

Lab 7.2.1: Creating Users Accounts in Windows 2000

Estimated time: 30 Minutes

Objective

Upon completion of this lab, you will be able to create users and groups as well as assign properties to each.

Equipment

The following equipment is required for this exercise:

- A computer with Windows 2000 Professional installed

Scenario

A coworker needs to use your computer when you are not at work. Since you have files that you do not want him to access, you decide to set up a user account for him.

Procedures

Being able to create users and then organizing those users into groups is an essential task when working with Windows 2000. A user account enables a system administrator to log in and access the resources of the computer as well as have a custom environment to work in. A group is simply a collection of users. In this lab, both users and groups will be created.

Step 1

From the Control Panel, select the Users and Passwords applet. Click on the **Advanced** tab, then click on the **Advanced** button. What is the title of the window that just opened?

Step 2

In the Local Users and Groups window, select the Users folder in the left pane. From the Action menu, select **New User**.

What options are available in the New User dialog box?

Step 3

In the New User dialog box, fill out the information for a new user named LocalUser. For the password, just use the word password. Uncheck the box that says "User must change password at next logon" then click the **Create** button.

Using the same process, create a second user named LocalUser2. When finished, click the **Close** button.

Step 4

At this point, test the user account by logging off the current user and then logging back in using the username you just created.

Did the user account work properly? _____

If the user account did not log in properly, see the troubleshooting section.

Troubleshooting

If the user account was not created or if it is disabled, retrace the steps necessary to create a new user account and double-check that everything is setup properly.

Reflection

Why is it necessary to have separate user accounts on a local machine?
