
5.5.3 Editing AD properties of Groups

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.

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, it displays the title "SharePointBoost AD Administration Web Part" and a trial license notice: "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 main content area is divided into two sections. On the left, under the "Organization" heading, there is a tree view showing the directory structure for "spb". The tree includes folders for "AdministrationHR", "Domain Controllers", "Marketing", "Product", "Users", and "Managers".

On the right, the "Members" tab is active, displaying a table of group members. The table has three columns: "Name", "Active Directory Folder", and "Type". The members listed are:

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 buttons for "Add", "Remove", "Save", and "Cancel".

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

The screenshot shows a confirmation dialog box titled "Message from webpage". The dialog contains a question mark icon and the text: "Are you sure you want to remove the user from this group?". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

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

The screenshot shows the 'SharePointBoost AD Administration Web Part' interface. At the top, there is a license notice: '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 main area is divided into two panes. The left pane, titled 'Organization', shows a tree view of the directory structure under 'spb', including folders for 'Administration', 'Domain Controllers', 'Marketing', 'Product', 'Users', and 'Managers'. The right pane, titled 'Members', displays a table of group members. At the bottom of the interface are buttons for 'Add', 'Remove', 'Save', and 'Cancel'. A 'Sites' section is visible at the bottom left.

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

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.

The screenshot shows a people picker dialog box. It features a text input field containing the name 'Sam SY. Yan'. Below the input field are two icons: a person icon and a document icon. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

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.

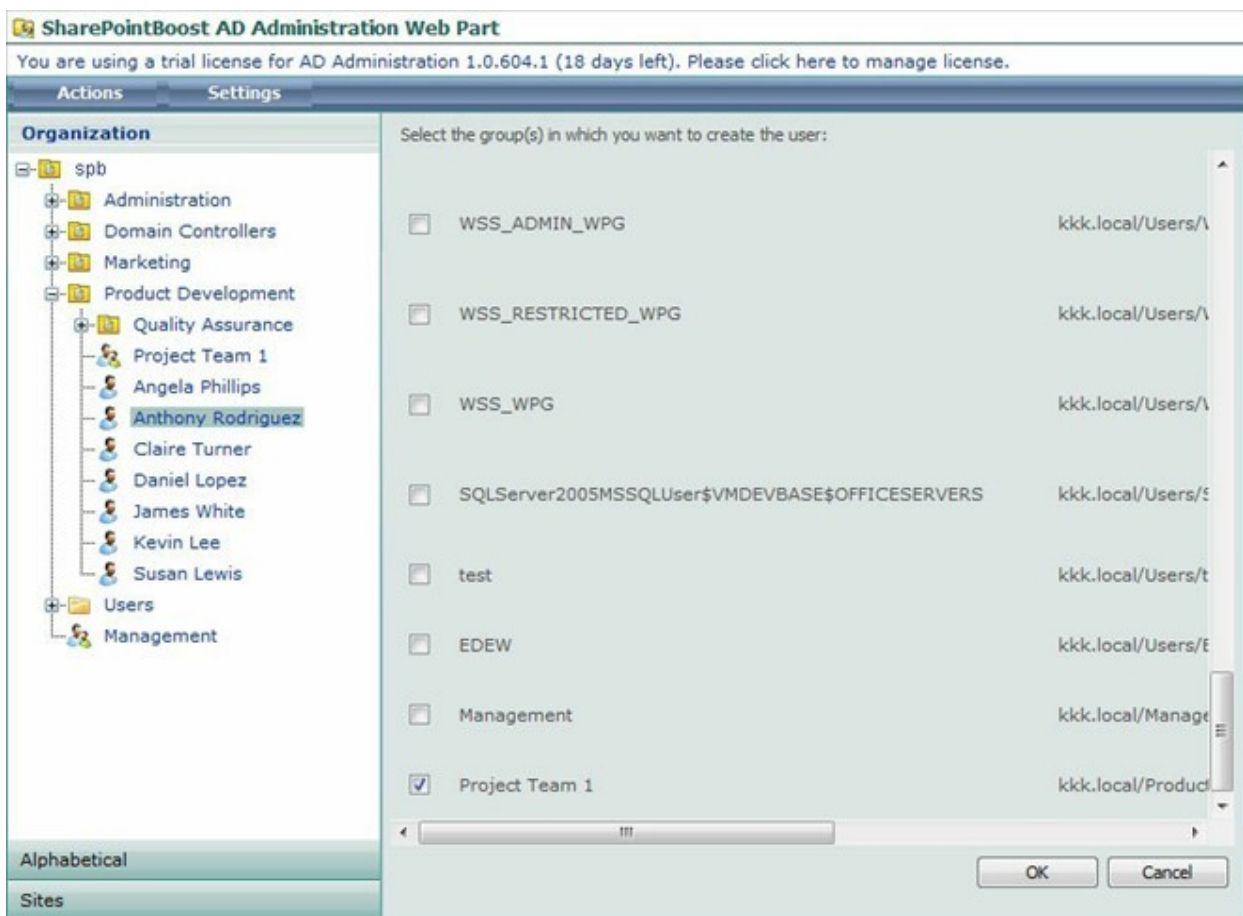
Actions Settings

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

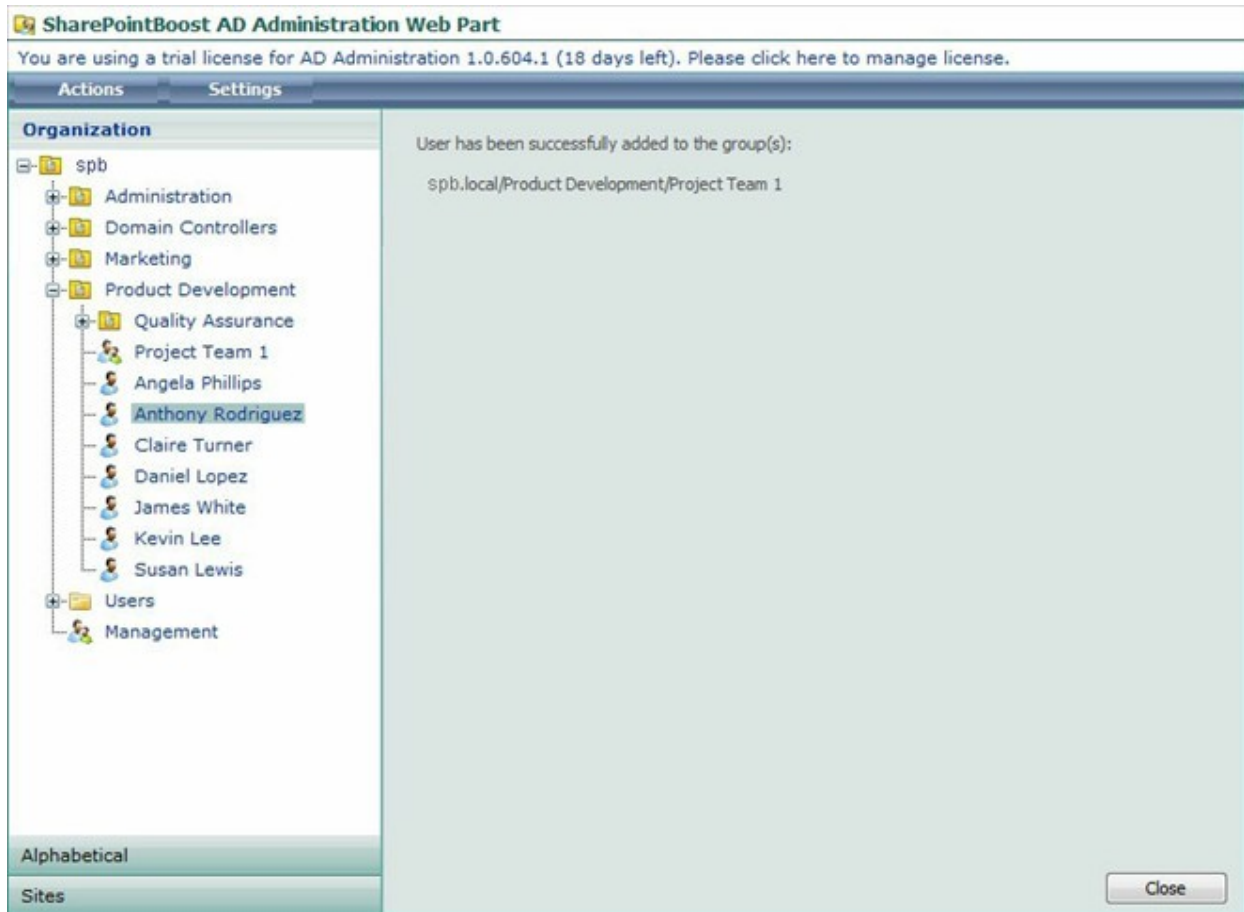
The other way is to right click on any user, which will offer a menu providing all the options available for this user.



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



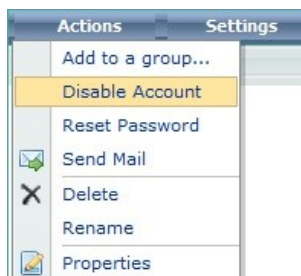
Once the groups have been selected, click the OK button to confirm. This will finalize the process and display a confirmation message in the web part.



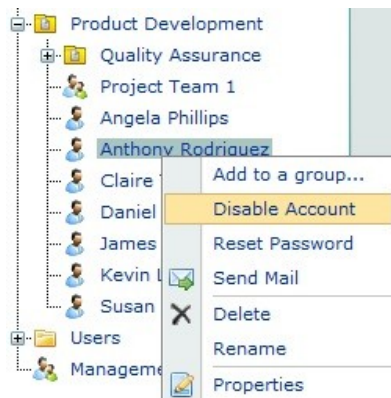
To close this message, click the Close button.

5.6.2 Disabling Accounts

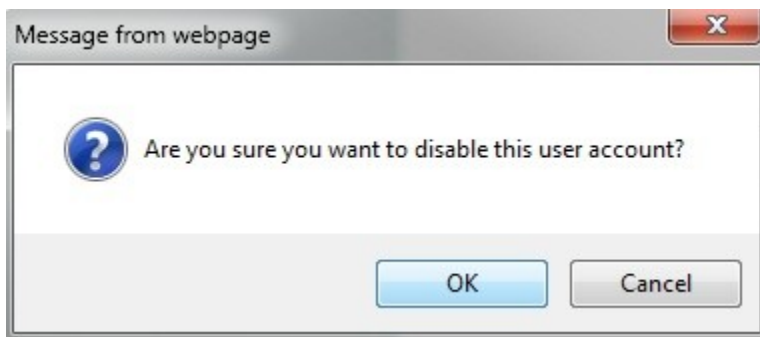
AD Administration offers 2 ways to disable user accounts. One way is to click on the Actions menu while a user is selected. This will provide the menu below.



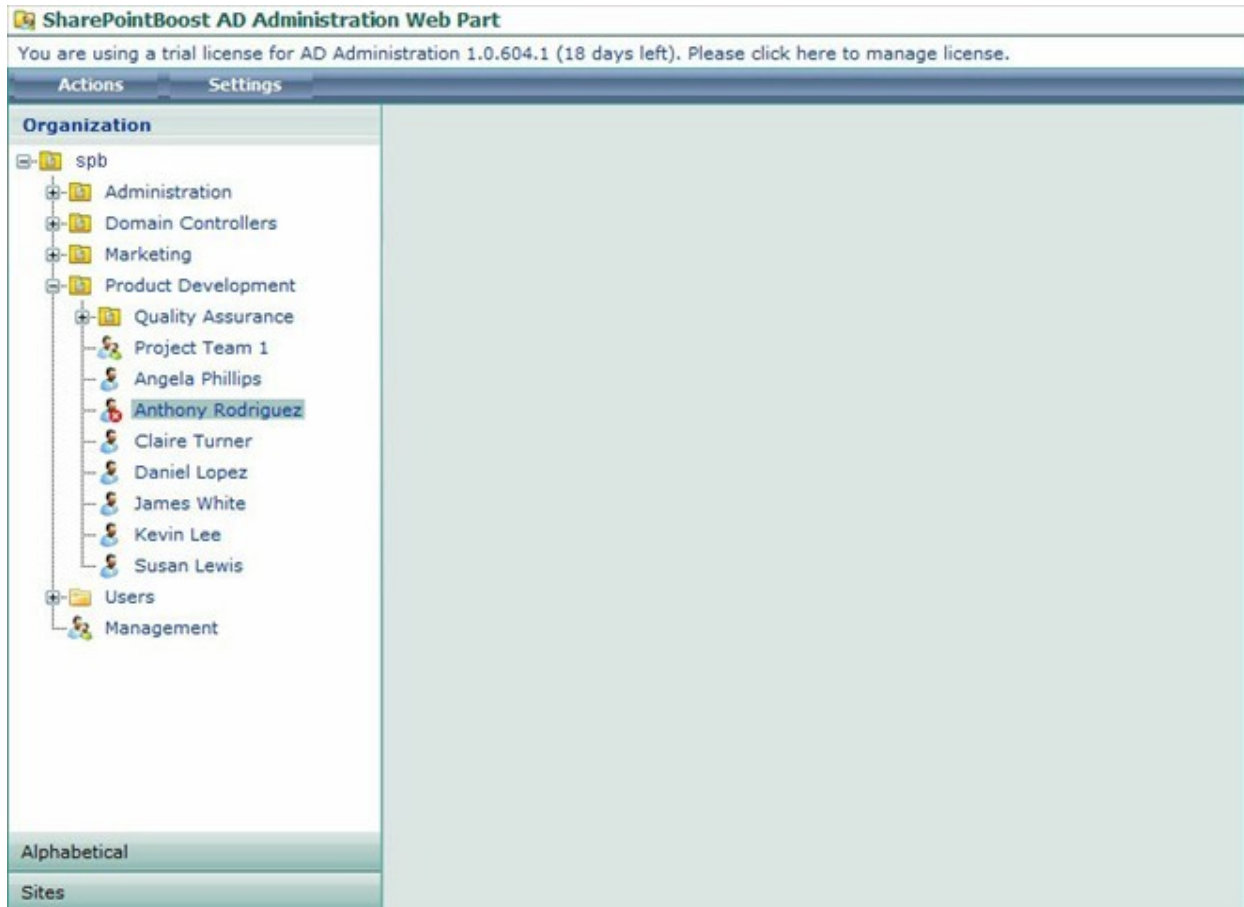
The other way is to right click on any user, which will offer a menu providing all the options available for this user.



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



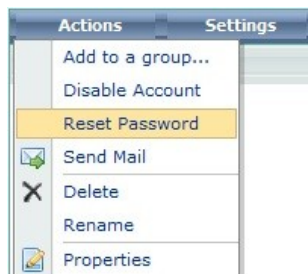
Proceed by clicking the OK button. After, the user is displayed as disabled, as shown below.



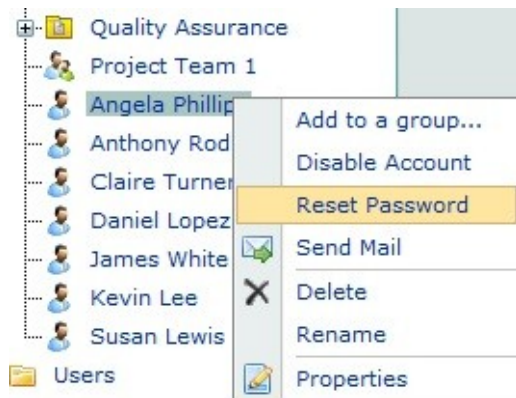
To enable the user again, repeat the same procedure. The menu will instead display Enable User.

5.6.3 Resetting User Passwords

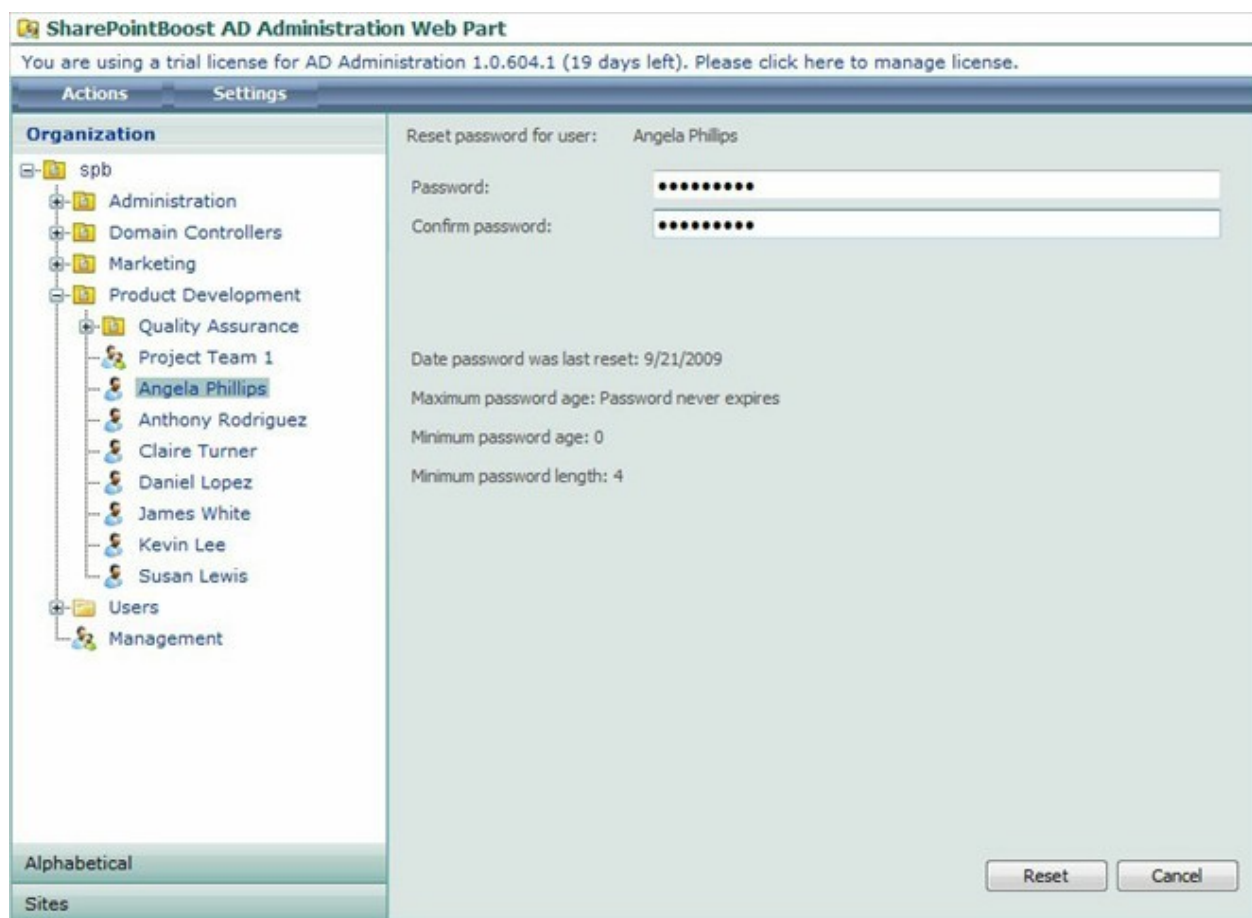
AD Administration offers 2 ways to reset passwords of users. One way is to click on the Actions menu while a user is selected. This will provide the menu below.



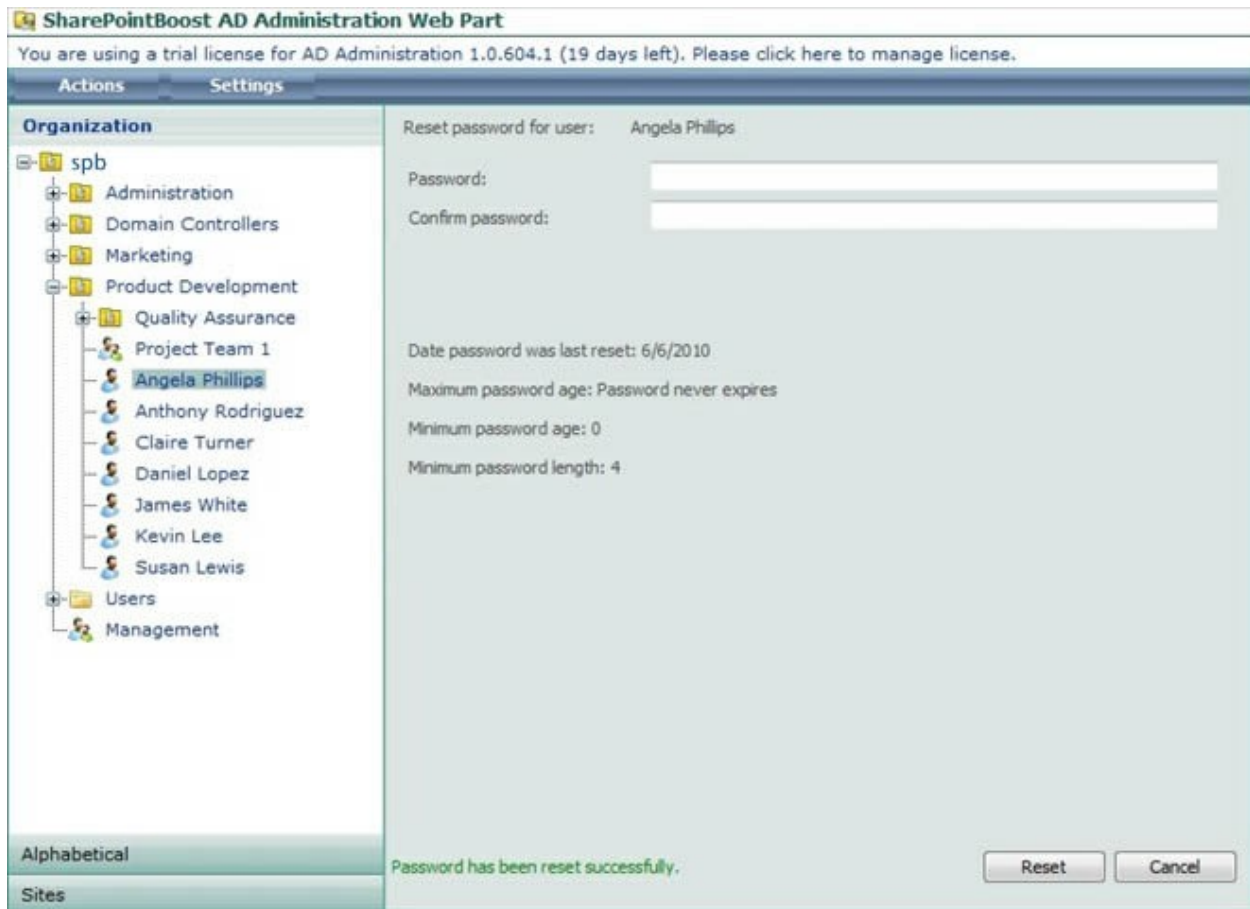
The other way is to right click on any user, which will offer a menu providing all the options available for this user.



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



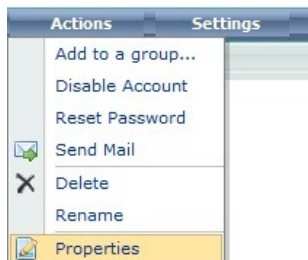
This screen displays all password policies as defined in AD. It also offers an input box for the new password, and one more box to confirm the password. Once the passwords have been entered click the Reset button to proceed. The window will refresh and a success message will appear in the lower left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



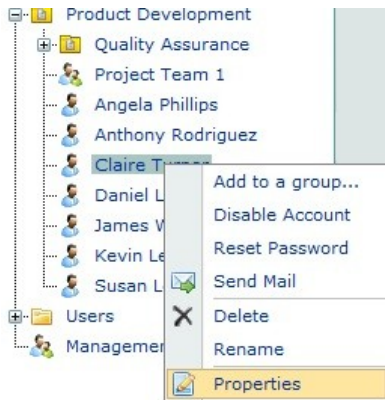
5.6.4 Editing AD Properties of Users

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.

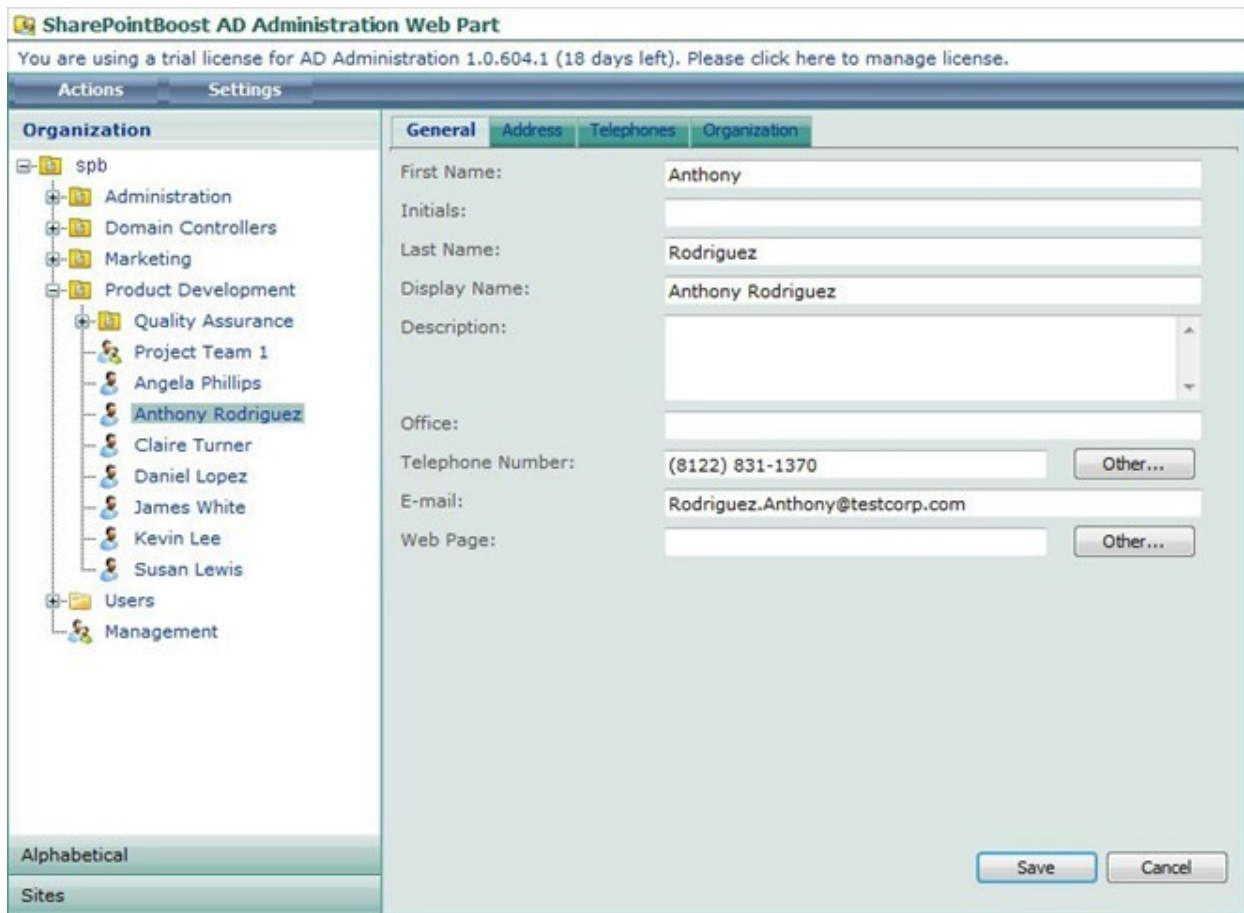
Another way is to click on the Actions menu while a user is selected. This will provide the menu below.



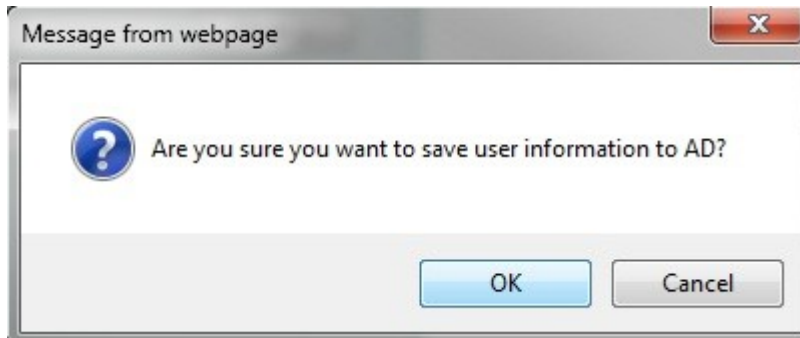
The other way is to right click on any user, which will offer a menu providing all the options available for this user.



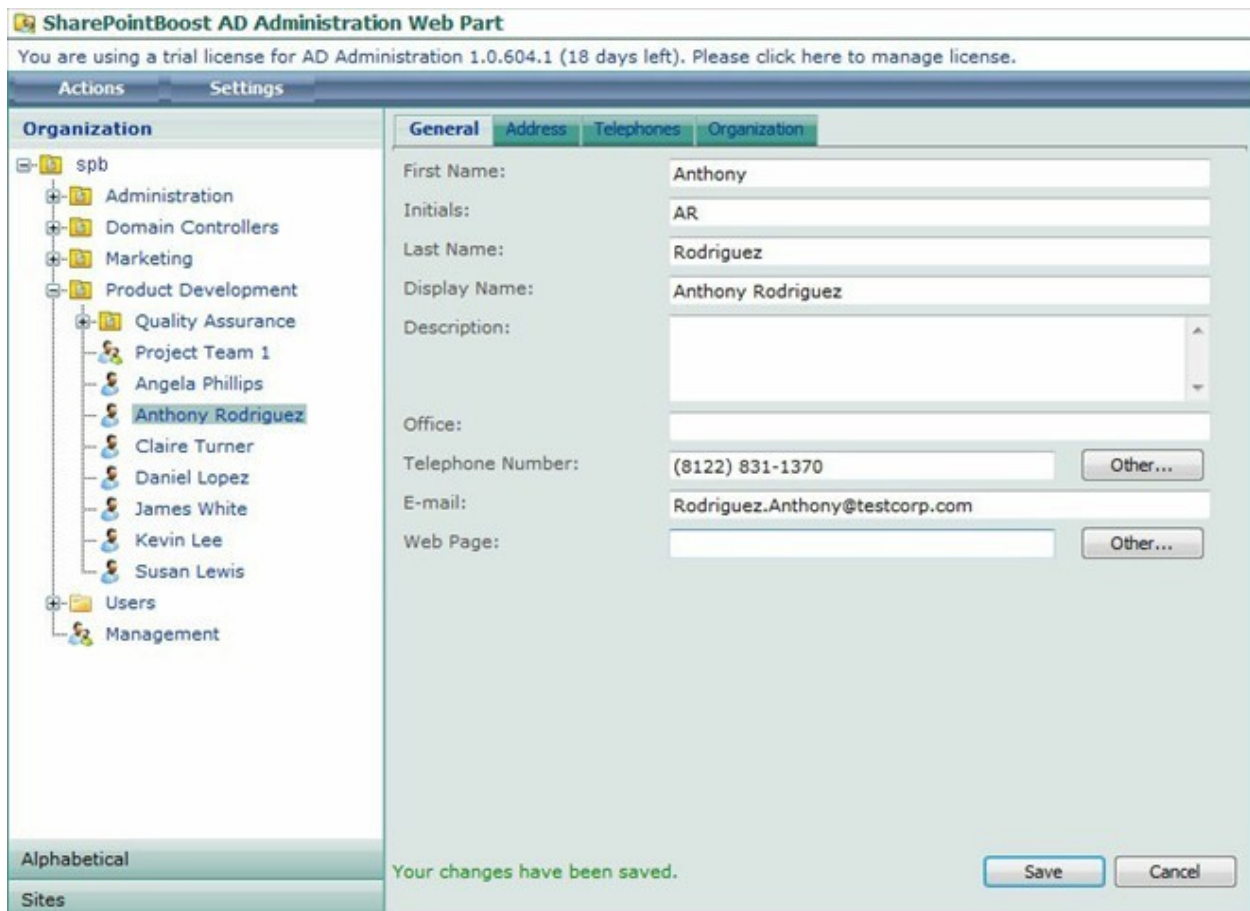
Clicking this link will display the Edit Properties window on the right side of the web part.



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.

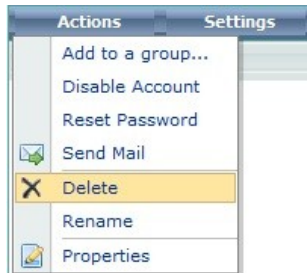


Clicking OK will finalize the process and display a confirmation message in the web part.

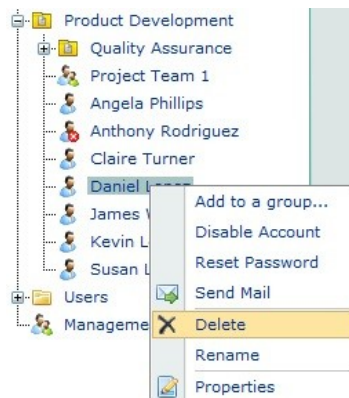


5.6.5 Deleting Users

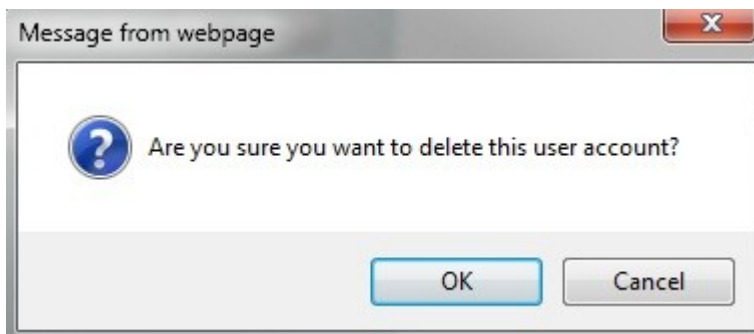
AD Administration offers 2 ways to delete users. One way is to click on the Actions menu while a user is selected. This will provide the menu below.



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



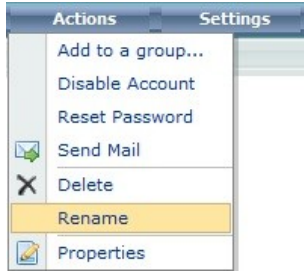
Clicking this link will prompt a popup window to open; asking for confirmation whether or not this user should really be deleted.



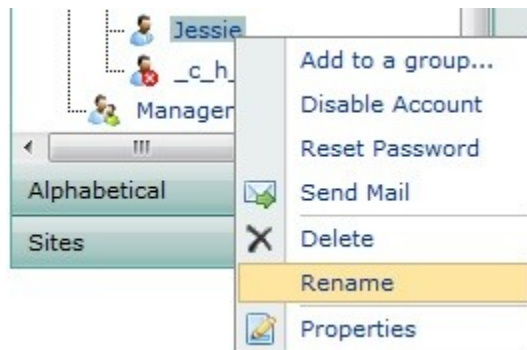
After clicking the OK button the user will be removed.

5.6.6 Renaming Users

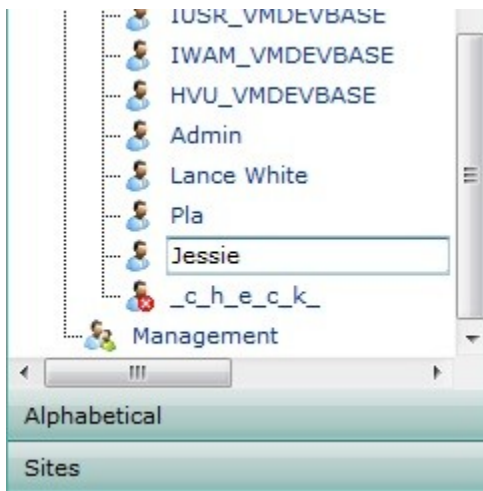
AD Administration offers 2 ways to rename users. One way is to click on the Actions menu while a user is selected. This will provide the menu below.



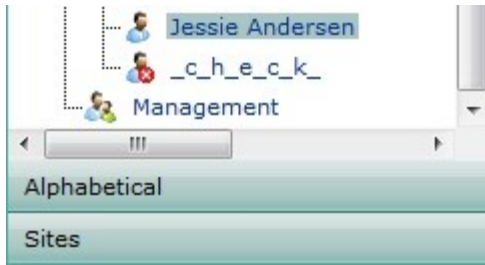
The other way is to right click on any user, which will offer a menu providing all the options available for this user.



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.

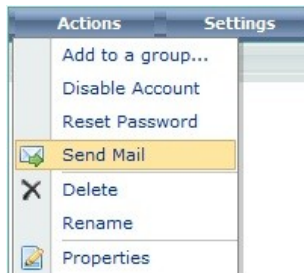


5.7 Sending Emails

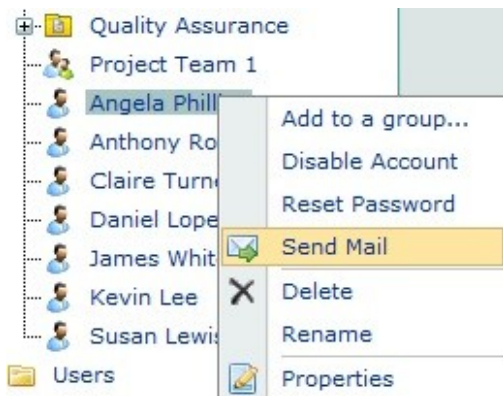
AD Administration gives the option to send emails to users or groups from within the web part.

5.7.1 Mails to Users

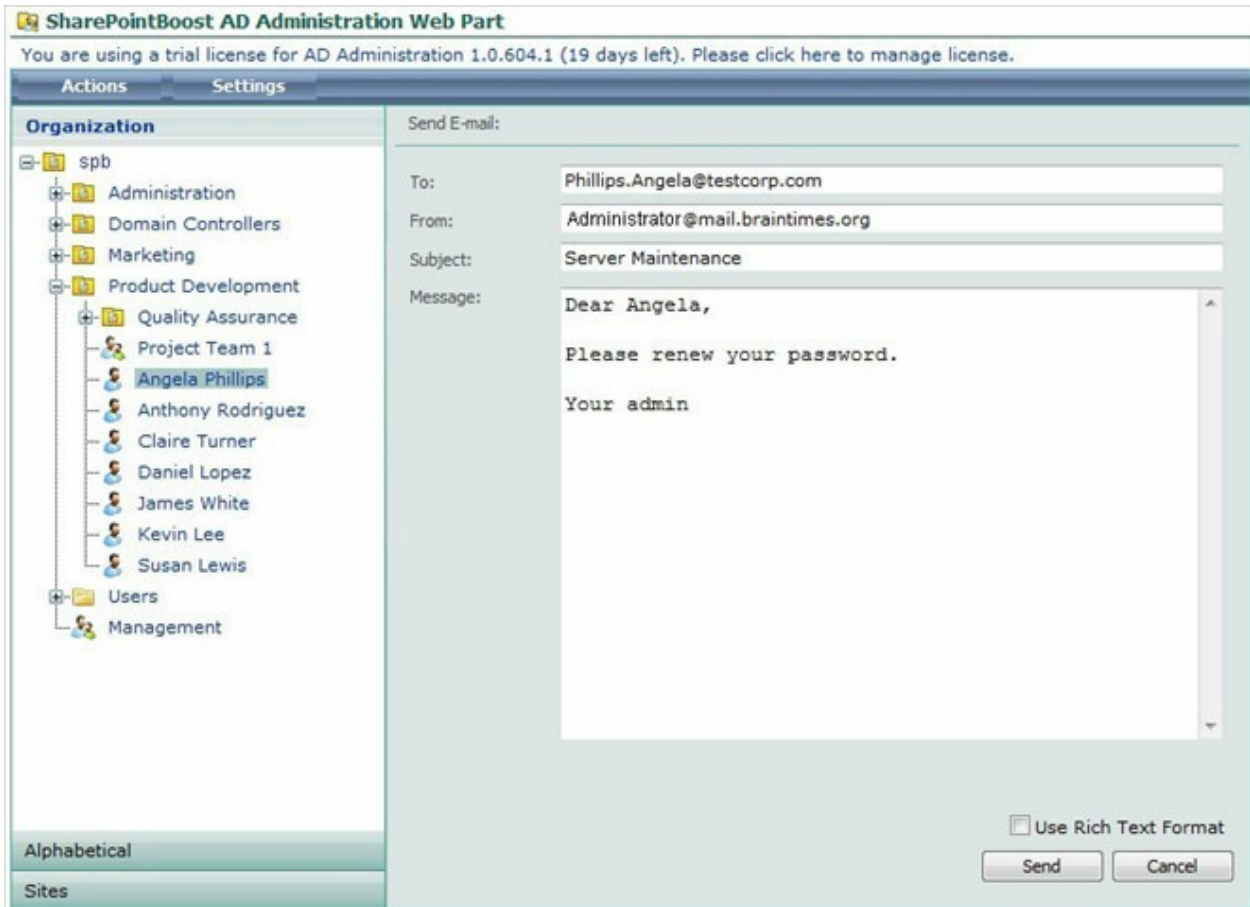
AD Administration offers 2 ways to open the Send Mail window for users. One way is to click on the Actions menu while a user is selected. This will provide the menu below.



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



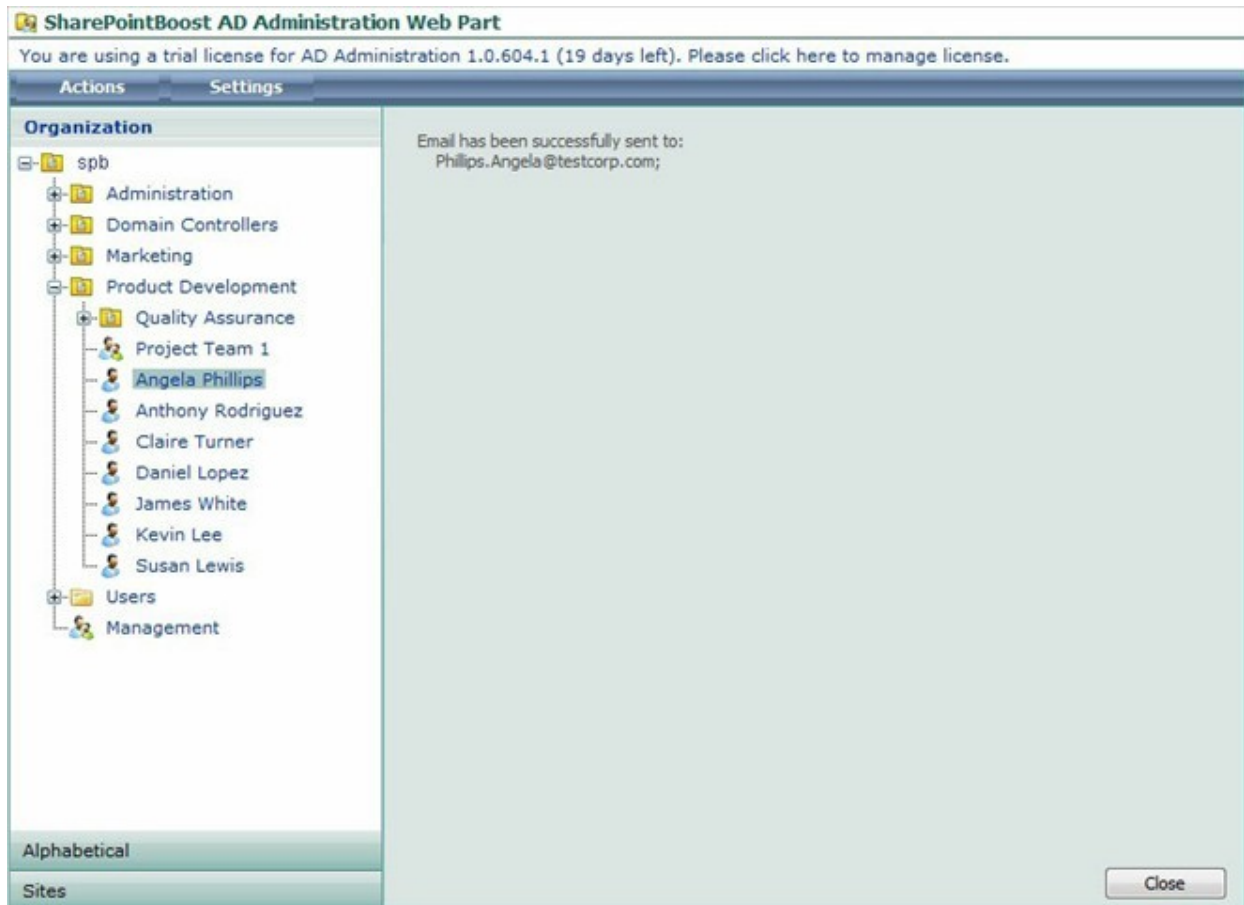
Clicking this link will display the Reset Password window on the right side of the web part.



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.

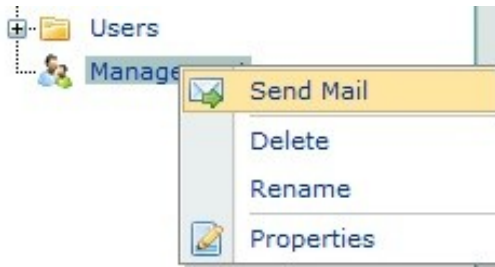


5.7.2 Mails to Groups

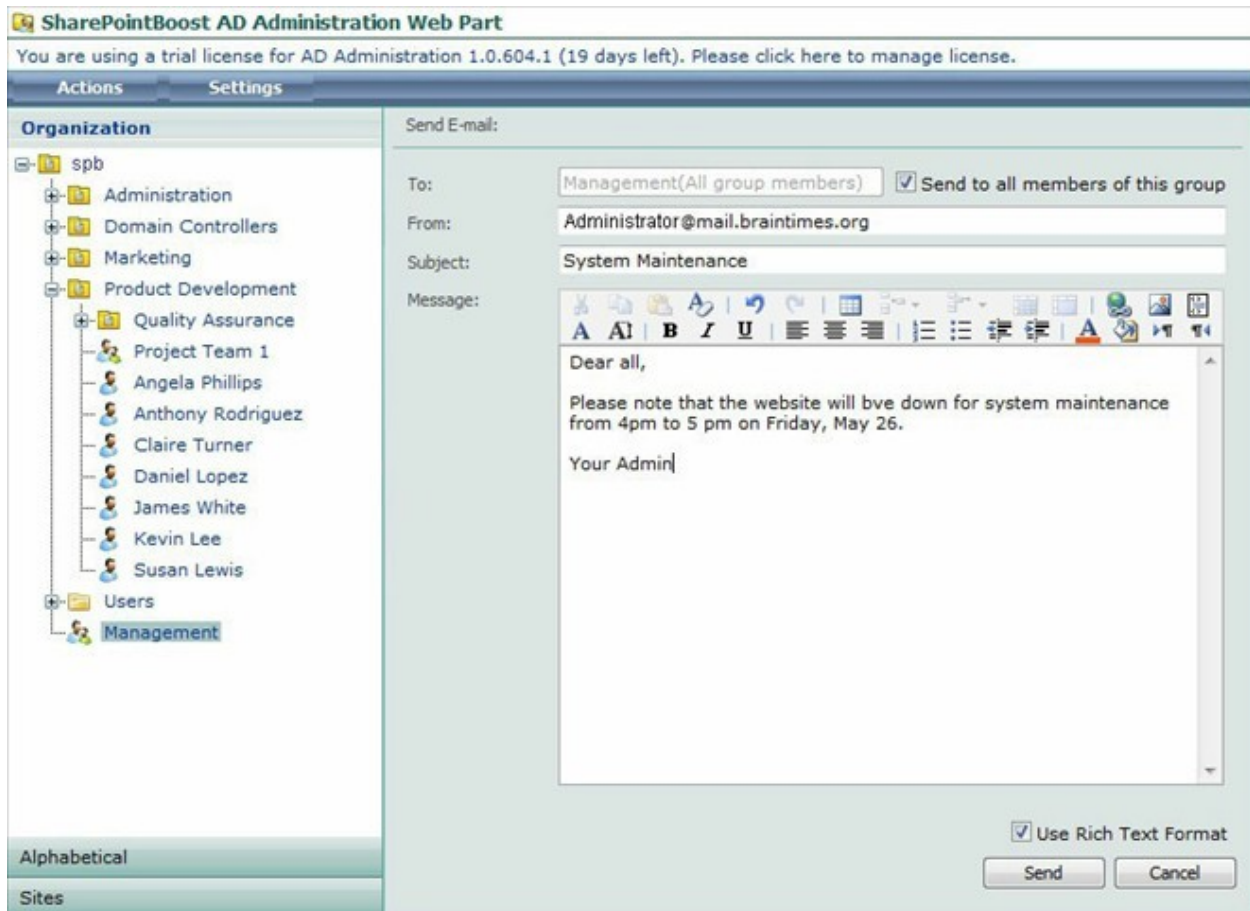
AD Administration offers 2 ways to open the Send Mail window for groups. One way is to click on the Actions menu while a group is selected. This will provide the menu below.



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.



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

- [-] 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

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