

## **Contents for User Manager Extensions for Services for NetWare**

- Creating a NetWare-compatible Client User Account
- Making a User Account NetWare-compatible-Enabled
- Setting NetWare-compatible Account Properties
- Creating a NetWare-compatible Home Directory
- Setting Workstation Restrictions

**New User**

Used to create one or more new user accounts.

See Also

[Creating a New User Account](#)

## **New Global Group**

Used to create a new global group.

### **Note**

- **New Global Group** is unavailable when **Low Speed Connection** is selected or when you administer a computer running Windows NT Workstation or Windows NT Server that is not a domain controller (a member server).

See Also

[Creating a New Global Group](#)

[Using Low Speed Connection](#)

**New Local Group**

Used to create a new local group.

See Also

[Creating a New Local Group](#)

**Copy**

Used to create one or more new user accounts or a new group, copying existing user accounts or a group that you have selected in User Manager for Domains.

See Also

[Copying a User Account](#)

[Copying a Global Group](#)

[Copying a Local Group](#)

[Using Low Speed Connection](#)

**Delete**

Used to delete a local group or one or more user accounts that you have selected in User Manager for Domains. User accounts and groups created with User Manager for Domains can be deleted, but the built-in user accounts and groups cannot be deleted.

**Note**

- Be certain you want to delete a group or user account before you do so because they cannot be recovered.

See Also

[Disabling and Enabling User Accounts](#)

[Deleting User Accounts](#)

[Deleting a Global Group](#)

[Deleting a Local Group](#)

[Using Low Speed Connection](#)

**Rename**

Used to rename a selected user account.

See Also

[Renaming User Accounts](#)

[Using Low Speed Connection](#)

## **Properties**

Used to modify a group or one or more user accounts that you have selected in User Manager for Domains.

See Also

[Managing Properties for One User Account](#)

[Managing Properties for Multiple User Accounts](#)

[Managing Global Group Properties](#)

[Managing Local Group Properties](#)

[Using Low Speed Connection](#)



## **Select Users**

Displays a dialog box from which you can select a group and then quickly select or deselect all the user accounts that are members of that group.

After the user accounts are selected, you can modify the properties those accounts in the same way, delete all of them, or create a new group containing those accounts.

Select Users **is unavailable when** Low Speed Connection **is selected**.

See Also

[Selecting User Accounts](#)

[Using Low Speed Connection](#)

## **Select Domain**

When User Manager for Domains starts, it displays the domain in which your user account is defined. Use **Select Domain** to display a different domain.

Optionally, use **Select Domain** to display an individual computer. However, you can display only a computer that maintains its own directory database, such as a computer running Windows NT Workstation or Windows NT Server that is not a domain controller (a member server) or a Microsoft LAN Manager server.

See Also

[Selecting a Domain](#)

[Using Low Speed Connection](#)

**Exit**

Quits User Manager for Domains.

**Sort by Full Name**

Sorts the displayed user accounts by the full names. When **Sort by Full Name** is enabled, a check mark appears on the menu to the left of the command.

This command is unavailable when **Low Speed Connection** is selected.

See Also

[Sorting the User Account List](#)

**Sort by Username**

Sorts the displayed user accounts by the user names. A check mark appears next to the command when it is enabled.

This command is unavailable when **Low Speed Connection** is selected.

See Also

[Sorting the User Account List](#)

**Refresh**

Updates the display with current information.

This command is unavailable when **Low Speed Connection** is selected.

See Also

[Refreshing the View](#)

[Using Low Speed Connection](#)

## **Account**

The **Account** policy controls how passwords must be used by all user accounts. It defines things such as the maximum password age, minimum password age, minimum password length, whether a password history is maintained, and whether users must log on before changing their passwords.

It also determines lockouts. If locking out is enabled, then a user account cannot log on after a number of failed attempts to log on to that account within a specified time limit between failed attempts. A locked account remains locked until an administrator unlocks it or a specified amount of time passes.

The **Account** policy also determines whether or not a remote user is forcibly disconnected from a domain when that user's logon hours expire.

### **Notes**

- Windows NT version 3.1 and LAN Manager version 2.x do not use the lockout feature.
- Failed password attempts against workstations or member servers that have been locked using Ctrl+Alt+Delete or password-protected screen savers do not count against account-lockout settings entered in User Manager for Domains.

See Also

[Managing the Account Policy](#)

## **User Rights**

The **User Rights** policy manages the rights granted to groups and user accounts.

A right authorizes a user to perform certain actions on the system. A user who logs on to an account to which the appropriate rights have been granted can carry out the corresponding actions. When a user does not have appropriate rights, attempts to carry out those actions are blocked by the system. Rights apply to the system as a whole and are different from permissions, which apply to specific objects.

The rights granted to a group are provided to the members of that group. In most situations, the easiest way to provide rights to a user is to add that user's account to one of the built-in groups that already possesses the needed rights, rather than by administering the **User Rights** policy.

See Also

[Managing the User Rights Policy](#)

[The User Rights](#)



## **Audit**

The **Audit** policy tracks selected user activities by auditing security events and storing the data in a security log. Your **Audit** policy specifies the types of security events to be logged.

These types can range from system-wide events (such as a user logging on) to specific ones, such as a user attempting to read a particular file. The types can include successful events, unsuccessful events, or both.

When you administer domains, the **Audit** policy affects the security logs of all domain controllers.

When you administer a computer that is not a domain controller, the **Audit** policy affects the security log of only that computer (running Windows NT Workstation or Windows NT Server).

You can use **Event Viewer** to review events in a security log.

See Also

[Managing the Audit Policy](#)

## **Trust Relationships**

A trust relationship is a link between two Windows NT Server domains.

Use the **Trust Relationships** policy to add and remove trusting domains (resource domains) and trusted domains (account domains).

- Trusting domains allow their resources to be used by accounts in other (trusted) domains.
- Trusted-domain users and global groups are allowed to hold user rights, resource permissions, and local group memberships on the trusting domain.

Trust relationships can allow a user to access resources on the entire network using a single user account and a single password. This moves the convenience of centralized administration from the domain level to the network level.

### **Note**

- Trust relationships can be established only between Windows NT Server domains.

See Also

[Adding a Trusting Domain](#)

[Adding a Trusted Domain](#)

## **\$Low Speed Connection**

When administering a domain or computer that communicates with your computer across a connection providing relatively low transmission rates, some User Manager for Domains functions can occur slowly. In this situation, you can reduce delays by clicking **Low Speed Connection** on the **Options** menu.

When you select a different domain or computer to be displayed by User Manager for Domains, you can also select or click to clear the **Low Speed Connection** check box in the **Select Domain** dialog box.

The system saves the **Low Speed Connection** setting for each of the last 20 domains or computers you have administered. After you specify a domain or computer name in the **Select Domain** dialog box, the previous state of this option will be initially set. You can accept or change this setting.

If you have not previously administered the specified domain or computer, and if you do not select the **Low Speed Connection** check box in the **Select Domain** dialog box, the system automatically determines the appropriate connection mode and accordingly selects or clears **Low Speed Connection** after you click **OK**. After connecting, you can still change the setting by clicking **Low Speed Connection** on the **Options** menu.

See Also

[Using Low Speed Connection](#)

[Selecting a Domain](#)

**Confirmation**

Causes a message to appear asking for confirmation after you click certain commands.

When **Confirmation** is enabled, a check mark appears on the menu, to the left of the command.

**Save Settings on Exit**

Saves these settings when you quit User Manager for Domains: Window size and position, sort order (by user name or full name), and the setting for **Confirmation** on the **Options** menu.

When **Save Settings** is enabled, a check mark appears to the left of the command on the **Options** menu.

**Font**

Enables you to change the font used for the list of users and groups in User Manager for Domains.

## **Contents**

Lists User Manager for Domains Help topics.

**Search for Help On**

Presents an index of keywords from User Manager for Domains Help. Associated Help topics can be listed, selected, and opened.



**How to Use Help**

Provides introductory information about accessing and using the online Help system.

**About User Manager**

Provides the version number, serial number, copyright, licensing, and other information about Microsoft User Manager for Domains.

### **What Is User Manager for Domains?**

User Manager for Domains is a tool you can use to manage security for domains, member servers, and workstations. With User Manager for Domains you can:

- Select the domain or computer to be administered.
- Create and manage user accounts.
- Create and manage groups.
- Manage the security policies.












See Also

[The User Manager for Domains Window](#)

## The User Manager for Domains Window

In most cases, when User Manager for Domains displays your logon domain when it first starts. The title bar shows the domain name, and the body of the User Manager for Domains window displays two lists. The upper list contains user accounts; the lower list contains group accounts. You can select one or more user accounts, or one group account, and manage them using commands on the **User** menu.

Click the following for more information about User Manager for Domains.

-  [Title bar](#)
-  [Menu bar](#)
-  [List of users](#)
-  [User icon](#)
-  [Username](#)
-  [Full Name](#)
-  [Description \(of users\)](#)
-  [List of groups](#)
-  [Group icon](#)
-  [Groups](#)
-  [Description \(of groups\)](#)

See Also

[Using Low Speed Connection](#)

**Title bar**

The title bar names the domain or computer that is displayed for administration.

## Menu bar

The menu bar contains five menus.

- **User:** Commands to create and manage user accounts and groups, and to select the domain or computer to be administered.
- **View:** Commands to sort the user account list either by user name or by full name, and to update User Manager with current information.
- **Policies:** Commands to manage the security policies.
- **Options:** Commands to select or clear **Low Speed Connection**, **Confirmation**, and **Save Settings on Exit**.
- **Help:** Commands to provide online Help.

**List of user names**

When you select a domain for administration, the upper half of the window lists the user accounts of the domain (the domain name appears in the title bar). The list contains both the built-in user accounts provided with the system, and any user accounts that have been added from User Manager for Domains.

When you administer a computer running Windows NT Workstation or Windows NT Server that is not a domain controller (a member server), the list contains the user accounts of that computer.

## User icon

An icon graphically indicates the type of each listed user account.



Global account: a normal user account in a user's home domain. Most accounts are global accounts. When trust relationships are established between domains, each network user needs only one global account in one domain to be granted access to any trusting domain.



Local account. An account provided in this domain to accommodate a user whose global account is in a domain that is not trusted by this domain.

When you are administering a computer running Windows NT Workstation or Windows NT Server that is not a domain controller (a member server), the list contains only global accounts. Computers running Windows NT Workstation do not maintain local accounts.



## **Username**

For each listed user account, this column contains a user name, which is used by the Windows NT operating system to identify the account. A user name is always unique, meaning it cannot be identical to any other user or group name of the domain or computer being administered.

The user names can appear in either the first or second column of the user account list. This sort order is controlled by commands on the **View** menu.

**Full Name**

For each listed user account, this column either contains the user's full name or is blank. (When a user account is created or modified, **Full Name** is an optional entry.)

The full names can appear in either the first or second column of the user account list. This sort order is controlled by commands on the **View** menu.

**Description (of users)**

For each listed user account, this column either contains descriptive text or is blank. (When a user account is created or modified, **Description** is an optional entry.)

**List of groups**

When a domain is being administered, the lower half of the window lists the groups of the domain (the domain name appears in the title bar). The list contains local and global groups, including both the built-in groups provided with the system, and any groups that have been added by using User Manager for Domains.

When you are administering a computer running Windows NT Workstation or Windows NT Server that is not a domain controller (a member server), the list contains only local groups. These computers do not maintain global groups.

## Group icon

An icon graphically indicates the type of each listed group.



Local group. Can be granted permissions and rights for only the domain controllers of its own domain. However, it can contain user accounts and global groups from its own domain and from trusted domains.



Global group. Can be granted permissions and rights for the domain controllers of its own domain, for other workstations and member of its own domain, and for trusting domains. A global group can become a member of local groups in any of these domains. However, it can contain user accounts only from its own domain.

When you are administering a computer running Windows NT Workstation or Windows NT Server that is not a domain controller (a member server), the list contains only local groups. These computers do not maintain global groups.

**Groups**

This column contains a group name that identifies the group account. A group name is always unique, meaning it cannot be identical to any other group or user name of the domain or computer being administered.

**Description (of groups)**

This column either contains descriptive text or is blank. (**Description** is an optional entry.)

## **What Are the Security Policies?**

Click the following for summary information about the security policies.

- [Account policy](#)
- [User Rights policy](#)
- [Audit policy](#)
- [Trust Relationships](#)



## **Account policy**

The **Account** policy controls how passwords must be used by all user accounts. It defines things such as the maximum password age, minimum password age, minimum password length, whether a password history is maintained, and whether users must log on before changing their passwords.

It also determines lockouts. If locking out is enabled, then a user account cannot log on after a number of failed attempts to log on to that account within a specified time limit between failed attempts. Lockout can also occur from attempting to change the password using an incorrect password for the old password. A locked account remains locked until an administrator unlocks it or a specified amount of time passes.

The **Account** policy also determines whether or not a remote user is forcibly disconnected from a domain when that user's logon hours expire.

### **Note**

- Failed password attempts against workstations or member servers that have been locked using Ctrl+Alt+Delete, or password protected screen savers, do not count against account lockout settings entered in User Manager for Domains.

## **User Rights policy**

The **User Rights** policy manages the rights granted to groups and user accounts.

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The rights granted to a group are provided to the members of that group. In most situations, the easiest way to provide rights to a user is to add that user's account to one of the built-in groups that already possesses the needed rights, rather than by administering the **User Rights** policy.

**Audit policy**

You can track selected user-activities by auditing security events and storing the data in a security log. Your **Audit** policy specifies the types of security events to be logged.

These types can range from system-wide events (such as a user logging on) to specific events (such as a user attempting to read a particular file). They can include successful events, unsuccessful events, or both.

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### **Note**

- Trust relationships can be established only between Windows NT Server domains.

### To change the displayed domain

- 1 On the **User** menu, click **Select Domain**.
- 2 Enter a domain name in **Select Domain**.
- 3 If the domain or computer you have specified communicates with your computer over a low-speed connection, select the **Low Speed Connection** check box.

### Notes

- When it first starts, User Manager for Domains displays the domain in which your user account is defined. A different domain can be selected.
- The system saves the **Low Speed Connection** setting for each of the last 20 domains or computers you have administered. After you specify a domain or computer name, the previous setting is initially displayed here. If no previous setting is known, **Low speed Connection** is initially cleared. You can accept or change the setting.

See Also

[Using Low Speed Connection](#)

**To change the sort order**

- ▶ On the **View** menu, click either **Sort By Full Name** or **Sort By Username**.

**Note**

- When **Low Speed Connection** is enabled, **Sort By Full Name** and **Sort By Username** are unavailable.

### **To update the view with current information**

- ▶ On the **View** menu, click **Refresh**.

### **Notes**

- When User Manager for Domains first displays a domain or a computer, it obtains the information shown in the User Manager for Domains window. This information is automatically updated at fixed intervals. Use the **Refresh** command to display the most current information.
- When **Low Speed Connection** is enabled, **Refresh** is unavailable.

### To select or clear Low Speed Connection

- 1 On the **User** menu, click **Select Domain**.
- 2 Select a domain or computer to administer.
- 3 In the **Select Domain** dialog box, click to select or clear **Low Speed Connection**.

#### Notes

- When starting User Manager for Domains from command prompt you can append parameters for connection speed:
  - **[/l]** for **Low Speed Connection**.
  - or **[/h]** for the normal (high speed) connection.

For example, to start User Manager for Domains and administer a domain named Shipping using **Low Speed Connection**, type **usrmgr shipping /l**.

- Using **Low Speed Connection** causes the following changes to User Manager for Domains:
  - The list of user accounts does not appear in the User Manager for Domains window, and on the **User** menu **Select Users** is unavailable. To manage user accounts, you can use commands on the **User** menu.
  - The list of groups does not appear in the User Manager for Domains window. To manage local groups, you can use commands on the **User** menu.
  - Global groups cannot be created or copied, properties of existing global groups cannot be managed, and **New Global Group** on the **User** menu is unavailable. You can indirectly manage global group memberships by managing the group memberships of individual user accounts.
  - The **View** menu commands are unavailable.

See Also

[Selecting a Domain](#)



### To create a new user account

- 1 On the **User** menu, click **New User**.
- 2 Type appropriate information in the dialog box:
  - In **Username**, type a user name.
  - In **Full Name**, type the user's complete name.
  - In **Description**, type a description of the user or the user account.
  - In both **Password** and **Confirm Password**, type a password of up to 14 characters.
- 3 Click to select or clear the check boxes for **User Must Change Password at Next Logon**, **User Cannot Change Password**, **Password Never Expires**, and **Account Disabled**.
- 4 To administer a property associated with a button in the **New User** dialog box, click the button and complete the dialog box that appears; then click **OK**.
- 5 Click **Add**.

To add another user account, repeat steps 2 through 5.

### Notes

- A user name cannot be identical to any other user or group name of the domain or computer being administered. It can contain up to 20 uppercase or lowercase characters except for the following:  
" / \ [ ] : ; | = , + \* ? < >
- A user name cannot consist solely of periods (.) and spaces.
- Which buttons appear in the **New User** dialog box depends on whether you are administering domains or workstations.
- **Groups**, **Profile**, and **Dialin** always appear.
- **Hours**, **Logon From**, and **Account** appear only when you administer domains.

See Also

[Managing Group Memberships for One User Account](#)

[Managing the User Environment](#)

[Managing Dialin Permissions](#)

[Managing Logon Hours](#)

[Managing Logon Workstations](#)

[Managing Account Information](#)

[Creating a NetWare-compatible Client User Account](#)

[Using Low Speed Connection](#)

### To copy a user account

- 1 On the **User** menu, click **Copy**.
- 2 Type appropriate information in the dialog box:
  - In **Username**, type a user name.
  - In **Full Name**, type the user's complete name.
  - In **Description**, type a description of the user or the user account (optional).
  - In both **Password** and **Confirm Password**, type a password of up to 14 characters.
- 3 Click to select or clear the check boxes for **User Must Change Password at Next Logon**, **User Cannot Change Password**, **Password Never Expires**, and **Account Disabled**.
- 4 To administer a property associated with a button in the **Copy Of** dialog box, click the button and complete the dialog box that appears; then click **OK**.
- 5 Click **Add**.  
To add another user account, repeat steps 2 through 5.

### Notes

- A user name cannot be identical to any other user or group name of the domain or computer being administered. It can contain up to 20 uppercase or lowercase characters except for the following:  
" / \ [ ] : ; | = , + \* ? < >
- A user name cannot consist solely of periods (.) and spaces.
- When you copy a user account, group memberships of the original account are copied to the new account.
- Which buttons appear in the **Copy Of** dialog box depends on whether you are administering domains or workstations.
- **Groups**, **Profile**, and **Dialin** always appear.
- **Hours**, **Logon From**, and **Account** appear only when you administer domains.

See Also

[Managing Group Memberships for One User Account](#)

[Managing the User Environment](#)

[Managing Dialin Permissions](#)

[Managing Logon Hours](#)

[Managing Logon Workstations](#)

[Managing Account Information](#)

[Using Low Speed Connection](#)

### To modify one user account

- 1 In User Manager for Domains, select a user account, and then click **Properties** on the **User** menu.
- 2 To change the **Full Name** or **Description**, type new text.
- 3 To change the password, type a password of up to 14 characters in both **Password** and **Confirm Password**.
- 4 If necessary, click to change the settings of the password and **Account Disabled** check boxes.
- 5 To administer a property associated with a button in the **User Properties** dialog box, click the button and complete the dialog box that appears; then click **OK**.

### Notes

- For security, the existing password is represented by a row of asterisks; the number of asterisks displayed differs from the actual number of characters used in the password.
- Which buttons appear in the **User Properties** dialog box depends on whether you are administering domains or workstations.
- **Groups**, **Profile**, and **Dialin** always appear.
- **Hours**, **Logon From**, and **Account** appear only when you administer domains.

See Also

[Selecting User Accounts](#)

[Managing Group Memberships for One User Account](#)

[Managing the User Environment](#)

[Managing Dialin Permissions](#)

[Managing Logon Hours](#)

[Managing Logon Workstations](#)

[Managing Account Information](#)

[Using Low Speed Connection](#)

### To make the same modification to two or more user accounts

- 1 In User Manager for Domains, select two or more user accounts.
- 2 On the **User** menu, click **Properties**.
- 3 Type to enter new text in **Description** for all the selected user accounts.
- 4 Click check boxes to change any settings for password or **Account Disabled**.
- 5 To administer a property associated with a button in the **User Properties** dialog box, click the button and complete the dialog box that appears; then click **OK**.

#### Notes

- In **Description**, text appears only if all the selected user accounts have identical descriptions. Otherwise, **Description** appears blank.
- If all the accounts have the same setting for an option, the setting for that check box is displayed. If any of the accounts have a different setting for an option, that check box is indeterminate (filled with gray).
- Which buttons appear in the **User Properties** dialog box depends on whether you are administering domains or workstations.
- **Groups**, **Profile**, and **Dialin** always appear.
- **Hours**, **Logon From**, and **Account** appear only when you administer domains.

See Also

[Selecting User Accounts](#)

[Managing Group Memberships for Multiple User Accounts](#)

[Managing the User Environment](#)

[Managing Dialin Permissions](#)

[Managing Logon Hours](#)

[Managing Logon Workstations](#)

[Managing Account Information](#)

[Using Low Speed Connection](#)

### **To manage group memberships when only one user account is selected**

- 1 Click **Groups** in the **New User**, **Copy Of**, or **User Properties** dialog box.
- 2 To add the user account to one or more groups, select one or more groups in **Not Member Of**, and then click **Add**.
- 3 To remove the user account from one or more groups, select one or more groups in **Member Of**, and then click **Remove**.
- 4 To change the user-account primary group, select one global group from **Member Of**, and then click **Set**.

#### **Note**

- You cannot remove the primary group.

### **To manage common group memberships for two or more user accounts**

- 1 In User Manager for Domains, select two or more user accounts
- 2 On the **User** menu, click **Properties**.
- 3 In the **User Properties** dialog box, click **Groups**.
- 4 Use the following methods to make the changes you want:
  - To add all the user accounts to one or more groups, select one or more groups in **Not All Are Members Of**, and then click **Add**.
  - To remove all the user accounts from one or more groups, select one or more groups in **All Are Members Of**, and then click **Remove**.
  - To change the primary group for all the selected user accounts, select one global group from **All Are Members Of**, and then click **Set**.

#### **Notes**

- You cannot remove a primary group.
- If even one of the selected user accounts is not a member of a particular group, that group is listed in **Not All Are Members Of**.

See Also

[Selecting User Accounts](#)

### To configure the user-environment profile

- 1 Click **Profile** in the **New User**, **Copy Of**, or **User Properties** dialog box.
- 2 To enable the user profile to be roaming or mandatory, create a share on the appropriate server, grant Full Control to Everyone, and type the full path in User Profile Path, such as:

**\\airedale\profiles\cristalw**

- 3 To assign a logon script,
  - type the filename in **Logon Script Name**, such as:  
**clerks.cmd**
  - If the logon script is stored in a subdirectory of the logon script path, precede the filename with that relative path, such as:  
**clerks\cristalw.cmd**
- 4 To specify a home directory, click **Connect**, specify a drive letter, click **To**, and then type a network path, such as:

**\\airedale\users\cristalw**

If the directory cristalw does not exist, User Manager for Domains creates it.

- 5 Optionally, substitute **%USERNAME%** for the last subdirectory in the home directory path, such as:

**\\airedale\users\%username%**

### Notes

- In step 4, you can type in **Local Path** (for example, **c:\users\cristalw**). Local home directories assigned in domain user accounts are not created automatically; they must be created manually.
- If the user will log on both to computers running Windows NT 3.x and to computers running Windows NT 4.0, the user-profile path must contain a filename. The filename can be that of a roaming user profile (.USR filename extension) or a mandatory user profile (.MAN filename extension). For example, you might type **\\airedale\profiles\clerks.man**.
- If the user will log on only to a computer running Windows NT 4.0, the user-profile path should be to a directory name and should not include an extension of .USR or .MAN. If the directory specified in the user profile path does not exist, it is automatically created the first time the user logs on.
- When administering multiple user accounts, do not assign one preconfigured, roaming user profile to multiple accounts unless it is a mandatory user profile. To assign the same preconfigured, roaming user profile to multiple user accounts, enter a separate user profile path for each user account, and use System in Control Panel (**User Profiles** tab) to copy the preconfigured user profile to the server location for each user.
- If no home directory is assigned here, the system assigns the user account the default local home directory (\USERS\DEFAULT on the user's local drive where Windows NT Workstation version 4.0 or Windows NT Server version 4.0 is installed as an upgrade, or the root directory where this version is installed as the initial version).

**User Profile**

A user profile defines the Windows NT environment that is loaded by the system when a user logs on. For Windows NT 4.0, a user profile is a directory of files. For Windows NT 3.x, a user profile is a single file. In both cases, a user profile includes all the user-specific settings of a user's Windows NT environment: program items, screen colors, network connections, printer connections, mouse settings, window size and position, and more.



**Roaming User Profile**

A roaming user profile is a server-based user profile that is downloaded to the local computer when a user logs on and that is updated both locally and on the server when the user logs off. A roaming profile is available from the server when logging on to any computer running Windows NT Workstation or Windows NT Server. When the user logs on, if the local user profile is more current than the copy on the server, the user has the option to use the local user profile.

**Mandatory User Profile**

A mandatory user profile is a roaming user profile that is not updated when the user logs off.

## **Logon Script**

A logon script allows an administrator to affect a user's environment without managing all aspects of it. When a logon script is assigned to an user account, it runs each time the user logs on.

One logon script can be assigned to one or more user accounts. It can be a batch file (.cmd or .bat filename extension) or an executable program (.exe filename extension).

When a user logs on, the computer authenticating the logon locates the logon script by following the computer's logon script path, which is usually `\winnt\system32\rep\import\scripts`.

### **Note**

- The client computer executes the logon script file. Client computers running Microsoft Network Client for MS-DOS (version 3.0), Windows for Workgroups, Windows NT version 3.1, and LAN Manager 2.x, must use the .bat filename extension with the logon script name.

## Home Directory

An assigned home directory becomes a user's default directory for the **File Open** and **Save As** dialog boxes, for command prompt, and for all applications that do not have a defined working directory. It can be a local directory on a user's computer or a shared network directory, and can be assigned to a single user or many users.

Home directories make it easier for an administrator to back up user files and delete user accounts by collecting many or all of a user's files in one location.

To specify a network path for the home directory, you must first create the share and set permissions that allow the user access.

Usually, User Manager for Domains automatically creates the home directory. If it cannot, a message appears, instructing you to create the directory. If you do not assign a home directory to a user account, the system uses the default local home directory (\USERS\DEFAULT on the user's local drive where Windows NT Workstation version 4.0 or Windows NT Server version 4.0 is installed as an upgrade, or the root directory where this version is installed as the initial version).

### Using %USERNAME% in the Home Directory Path

When typing the path for a home directory, %USERNAME% can be entered as the last subdirectory in the path, and the system later substitutes the user name of each user account for %USERNAME%. This is useful when multiple user accounts are selected.

For example, to administer six user accounts you might click the **Connect** option, select the drive letter H and, in **To**, type the path \\airedale\users\%username%. As the changes are saved, the system substitutes the actual user name for the %USERNAME% entry for each user account.

#### Notes

- MS-DOS client computers are not able to access the home directory on a FAT volume if the user name of at least one of the selected user accounts is longer than 8 characters (or has an extension name longer than 3 characters). These computers can access the root directory of the share instead.
- On NTFS volumes, you can use %USERNAME% regardless of the user-name length.

### To manage logon hours

1 Click **Hours** in the **New User**, **Copy Of**, or **User Properties** dialog box.

2 In the **Logon Hours** dialog box, select the hours to be administered:

- To select one hour, click that hour.
- To select a block of time, click the beginning hour and drag through the rows and columns to the ending hour.
- To select an entire day, click that day in the left column.
- To select one hour for all seven days, click the top of that column.
- To select the entire week, click the upper-left box (above Sunday).

3 To allow connections during the selected hours, click **Allow**.

Or, to deny connections during the selected hours, click **Disallow**.

4 Repeat steps 2 and 3, as necessary.

#### Note

- The default setting allows users to connect at any time, but you can restrict individual users to certain days and hours. These settings affect only connections to the server; they do not affect a user's ability to use a workstation.

### **To manage logon workstations**

- 1 Click **Logon From** in the **New User**, **Copy Of**, or **User Properties** dialog box.
- 2 Click either **User May Log On To All Workstations** or **User May Log On To These Workstations**.
- 3 If you select **User May Log On To These Workstations**, type a computer name in at least one and up to eight of the numbered boxes.

#### **Note**

- The default is to allow a user to log on from any workstation, but you can restrict a user to logging on from only specified workstations.

See Also

[Setting NetWare Workstation Restrictions](#)

### **To manage user account information**

- 1 Click **Account** in the **New User**, **Copy Of**, or **User Properties** dialog box.
- 2 Under **Account Expires**, select either **Never** or **End Of**.
- 3 If you select **End Of**, enter an expiration date in **End Of**.
- 4 Under **Account Type**, select either **Global Account** or **Local Account**.

#### **Note**

- Most accounts are global accounts. Assign local accounts only when a trust relationship does not exist with the user's home domain.



### **To disable or enable a user account**

- 1 In the User Manager window, select one or more user accounts.
- 2 On the **User** menu, click **Properties**.
- 3 To prevent logons to the selected user accounts, select the **Accounts Disabled** check box.  
Or, to permit logons to the selected user accounts, click to clear the **Accounts Disabled** check box.

#### **Notes**

- A disabled user account still exists and appears in the User Manager for Domains window, but logons to that account are not permitted. You can activate disabled accounts at any time.
- The built-in Administrator account cannot be disabled.

See Also

[Selecting User Accounts](#)

[Deleting User Accounts](#)

### **To delete one or more user accounts**

- 1 In the User Manager window, select one or more user accounts.
- 2 On the **User** menu, click **Delete**.
- 3 If a confirmation message appears, click **OK**.
- 4 When the delete message appears, click **Yes**.

Or, if you selected multiple user accounts, click **Yes To All**.

### **Important**

- Deleted user accounts cannot be recovered. It is a good idea to first disable a user account, and then periodically delete the disabled accounts.

### **Note**

- The built-in Administrator and Guest accounts cannot be deleted.

See Also

[Selecting User Accounts](#)

[Disabling and Enabling User Accounts](#)

[Using Low Speed Connection](#)

### **To rename a user account**

- 1 In the User Manager for Domains window, select one user account.
- 2 On the **User** menu, click **Rename**.
- 3 In **Change To**, type a user name.

#### **Note**

- A user name cannot be identical to any other user or group name of the domain or computer being administered. It can contain up to 20 uppercase or lowercase characters except for the following:

" / \ [ ] : ; | = , + \* ? < >

A user name cannot consist solely of periods (.) and spaces.

See Also

[Selecting User Accounts](#)

[Using Low Speed Connection](#)

### To select multiple user accounts

- 1 In the User Manager for Domains window, do one of the following:
  - Select the user accounts you want as the initial members of the new group
  - Select any group to ensure no user accounts are initially selected.
- 2 On the **User** menu, click **Select Users**.
- 3 To select the member users of a group, select the group from the list, and then click **Select**.
- 4 To deselect the member users of a group, select the group from the list, and then click **Deselect**.
- 5 Repeat steps 3 and 4 as necessary.

When you finish selecting accounts, you can apply commands on the **User** menu to those accounts.

### Notes

- Only the user accounts listed in the User Manager for Domains window can be selected or deselected. Although local groups can contain user or group accounts not from the local domain, those accounts are not affected by choices made in the **Select Users** dialog box.
- When **Low Speed Connection** is selected, **Select Users** is unavailable.
- You can hold down Ctrl and then click to select specific user accounts in the User Manager for Domains window, or hold down Shift and click to select a contiguous range of user accounts.

See Also

[Using Low Speed Connection](#)

### To create a new global group

- 1 In the User Manager for Domains window, do one of the following:
  - Select the user accounts you want as the initial members of the new group.
  - Select any group to ensure no user accounts are initially selected.
- 2 On the **User** menu, click **New Global Group**.
- 3 In **Group Name**, type a group name.
- 4 In **Description**, type a description.
- 5 To add members, select one or more user accounts in **Not Members**, and then click **Add**.
- 6 To remove members from the new group, select one or more user accounts in **Members**, and then click **Remove**.

### Notes

- A global group name cannot be identical to any other user or group name of the domain or computer being administered. It can contain up to 20 uppercase or lowercase characters except for the following:

" / \ [ ] : ; | = , + \* ? < >

A global group name cannot consist solely of periods (.) and spaces.

- **New Global Group** is unavailable when **Low Speed Connection** is selected, or when you administer a computer running Window NT Workstation or Windows NT Server that is not a domain controller.

See Also

[Selecting User Accounts](#)

[Using Low Speed Connection](#)

### **To make a copy of an existing global group**

- 1 In the User Manager for Domains window, select one global group.
- 2 On the **User** menu, click **Copy**.
- 3 In **Group Name**, type a new group name.
- 4 You can make changes, as follows:
  - To change the description, type new text in **Description**.
  - To add members, select one or more user accounts in **Not Members**, and then click **Add**.
  - To remove members from the global group, select one or more user accounts in **Members**, and then click **Remove**.

#### **Notes**

- The main advantage of copying a group is that the new group will have the same members as the original group. However, the permissions and rights of the original group are not copied to the new group.
- Global groups cannot be managed when **Low Speed Connection** is selected, or when you are administering a computer running Windows NT Workstation or Windows NT Server that is not a domain controller.

See Also

[Using Low Speed Connection](#)

### **To modify an existing global group**

- 1 In the User Manager for Domains window, select the global group, and then click **Properties** on the **User** menu.
- 2 To change the description, type new text in **Description**.
- 3 To add members, select one or more user accounts in **Not Members**, and then click **Add**.
- 4 To remove members, select one or more user accounts in **Members**, and then click **Remove**.

#### **Note**

- Global groups cannot be managed when **Low Speed Connection** is selected, or when you are administering a computer running Windows NT Workstation or Windows NT Server that is not a domain controller.

See Also

[Using Low Speed Connection](#)

### **To delete a global group**

- 1 In the User Manager for Domains window, select one global group.
- 2 On the **User** menu, click **Delete**.

#### **Notes**

- Deleting a global group removes only that group; it does not delete the user accounts that were members of the deleted global group.
- A deleted group cannot be recovered. If you delete a group and then create another group with the same group name, the new group will not have any of the rights or permissions that were previously granted to the old group.
- A global group that is the primary group for one or more user accounts cannot be deleted.
- Built-in groups cannot be deleted.

See Also

[Using Low Speed Connection](#)



### To create a new local group

- 1 In the User Manager for Domains window, do one of the following:
  - Select the user accounts you want as the initial members of the new group.
  - Select any group to ensure no user accounts are initially selected.
- 2 On the **User** menu, click **New Local Group**.
- 3 In **Group Name**, type a name for the new group.
- 4 If necessary, click **Show Full Names**.

This can be a lengthy operation if the group is large.
- 5 In **Description**, type a description of the new group.
- 6 To add members, click **Add** and then complete the **Add Users and Groups** dialog box.
- 7 To remove members from the new group, select one or more names in **Members**, and then click **Remove**.

#### Notes

- A local group name cannot be identical to any other group or user name of the domain or computer being administered. It can contain up to 256 uppercase or lowercase characters except for the backslash character (\).
- You can add user accounts and global groups from this domain and from trusted domains.

See Also

[Selecting User Accounts](#)

[Using Low Speed Connection](#)

### **To make a copy of an existing local group**

- 1 In the User Manager for Domains window, select a local group.
- 2 On the **User** menu, click **Copy**.
- 3 In **Group Name**, type a new group name.
- 4 You can make changes, as follows:
  - To change the description, type new text in **Description**.
  - To add members, click **Add**, and complete the **Add Users and Groups** dialog box.
  - To remove members from the local group, select one or more names in **Members**, and then click **Remove**.

#### **Notes**

- You can add user accounts and global groups from this domain and from trusted domains.
- The main advantage of copying a group is that the new group will have the same members as does the original group. However, the permissions, rights, and built-in abilities of the original group are not copied to the new group.
- A local group name cannot be identical to any other group or user name of the domain or computer being administered. It can contain up to 256 uppercase or lowercase characters except for the backslash character (\).

See Also

[Using Low Speed Connection](#)

### **To modify a local group**

- 1 In the User Manager for Domains window, select the local group, and then click **Properties** on the **User** menu.
- 2 If necessary, click **Show Full Names**.  
This can be a lengthy operation if the group is large.
- 3 To change the description, type new text in **Description**.
- 4 To add members, click **Add**, and complete the **Add Users and Groups** dialog box.
- 5 To remove members, select one or more names in **Members**, and then click **Remove**.

#### **Note**

- You can add user accounts and global groups from this domain and from trusted domains.

See Also

[Using Low Speed Connection](#)

### **To delete a local group**

- 1 In the User Manager for Domains window, select one local group.
- 2 On the **User** menu, click **Delete**.
- 3 If a confirmation message appears, click **OK**.
- 4 When the delete message appears, click **Yes**.

### **Notes**

- A deleted group cannot be recovered. If you delete a group and then create another group with the same group name, the new group will not have any of the rights or permissions that were previously granted to the old group.
- Deleting a local group removes only that group; it does not delete the user accounts and global groups that were members of the deleted local group.
- Built-in groups cannot be deleted.

See Also

[Using Low Speed Connection](#)

### To manage the Account policy

- 1 On the **Policies** menu, click **Account**.
- 2 Enter the values you want under any of the groups: **Maximum Password Age**, **Minimum Password Age**, **Minimum Password Length**, and **Password Uniqueness**.  
Or, click **Password Never Expires**, **Allow Changes Immediately**, **Permit Blank Password**, or **Do Not Keep Password History**.
- 3 Click **Account lockout**, and then enter values in **Lockout after**, **Reset count after**, and **Lockout Duration**.  
Or, click **No account lockout**.
- 4 If necessary, select or click to clear the **Forcibly disconnect remote users from server when logon hours expire** check box.
- 5 If necessary, select or click to clear the **Users must log on in order to change password** check box.

### Notes

- Before you click **OK**, review the following guidelines:
- If you select **Allow Changes Immediately** under **Minimum Password Age**, you should also click **Do Not Keep Password History** under **Password Uniqueness**.
- If you enter a value under **Password Uniqueness**, you should also enter a value for **Allow Changes in \_ Days** under **Minimum Password**.
- Maximum values for the various options are as follows:
- 1 to 999 days for **Maximum Password Age** and **Minimum Password Age**.
- 1 to 14 characters for **Minimum Password Length**.
- 1 to 24 passwords for **Remember \_ Passwords** under **Password Uniqueness**.

### To manage the Account policy

- 1 On the **Policies** menu, click **Account**.
- 2 Enter the values you want under any of the groups: **Maximum Password Age**, **Minimum Password Age**, **Minimum Password Length**, and **Password Uniqueness**.  
Or, click **Password Never Expires**, **Allow Changes Immediately**, **Permit Blank Password**, or **Do Not Keep Password History**.
- 3 If necessary, select or click to clear the **Forcibly disconnect remote users from server when logon hours expire** check box.
- 4 If necessary, select or click to clear the **Users must log on in order to change password** check box.

### Notes

- Before you click **OK**, review the following guidelines:
- If you select **Allow Changes Immediately** under **Minimum Password Age**, you should also click **Do Not Keep Password History** under **Password Uniqueness**.
- If you enter a value under **Password Uniqueness**, you should also enter a value for **Allow Changes in \_ Days** under **Minimum Password**.
- Maximum values for the various options are as follows:
- 1 to 999 days for **Maximum Password Age** and **Minimum Password Age**.
- 1 to 14 characters for **Minimum Password Length**.
- 1 to 24 passwords for **Remember \_ Passwords** under **Password Uniqueness**.

### **To manage the User Rights policy**

- 1 On the **Policies** menu, click **User Rights**.
- 2 Select a user right from those listed in **Right**.  
The users and groups who currently have that right appear under **Grant To**.
- 3 To grant the selected right to additional groups or user accounts, click **Add**, and complete the **Add Users and Groups** dialog box.
- 4 To remove a group or user account from the list, select a name in the **Grant To** box, and then click **Remove**.
- 5 Repeat steps 2 through 4, as necessary.
- 6 To administer the advanced user rights, select the **Show Advanced User Rights** check box and repeat steps 2 through 4, as necessary.

### **Notes**

- In most situations, the easiest way to provide rights to a user is to add that user's account to one of the built-in groups that already possesses the needed rights, rather than by managing the **User Rights** policy.
- Advanced rights are primarily used by programmers writing applications for computers running Windows NT Workstation and Windows NT Server.

See Also

[The User Rights](#)

### **To manage the Audit Policy**

- 1 On the **Policies** menu, click **Audit**.
- 2 To record events in the security log, click **Audit These Events**.  
Or, to not record any events in the security log, click **Do Not Audit**.
- 3 If you selected **Audit These Events**, click to select or clear the **Success** and **Failure** check boxes for each type of event.

### **Notes**

- When administering domains, the **Audit** policy affects the security logs of all domain controllers in the domain because they share the same **Audit** policy.
- When administering a computer running Windows NT Workstation or Windows NT Server that is not a domain, the **Audit** policy affects only the security log of that computer.
- Entries in a security log can be reviewed using Event Viewer.
- Because the security log is limited in size, carefully select which events to log. The maximum size of each computer's security log is defined in Event Viewer.



### To add a trusting domain

- 1 If necessary, click **Select Domain** on the **User** menu, and complete the **Select Domain** dialog box, specifying the name of the domain that will add to its list of trusting domains.
- 2 On the **Policies** menu, click **Trust Relationships**.
- 3 Click **Add** and type the name of the Windows NT Server domain that will trust your domain in **Trusting Domain**.
- 5 Type a password in both **Password** and **Confirm Password**.  
Passwords are case sensitive.
- 6 Provide the password to the administrator of the domain that you have added to the **Trusting Domains** list.  
That administrator must complete the trust relationship by adding your domain to the list of trusted domains.

### Notes

- Establishing a trust relationship requires both domain administrators to take action in their respective domains.
- You can type a domain name using both uppercase and lowercase characters, but the name is always displayed in uppercase.

See Also

[Adding a Trusted Domain](#)

### To add a trusted domain

- 1 Obtain a password from the administrator of the domain that will be trusted.
- 2 If necessary, click **Select Domain** on the **User** menu, and complete the **Select Domain** dialog box, specifying the name of your domain that will be configured to trust the other domain.
- 3 On the **Policies** menu, click **Trust Relationships**.
- 4 Click **Add**, and type the name of the Windows NT Server domain that is to be trusted in **Trusted Domains**.
- 5 In **Password**, type the password required by that domain.

Passwords are case sensitive.

### Notes

- Establishing a trust relationship requires both domain administrators to take action in their respective domains.
- You can type a domain name using both uppercase and lowercase characters, but the name is always displayed in uppercase.

See Also

[Adding a Trusting Domain](#)

## The User Rights

The list below provides descriptions of user rights that can be managed with the **User Rights** policy. Two advanced user rights (**Bypass traverse checking**, and **Log on as a service**) may be of interest to administrators, and are therefore included in the list.

Click the following for more information:

- [Access this computer from network](#)
- [Add workstations to domain](#)
- [Back up files and directories](#)
- [Change the system time](#)
- [Force shutdown from a remote system](#)
- [Load and unload device drivers](#)
- [Log on locally](#)
- [Manage auditing and security log](#)
- [Restore files and directories](#)
- [Shut down the system](#)
- [Take ownership of files or other objects](#)
- [Bypass traverse checking \(advanced right\)](#)
- [Log on as a service \(advanced right\)](#)

### Note

- Some advanced user-rights can also be managed with the **User Rights** policy. Most of these are useful only to programmers writing applications for computers running Windows NT Workstation or Windows NT Server, and will not usually be granted to a group or user. For information about advanced user rights, see the Win32 Programmer's Reference in the Win32 SDK documentation.

See Also

[Managing the User Rights Policy](#)

**Access this computer from network**

Allows a user to connect to the computer over the network.

**Notes**

- When administering a domain, this right applies to all domain controllers in the domain.
- When administering a workstation, this right applies to only that workstation.

**Add workstations to domain**

Allows a user to add workstations to the domain. Adding a workstation to a domain enables the workstation to recognize the domain's user and global groups accounts.

**Note**

- By default, members of a domain Administrators and Account Operators groups have the right to add a workstation to a domain. This right cannot be taken away. They can also grant this right to other users.

**Back up files and directories**

Allows a user to back up files and directories of the computer. This right supersedes files and directory permissions.

**Notes**

- When administering a domain, this right applies to the primary and backup domain controllers of the domain.
- When administering a computer running Windows NT Workstation or Windows NT Server that is not a domain controller, this right applies to only that computer.

**Change the system time**

Allows a user to set the time for the internal clock of the computer.

**Notes**

- When administering a domain, this right applies to the primary and backup domain controllers of the domain.
- When administering a computer running Windows NT Workstation or Windows NT Server that is not a domain controller, this right applies to only that computer.

**Force shutdown from a remote system**

This right is not currently implemented. It is reserved for future use.



**Load and unload device drivers**

Allows a user to dynamically load and unload device drivers.

**Notes**

- When administering a domain, this right applies to the primary and backup domain controllers of the domain.
- When administering a computer running Windows NT Workstation or Windows NT Server that is not a domain controller, this right applies to only that computer.

**Log on locally**

Allows a user to log on at the computer.

**Notes**

- When administering a domain, this right applies to the primary and backup domain controllers of the domain.
- When administering a computer running Windows NT Workstation or Windows NT Server that is not a domain controller, this right applies to only that computer.

### **Manage auditing and security log**

Allows a user to manage the auditing of files, directories, and other objects. A user with this right can use the **Security** tab in the **Properties** dialog box to specify auditing options for the selected objects, users and groups, and types of access.

This right does not enable a user to use **Audit** on the **Policies** menu to configure security events to be audited. This ability is always held only by Administrators.

Audited events can be viewed in the security log using Event Viewer.

#### **Notes**

- When administering a domain, this right applies to the primary and backup domain controllers of the domain.
- When administering a computer running Windows NT Workstation or Windows NT Server that is not a domain controller, this right applies to only that computer.

**Restore files and directories**

Allows a user to restore files and directories of the computer. This right supersedes files and directory permissions.

**Notes**

- When administering a domain, this right applies to the primary and backup domain controllers of the domain.
- When administering a computer running Windows NT Workstation or Windows NT Server that is not a domain controller, this right applies to only that computer.

**Shut down the system**

Allows a user at the computer to shut down a computer running Windows NT Workstation or Windows NT Server.

**Notes**

- When administering a domain, this right applies to the primary and backup domain controllers of the domain.
- When administering a computer running Windows NT Workstation or Windows NT Server that is not a domain controller, this right applies to only that computer.

**Take ownership of files or other objects**

Allows a user to take ownership of files, directories, and other objects of the computer.

**Notes**

- When administering a domain, this right applies to the primary and backup domain controllers of the domain.
- When administering a computer running Windows NT Workstation or Windows NT Server that is not a domain controller, this right applies to only that computer.

**Bypass traverse checking**

Allows a user to change directories and travel through directory trees of the computer, even if the user has no permissions for the traversed directories. This is an advanced user-right.

**Notes**

- When administering a domain, this right applies to the primary and backup domain controllers of the domain.
- When administering a computer running Windows NT Workstation or Windows NT Server that is not a domain controller, this right applies to only that computer.

**Log on as a service**

Allows a process to register with the system as a service. This is an advanced user-right.

**Notes**

- When administering a domain, this right applies to the primary and backup domain controllers of the domain.
- When administering a computer running Windows NT Workstation or Windows NT Server that is not a domain controller, this right applies to only that computer.



### To create a NetWare-compatible client user account

- 1 On the **User** menu, click **New User**.
- 2 Type appropriate information in **Username**, **Full Name**, and **Description**.  
The text in **Username** can include up to 20 characters
- 3 In **Password** and **Confirm Password**, type the same password, using up to 14 characters.
- 4 If necessary, click to select or clear check boxes:
  - To force the user to change the password, select **User Must Change Password At Next Logon**.
  - To prevent the user from changing the password, select **User Cannot Change Password**.
  - To prevent the password from expiring, select **Password Never Expires**.
  - To prevent use of this account, select **Account Disabled**.
  - To enable logging on from a computer running NetWare client, select **Maintain NetWare Compatible Login**.
- 5 Click **NW Compat**, and complete the **NetWare Compatible Properties** dialog box:
  - To force the user to change the password at the next logon, select the **NetWare Compatible Password Expired** check box.
  - To allow the user an unlimited number of grace logins, click **Unlimited Grace Logins**.
  - To limit the number of grace logons, click **Limit Grace Logins** and enter a number in **Allow**.
  - To allow unlimited simultaneous connections to the server, click **Unlimited** under **Concurrent Connections**.
  - To limit the number of concurrent connections, click **Allow** and enter a number.
- 6 At the bottom of the **User Properties** dialog box, click buttons to set related account options.

#### Notes

- If the domain has Directory Services Extensions for NetWare installed, selecting the **Maintain NetWare Compatible Login** check box also enables the account to be propagated to NetWare servers in the domain.
- If the **NetWare Compatible Password Expired** check box is selected, be sure the user has at least one grace login so the user can log in and change the password.
- Grace logins are the extra number of times a user can log in with an expired password.
- **User Cannot Change Password** settings do not affect members of the Administrators local group.

See Also

[Setting NetWare-compatible Account Properties](#)

[Making a User Account NetWare-Enabled](#)

### **To enable an existing user account to log on from NetWare client computers**

- 1 In User Manager for Domains, select the existing user account from the list of users.
- 2 On the **User** menu, click **Properties**.
- 3 Select the **Maintain NetWare Compatible Login** check box.
- 4 Click **NW Compat**.
- 5 If necessary, click to select or clear the **NetWare Compatible Password Expired** check box.
- 6 Select a setting for grace logins.
  - To allow the user unlimited grace logins, click **Unlimited Grace Logins**.
  - To limit the number of grace logins, click **Limit Grace Logins**, and enter a number in **Allow**.
- 7 Under **Concurrent Connections**, select a setting for the number of simultaneous connections to the server:
  - To allow an unlimited number, click **Unlimited**.
  - To limit the connections, click **Allow** and enter a number.

#### **Notes**

- When the **NetWare Compatible Password Expired** check box is selected, the user must change the password at the next logging in from a NetWare client computer. If you check this box, be sure the user has at least one grace login.
- Grace logins are the extra number of times a user can log in with an expired password.

See Also

[Creating a NetWare-compatible Client Account](#)

[Setting NetWare-compatible Account Properties](#)

### **To set a NetWare-compatible home-directory path for a user**

- 1 In Control Panel, click FPNW.
- 2 In **Home Directory Root Path**, type a directory or path, and then click **OK**.
- 3 In Windows NT Explorer, create a directory that you will assign to the user as that user's home directory, making sure it is a subdirectory of the directory you specified in step 2.
- 4 In User Manager for Domains, select the user whose NetWare-compatible home-directory path you want to set.
- 5 On the **User** menu, click **Properties**.
- 6 In the **User Properties** dialog box, click **Profile**.
- 7 In the **User Environment Profile** dialog box, type the relative path of the user's home directory in **NetWare Compatible Home Directory Relative Path**.

#### **Notes**

- The path in **Home Directory Root Path** is relative to where the NetWare volume (drive:\SYSVOL) has been installed. This will be the root location for users' individual home directories.
- The path in **NetWare Compatible Home Directory Relative Path** in the **User Environment Profile** dialog box must be the same directory that you created in step 3. This is relative to the home directory root path you specified in step 2.

### **To specify the NetWare client computers from which a NetWare user can log on**

- 1 In User Manager for Domains, select the user whose workstation restrictions you want to set.
- 2 On the **User** menu, click **Properties**.
- 3 Click **Logon To**.
- 4 Specify the computers from which the user can log on:
  - To allow logging on from all any NetWare client, click **User May Log On To All NetWare Compatible Workstations**.
  - To restrict logging on to specific NetWare clients, click **User May Log On To These NetWare Compatible Workstations**.
- 5 If you selected **User May Log On To These NetWare Compatible Workstations**, add the NetWare client computer to the user's allowed list, as follows:
  - Click **Add**.
  - In the **Add NetWare Compatible Workstation** dialog box, type the network address and node number of the workstation from which you want to allow the user to log on.
  - Click **OK** to enter the workstation address, and then click **OK** to add the workstation to the list.

### **To remove a NetWare client computer from the user's list**

- ▶ Select the computer, and then click **Remove**.

### To set the NetWare compatible properties for a user account

- 1 In User Manager for Domains, select the user account.
- 2 On the **User** menu, click **Properties**.
- 3 Click **NW Compat**.
- 4 If necessary, click to select or clear the **NetWare Compatible Password Expired** check box.
- 5 Select a setting for grace logins allowed to the user:
  - To allow unrestricted grace logins, select **Unlimited Grace Logins**.
  - To limit the number, select **Limit Grace Logins**, and enter a number in **Allow**.
- 6 Under **Concurrent Connections**, select a setting for the number of simultaneous connections to the server:
  - To allow an unlimited number, click **Unlimited**.
  - To limit the connections, click **Allow** and enter a number.

#### Notes

- When **NetWare Compatible Password Expired** is selected, the user must change the password the next time he or she logs in from a NetWare client computer. If you mark this box, be sure the user has at least one grace login.
- Grace logins are the extra number of times a user can log in with an expired password.

## **NetWare Compatible Properties**

Used to set account information that applies only when the user logs on from NetWare client computers. This includes whether the account password is expired, the number of grace logins allowed, and how many concurrent connections to a server a NetWare user can have. You can also edit the user's personal login script.

For more information on this dialog box, click the following buttons.

- [User](#)
- [Object ID](#)
- [NetWare Compatible Password Expired](#)
- [Grace Logins](#)
- [Edit Login Script](#)

See Also

[Creating a NetWare-compatible Client Account](#)

[Setting NetWare-compatible Account Properties](#)

**User**

The name of the user whose properties you are viewing.

**Object ID**

The internal ID number assigned to this user account.



### **NetWare Compatible Password Expired**

Indicates whether the user must change the password the next time he or she logs in.

#### **To cause the account password to be expired**

► To require the user to change the password the next time he or she logs in from a NetWare-compatible client computer, select the **NetWare Compatible Password Expired** check box.

Be sure the user has at least one grace login so that he or she can log in and change the password.

## **Grace Logins**

Grace logins are the number of extra times a user can log in after his or her password has expired. Grace logins provide the user with a chance to change the expired password. The number of grace logins a user has remaining is displayed.

### **To set the maximum number of grace logins**

- ▶ Click **Limit Grace Logins**, and then enter a number in **Allow**.  
Or, click **Unlimited Grace Logins**.

### **Concurrent Connections**

Determines how many simultaneous connections a NetWare-compatible client computer can have to a server.

#### **To set Concurrent Connections for a selected computer**

- ▶ Click **Allow**, and then type a number.  
Or, click **Unlimited**.

### **Assigning a Password**

You can provide a new password for the displayed NetWare client user. The password you type is set as the user's password for logging on from either a NetWare client computer or a Microsoft client computer.

#### **To assign a password**

- ▶ Type the same password in **Password** and **Confirm** password.

#### **Note**

- The **NetWare User Password** dialog box appears only if you are enabling an existing Windows NT Server account for NetWare logon.

**Edit Login Script**

Opens a dialog box that you can use to create or modify the user's personal login script.

**Note**

- Do not use this button to edit the server's system login script. Instead, use Notepad or another text editor to edit the NET\$LOG.DAT file, in the SYSVOL\PUBLIC directory.

**Edit Login Script**

Used to create or modify the personal login script for this user. You can use NetWare login script commands in the login script.

**Note**

- To edit the server's system login script, use Notepad or another text editor to edit the NET\$LOG.DAT file in the SYSVOL\PUBLIC directory.

**To allow a user to log on from another NetWare client computer**

- ▶ In **Network Address**, type the network address of the NetWare client computer.

Optionally, you can also type the node address for the client computer in **Node Address**, after to complete the first step.

### **To grant dialin permission to users connecting from remote locations**

- 1 In the User Manager for Domains window, select one or more user accounts.
- 2 On the **User** menu, click **Properties**.
- 3 In the **User Properties** dialog box, click **Dialin**.
- 4 In the **Dialin Information** dialog box, click **Grant dialin permission to user**.
- 5 Under **Call Back**, select only one of the following:
  - To disable callback for a user account, click **No Call Back** (the default setting).
  - To cause the server to prompt the user for a telephone number, click **Set By Caller**.
  - To cause the server to call the user at a fixed telephone number, click **Preset To**, and then type in the fixed phone number.

The server will call the user back at this number only.



Click **Help Topics** for a list of Help topics.

Be sure there are no open sessions from this computer to the primary domain controller in the target trusted domain.

- 1 In Windows NT Explorer, click **Disconnect Network Drive** on the **Tools** menu to disconnect any connections currently open to the primary domain controller.
- 2 At the command prompt, use the **net use** command to disconnect any remaining connections.
- 3 Try again to add the trusted domain.

## **New User**

Used to create new user accounts.

For more information about this dialog box, click the following:

- [Username](#)
- [Full Name](#)
- [Description](#)
- [Password and Confirm Password](#)
- [User Must Change Password At Next Logon](#)
- [User Cannot Change Password](#)
- [Password Never Expires](#)
- [Account Disabled](#)
- [Groups](#)
- [Profile](#)
- [Dialin](#)
- [Hours](#)
- [Logon From](#)
- [Account](#)
- [NW Compat](#)
- [Add](#)

See Also

[Creating a New User Account](#)

## **Username**

The user name identifies the user account. A user name cannot be identical to any other user or group name of the domain or computer being administered. It can contain up to 20 uppercase or lowercase characters except for the following:

" / \ [ ] : ; | = , + \* ? < >

A user name cannot consist solely of periods (.) and spaces.

## **Username**

The user name identifies the user account. The user name cannot be changed from this dialog box. To change the user name of an existing user account, click **Rename** on the **User** menu.

**Users**

The user accounts being administered. Any changes made to the entries and settings of this dialog box are applied to all these accounts.

## **Full Name**

The full name is the user's complete name. It is a good idea to establish a standard for entering full names so that they always begin with either the first name (Louise G. Morgan) or the last name (Morgan, Louise G.). The first few characters of the full name determine the user account sort order in the User Manager for Domains window when **Sort by Full Name** is selected on the **View** menu.

**Description**

The description can be any text describing the user account or the user.



**Description**

The description is copied from the original account, and can be any text describing the user account or the user. You can accept the description that was copied, or you can replace it by typing.

**Description**

The description can be any text describing the user account or the user. You can accept the existing description, or you can replace it by typing.

**Description**

If all the selected user accounts have an identical description, that text appears in **Description**. If one or more of the accounts have a different description, **Description** is empty. You can leave the descriptions unchanged, or you can type a new description that will replace existing descriptions in all the selected user accounts.

### **Password and Confirm Password**

A password can be up to 14 characters and is case sensitive. To enter or change a password, you must type the exact same set of characters in both **Password** and **Confirm Password**.

### **Password and Confirm Password**

A password can be up to 14 characters. It is case sensitive.

You can change the existing password or leave it unchanged. To change a password, you must type the exact same set of characters in both **Password** and **Confirm Password**.

**User Must Change Password At Next Logon**

Forces the user to change the password at the next logon.

### **User Must Change Password At Next Logon**

After a copy, this check box is usually selected, regardless of its setting in the original account. However, if **User Cannot Change Password** is selected in the original account, that selection is copied instead.

**User Must Change Password At Next Logon**

After a copy, this check box is initially cleared regardless of the setting in the original account.



**User Cannot Change Password**

Usually applied only to user accounts that are used by more than one person, such as the Guest account. This setting has no effect on members of the Administrators local group.

**User Cannot Change Password**

Usually applied only to user accounts that are used by more than one person, such as the Guest account. This setting has no effect on members of the Administrators local group.

During a copy, the setting for this check box is copied from the original account.

**Users Cannot Change Password**

Usually applied only to user accounts that are used by more than one person, such as the Guest account. This setting has no effect on members of the Administrators local group.

If all the selected user-accounts have the same setting for this check box, that setting is displayed. If one or more of the accounts have a different setting, the check box is indeterminate (filled with gray).

**User Cannot Change Password**

Usually applied only to user accounts that are used by more than one person, such as the Guest account. This setting has no effect on members of the Administrators local group.

**User Cannot Change Password**

Usually applied only to user accounts that are used by more than one person, such as the Guest account. This setting has no effect on members of the Administrators local group.

During a copy, the setting for this check box is copied from the original account.

**Users Cannot Change Password**

Usually applied only to user accounts that are used by more than one person, such as the Guest account. If all the selected user accounts have the same setting for this check box, that setting is displayed. If one or more of the accounts have a different setting, the check box is indeterminate (filled with gray).

**Password Never Expires**

Prevents the password from expiring, overriding **Maximum Password Age** and **User Must Change Password At Next Logon**. Select this check box for user accounts that will be assigned to services (for example, to Directory Replicator) using Server Manager, or Services in Control Panel.

**Password Never Expires**

Prevents the password from expiring, overriding **Maximum Password Age** and **User Must Change Password At Next Logon**. Select this check box for user accounts that will be assigned to services (for example, to Directory Replicator) using Server Manager, or Services in Control Panel.

During a copy, the setting for this check box is copied from the original account.



### **Password Never Expires**

Prevents the password from expiring, overriding **Maximum Password Age** in the Account policy. Select this check box for user accounts that will be assigned to services (for example, to Directory Replicator) using Server Manager, or Services in Control Panel.

If all the selected user accounts have the same setting for this check box, it is displayed. If one or more of the accounts have a different setting, the check box is indeterminate (filled with gray).

**Account Disabled**

Prevents use of an account.

You can disable a new account to create an inactive, template account that you can copy to create new accounts. Or, you can temporarily disable an account if it does not need to be used until a later date.

The built-in Administrator account cannot be disabled.

**Account Disabled**

Prevents use of an account. During a copy, this check box is cleared, regardless of the setting in the original account.

You can disable a new account to create an inactive, template account that you can copy to create new accounts. Or, you can temporarily disable an account if it does not need to be used until a later date.

The built-in Administrator account cannot be disabled.

**Accounts Disabled**

Prevents use of an account.

You can disable a new account to create an inactive, template account that you can copy to create new accounts. Or, you can temporarily disable an account if it does not need to be used until a later date.

If all the selected user accounts have the same setting for this check box, it is displayed. If one or more of the accounts have a different setting, the check box is indeterminate (filled with gray).

**Account Locked Out**

If the account is currently locked out, this check box is selected. Otherwise, it is cleared and unavailable.

You cannot lock an account using this check box; you can use it only to unlock accounts that become locked because of too many failed logon attempts. If you want to prevent use of an account, disable the account.

**Accounts Locked Out**

If all selected accounts are currently locked out, this check box is selected. If only some of the accounts are locked out, the option is indeterminate (filled with gray). If none are locked, the check box is cleared and unavailable.

You can use this check box only to unlock accounts that become locked because of too many failed logon attempts; you cannot use it to lock accounts. If you want to prevent the use of accounts, disable them.

**Groups**

Used to specify the groups in which the user account has membership.

**Groups**

Used to specify the group memberships of the new user account. The initial group memberships for the new user account are copied from the original account.



**Groups**

Used to specify the groups in which the selected user accounts will have membership.

**Profile**

Used to assign a user profile path, logon script name, or home directory path to the user account.

**Profile**

Used to assign a user profile path, logon script name, or home directory path to the selected user accounts.

**Profile**

Used to assign a user profile path, logon script name, or home directory path to the user account.

**Profile**

Used to assign a user profile path, logon script name, or home directory path to the selected user accounts.

**Dialin**

Used to grant permission to use Dial-Up Networking to the selected user account.

**Dialin**

Used to grant permission to use Dial-Up Networking to all the selected user accounts.

**Hours**

Used to restrict the hours during which the user can connect to a server. This setting does not affect a user's ability to use a workstation.



**Hours**

Used to restrict the hours during which the user can connect to a server. This does not affect a user's ability to use a workstation.

The initial settings for the logon hours are copied from the original account.

**Hours**

Used to restrict the hours during which all the selected user accounts can connect to a server. This does not affect those users' ability to use workstations.

**Logon From**

Used to restrict the workstations from which a user will be permitted to log on to this domain account.

**Logon From**

Used to restrict the workstations from which a user will be permitted to log on to this domain account.

The initial settings for the logon workstations are copied from the original account.

**Logon From**

Used to restrict the workstations from which users will be permitted to log on to these domain accounts.

**Account**

Used to manage the account expiration date and to specify whether this is a global or a local user account.

**Account**

Used to manage the account expiration date and to specify whether this is a global or a local user account.

The initial settings for this information are copied from the original user account.

**Account**

Used to manage the account expiration date for all the selected user accounts, and to specify whether these are global or local user accounts.



**Account**

Used to manage the account expiration date for the user account, and to specify the privilege level.

**Account**

Used to manage the account expiration date for all the selected user accounts, and to specify their privilege level.

**NW Compat**

Used to manage the NetWare compatible properties for the user account.

**NW Compat** is present only if File and Print Services for NetWare or Directory Service Manager for NetWare is installed on the computer, and if the Maintain NetWare Compatible Login checkbox is selected.

## **NW Compat**

Used to manage the NetWare compatible properties for the user account.

The initial settings for this information are copied from the original user account.

**NW Compat** is present only if all the following conditions are met:

- Either File and Print Services for NetWare or Directory Service Manager for NetWare is installed on the computer that you are administering.
- Either File and Print Services for NetWare or Directory Service Manager for NetWare (or their administrative tools) is installed on the computer that you are using.
- The **Maintain NetWare Compatible Login** checkbox is selected.

## **NW Compat**

Used to manage the NetWare compatible properties for all the selected user accounts.

NW Compat **is present only if all the following conditions are met:**

- Either File and Print Services for NetWare or Directory Service Manager for NetWare is installed on the computer that you are administering.
- Either File and Print Services for NetWare or Directory Service Manager for NetWare (or their administrative tools) is installed on the computer that you are using.
- The **Maintain NetWare Compatible Login** checkbox is selected.

**Add**

Adds the new user account.

The **New User** dialog box reverts to its default settings. You can now add another new user account.

**Add**

Adds the new user account.

The **Copy Of** dialog box reverts to its initial settings. You can now add another copy of the original account.

## **New User**

Used to add new user accounts.

For more information about this dialog box, click the following:

- [Username](#)
- [Full Name](#)
- [Description](#)
- [Password and Confirm Password](#)
- [User Must Change Password At Next Logon](#)
- [User Cannot Change Password](#)
- [Password Never Expires](#)
- [Account Disabled](#)
- [Groups](#)
- [Profile](#)
- [NW Compat](#)

See Also

[Creating a New User Account](#)



## **New User**

Used to add new user accounts.

For more information about this dialog box, click the following:

- [Username](#)
- [Full Name](#)
- [Description](#)
- [Password and Confirm Password](#)
- [User Cannot Change Password](#)
- [Account Disabled](#)
- [Groups](#)
- [Profile](#)
- [Dialin](#)
- [Hours](#)
- [Logon From](#)
- [Account](#)
- [NW Compat](#)
- [Add](#)

See Also

[Creating a New User Account](#)

## **Copy of User Account**

Used to create new user accounts copied from an existing one. For example, you can copy an existing account in order to add a new user who will belong to the same groups as the account you copy.

For more information about this dialog box, click the following:

- [Username](#)
- [Full Name](#)
- [Description](#)
- [Password and Confirm Password](#)
- [User Must Change Password At Next Logon](#)
- [User Cannot Change Password](#)
- [Password Never Expires](#)
- [Account Disabled](#)
- [Groups](#)
- [Profile](#)
- [Dialin](#)
- [Hours](#)
- [Logon From](#)
- [Account](#)
- [NW Compat](#)
- [Add](#)

See Also

[Copying a User Account](#)

## **Copy of User Account**

Used to create new user accounts copied from an existing one. For example, you can copy an existing account in order to add a new user who will belong to the same groups as the account you copy.

For more information about this dialog box, click the following:

- [Username](#)
- [Full Name](#)
- [Description](#)
- [Password and Confirm Password](#)
- [User Must Change Password At Next Logon](#)
- [User Cannot Change Password](#)
- [Password Never Expires](#)
- [Account Disabled](#)
- [Groups](#)
- [Profile](#)
- [Dialin](#)
- [NW Compat](#)

See Also

[Copying a User Account](#)

## **Copy of User Account**

Used to create new user accounts copied from an existing one. For example, you can copy an existing account in order to add a new user who will belong to the same groups as the account you copy.

For more information about this dialog box, click the following:

- [Username](#)
- [Full Name](#)
- [Description](#)
- [Password and Confirm Password](#)
- [User Cannot Change Password](#)
- [Account Disabled](#)
- [Groups](#)
- [Profile](#)
- [Dialin](#)
- [Hours](#)
- [Logon From](#)
- [Account](#)
- [NW Compat](#)
- [Add](#)

See Also

[Copying a User Account](#)

## **User Properties**

Used to modify the selected user account.

For more information about this dialog box, click the following:

- [Username](#)
- [Full Name](#)
- [Description](#)
- [Password and Confirm Password](#)
- [User Must Change Password At Next Logon](#)
- [User Cannot Change Password](#)
- [Password Never Expires](#)
- [Account Disabled](#)
- [Account Locked Out](#)
- [Groups](#)
- [Profile](#)
- [Dialin](#)
- [Hours](#)
- [Logon From](#)
- [Account](#)
- [NW Compat](#)

### **Note**

- If you have additional services installed, you may have additional options. For information about those options, see the documentation for those services.

See Also

[Managing Properties for One User Account](#)

## **User Properties**

Used to modify the selected user account.

For more information about this dialog box, click the following:

- [Username](#)
- [Full Name](#)
- [Description](#)
- [Password and Confirm Password](#)
- [User Must Change Password At Next Logon](#)
- [User Cannot Change Password](#)
- [Password Never Expires](#)
- [Account Disabled](#)
- [Account Locked Out](#)
- [Groups](#)
- [Profile](#)
- [Dialin](#)
- [NW Compat](#)

See Also

[Managing Properties for One User Account](#)

## **User Properties**

Used to modify the selected user account.

For more information about this dialog box, click the following:

- [Username](#)
- [Full Name](#)
- [Description](#)
- [Password and Confirm Password](#)
- [User Cannot Change Password](#)
- [Account Disabled](#)
- [Account Locked Out](#)
- [Groups](#)
- [Profile](#)
- [Dialin](#)
- [Hours](#)
- [Logon From](#)
- [Account](#)
- [NW Compat](#)

See Also

[Managing Properties for One User Account](#)

## **User Properties**

Used to modify all the selected user accounts in the same way.

For more information about this dialog box, click the following:

- [Users](#)
- [Description](#)
- [Users Cannot Change Password](#)
- [Password Never Expires](#)
- [Accounts Disabled](#)
- [Accounts Locked Out](#)
- [Groups](#)
- [Profile](#)
- [Dialin](#)
- [Hours](#)
- [Logon From](#)
- [Account](#)
- [NW Compat](#)

### **Note**

- If you have additional services installed, you may have additional options. For information about those options, see the documentation for those services.

See Also

[Managing Properties for Multiple User Accounts](#)



## **User Properties**

Used to modify all the selected user accounts in the same way.

For more information about this dialog box, click the following:

- [Users](#)
- [Description](#)
- [Users Cannot Change Password](#)
- [Password Never Expires](#)
- [Accounts Disabled](#)
- [Accounts Locked Out](#)
- [Groups](#)
- [Profile](#)
- [Dialin](#)
- [NW Compat](#)

See Also

[Managing Properties for Multiple User Accounts](#)

## **User Properties**

Used to modify all the selected user accounts in the same way.

For more information about this dialog box, click the following:

- [Users](#)
- [Description](#)
- [Users Cannot Change Password](#)
- [Accounts Disabled](#)
- [Accounts Locked Out](#)
- [Groups](#)
- [Profile](#)
- [Dialin](#)
- [Hours](#)
- [Logon From](#)
- [Account](#)
- [NW Compat](#)

See Also

[Managing Properties for Multiple User Accounts](#)

## **Group Memberships**

Used to establish or change the memberships this user account has in the groups of this domain.

For more information about this dialog box, click the following:

- [User](#)
- [Member Of](#)
- [Not Member Of](#)
- [Add](#)
- [Remove](#)
- [Set](#)
- [Primary Group](#)

See Also

[Managing Group Memberships for One User Account](#)

**User**

The user account being administered.

## **Users**

The selected user accounts.

**Member Of**

The user account is a member of these groups.

**All Are Members Of**

Every one of the selected user accounts belongs to these groups.

**Note**

- If even one of the selected user accounts does not belong to a particular group, that group does not appear here.

**Not Member Of**

The user account does not belong to these groups.



**Not All Are Members Of**

If even one of the selected user accounts is not a member of a particular group, that group appears in **Not All Are Members Of**.

**Add**

Adds a user account to one or more groups selected in **Not Member Of**. You can do this either by clicking **Add** or by dragging from list to list.

**Add**

Adds a user account to one or more groups selected in **Not Member Of**. You can do this either by clicking **Add** or by dragging from list to list.

**Remove**

Removes a user account from one or more groups selected in **Not Member Of**. You can do this either by clicking **Remove** or by dragging from list to list.

You cannot remove the primary group.

**Remove**

Removes a user account from one or more groups selected in **Not Member Of**. You can do this either by clicking **Remove** or by dragging from list to list.

You cannot remove the primary group.

**Set**

Changes the primary group for a user account to the selected global group in **Member Of**.

A primary group is used when a user running Windows NT Services for Macintosh or POSIX applications logs on. Only a global group can be set as the primary group. A user account cannot be removed from membership in its primary group.

**Set**

Changes the primary group for a user account to the selected global group in **Member Of**.

A primary group is used when a user running Windows NT Services for Macintosh or POSIX applications logs on. Only a global group can be set as the primary group. A user account cannot be removed from membership in its primary group.

**Primary Group**

The global group set as the primary group for this user. A primary group is used when a user running Windows NT Services for Macintosh or POSIX applications logs on. Only a global group can be set as the primary group. A user account cannot be removed from membership in its primary group.



**Primary Group**

The global group set as the primary group for this user. A primary group is used when a user running Windows NT Services for Macintosh or POSIX applications logs on. Only a global group can be set as the primary group. A user account cannot be removed from membership in its primary group.

## **Group Memberships**

Used to establish or change the group memberships for all the selected user.

For more information about this dialog box, click the following:

- [User](#)
- [Member Of](#)
- [Not Member Of](#)
- [Add](#)
- [Remove](#)

See Also

[Managing Group Memberships for One User Account](#)

## **Group Memberships**

Used to add all the selected user accounts to one or more groups of this domain or workstation, or to remove all the selected user accounts from one or more groups of this domain or workstation.

For more information about this dialog box, click the following:

- [Users](#)
- [All Are Members Of](#)
- [Not All Are Members Of](#)
- [Add](#)
- [Remove](#)
- [Set](#)
- [Primary Group](#)

See Also

[Managing Group Memberships for Multiple User Accounts](#)

## **Group Memberships**

Used to add all the selected user accounts to one or more groups of this domain or workstation, or to remove all the selected user accounts from one or more groups of this domain or workstation.

For more information about this dialog box, click the following:

- [Users](#)
- [All Are Members Of](#)
- [Not All Are Members Of](#)
- [Add](#)
- [Remove](#)

See Also

[Managing Group Memberships for Multiple User Accounts](#)

## **User Environment Profile**

Used to add a user profile path, logon script name, or home directory path to this user account. These additions are optional.

For more information about this dialog box, click the following:

- [User](#)
- [User Profile Path](#)
- [Logon Script Name](#)
- [Home Directory](#)
- [Local Path](#)
- [Connect To](#)
- [NetWare Home Directory Relative Path](#)
- [Using %USERNAME% in the Home Directory Path](#)

### **Note**

- If you have additional services installed, you may have additional options. For information about those options, see the documentation for those services.

See Also

[Managing the User Environment](#)

### **User Profile Path**

Used to enter a network path when enabling a roaming or mandatory user profile for a selected user.

The path you enter follows the form: \\server name\profiles folder name\user name. For example, \\**puma**\**profiles\jeffho**.

When assigning a mandatory user profile, open System in Control Panel to the **User Profiles** tab and copy a preconfigured user profile to the user profile path location. Then, rename the NTUser.dat file in the user profile as NTUser.man.

### **User Profile Path**

Used optionally to enter a network path when enabling a mandatory user profile for all selected user accounts.

The path you enter follows the form: \\server name\profiles folder name\user profile name. For example, \\puma\profiles\clerks. Then, you must open System in Control Panel to the **User Profiles** tab and copy a preconfigured user profile to the user profile path location. Then, rename the NTUser.dat file in the user profile as NTUser.man. Do not create individual folders for the users in the user profile path location.

Do not assign the same preconfigured roaming user profile by selecting multiple accounts unless it is a mandatory user profile. To assign the same preconfigured user profile to multiple user accounts, you must enter a separate user profile path for each user account, and use System in Control to copy the preconfigured user profile to the server location for each user.

### **Logon Script Name**

Used to assign a logon script to selected users. If the logon script is located in a subdirectory of the logon script path, that relative path precedes the filename.

If a logon script is assigned to a user account, it runs each time the user logs on. It can be a batch file (.cmd or .bat filename extension) or an executable program (.exe filename extension). One logon script can be assigned to one or more user accounts. When a user logs on, the server authenticating the logon locates the logon script by following the server's logon script path (usually \WINNT\SYSTEM32\REPL\IMPORT\SCRIPTS).

For example, you might type **clerks.cmd**; or, you might type **admins\ernesta.bat**.

### **Note**

- Computers running Microsoft Network Client for MS-DOS (version 3.0), Windows for Workgroups, Windows NT version 3.1, and LAN Manager 2.x must use the .bat filename extension.



**Logon Script**

For Microsoft LAN Manager, a logon script is a batch program containing LAN Manager and operating system commands used to configure workstations. A logon script can be assigned to one or more users. When the user logs on, the logon script runs on the client computer.

When assigning a logon script, use the .bat extension for the filename you type.

### **Logon Script Name**

Used to assign a logon script to a selected user. If the logon script is located in a subdirectory, the relative path must precede the filename in **Logon Script Name**.

For example, you might type **clerks.cmd**; or, you might type **admins\ernesta.bat**.

If a logon script is assigned to a user account, it runs each time the user logs on. It can be a batch file (.cmd or .bat filename extension) or an executable program (.exe filename extension). One logon script can be assigned to one or more user accounts. When a user logs on, the workstation locates the logon script by following the workstation's logon script path (usually \WINNT\SYSTEM32\REPL\IMPORT\SCRIPTS).

### **Note**

- The client computer executes the logon script file. For client computers running Microsoft Network Client for MS-DOS (version 3.0), Windows for Workgroups, Windows NT version 3.1, and LAN Manager 2.x, the logon script name must use the .bat filename extension.

## Home Directory

An assigned home directory becomes a user's default directory for the **File Open** and **Save As** dialog boxes, for command prompt, and for all applications that do not have a defined working directory. Home directories make it easier for an administrator to back up user files and delete user accounts by collecting many or all of the files in one location.

The home directory can be a local directory on a user's computer or a shared network directory, and can be assigned to a single user or many users.

If the home directory is to have a server location, you must first create the share and then add the path for the share (including the home directory name) to the user's account.

Usually, User Manager for Domains automatically creates the home directory if you set a path for it. If not, a message appears, instructing you to manually create the directory. If you do not assign a home directory to a user account, the system uses the default local home directory (\USERS\DEFAULT on the user's local drive where Windows NT Workstation version 4.0 or Windows NT Server version 4.0 is installed as an upgrade, or the root directory where Windows NT version 4.0 is installed as the initial version).

**Home Directory**

Specifies the location of a user's home directory. You use **Local Path** to enter the path to the user's local computer.

A home directory is a directory that is accessible to a user (has appropriate permissions applied) and contains files and programs for that user. For Microsoft LAN Manager, this can be a directory on the user's local hard drive, or a shared directory on a server.

**Local Path**

One of the options for specifying a home directory at the workstation where the user logs.

For example, you might type **c:\users\johnbr**.

**Connect To**

One of the options for specifying a shared network directory as the home directory and having the user's computer connect to that share at logon.

For example, you might specify drive J in **Connect**, and then type `\\airedale\users\johnbr`.

**NetWare Home Directory Relative Path**

One of the options for specifying a path to the user's home directory to be used when the user logs on from NetWare client computers.

The path you specify here is relative to the server's home directory root path (drive letter:\SYSVOL by default).

## **User Environment Profile**

Used to add a user profile path, logon script name, or home directory path to all the selected user accounts. These additions are optional.

For more information about this dialog box, click the following:

- [Users](#)
- [User Profile Path](#)
- [Logon Script Name](#)
- [Home Directory](#)
- [Local Path](#)
- [Connect To](#)
- [NetWare Home Directory Relative Path](#)
- [Using %USERNAME% in the Home Directory Path](#)

See Also

[Managing the User Environment](#)



## **User Environment Profile**

Used to add a logon script name or home directory path to this user account. These additions are optional.

For more information about this dialog box, click the following:

- [User](#)
- [Logon Script](#)
- [Home Directory](#)

## **User Environment Profile**

Used to add a logon script name or home directory path to all the selected user accounts. These additions are optional.

For more information about this dialog box, click the following:

- [Users](#)
- [Logon Script](#)
- [Home Directory](#)

## **Logon Hours**

Used to restrict the days and hours during which a user can connect to a server. The default is to allow a user to connect during all hours of all days of the week, but you can restrict a user's server access to certain days and hours. This does not affect a user's ability to use a workstation.

For more information about this dialog box, click the following:

- [About the Calendar](#)
- [Allow](#)
- [Disallow](#)

See Also

[Managing Logon Hours](#)

**About the Calendar**

Displays a one-week calendar, with logon hours indicated in one-hour increments across seven days. One box represents each hour.

For example, the first box in each row represents the hour from midnight through 12:59 A.M.; the last box in each row represents the hour from 11:00 P.M. through 11:59 P.M.

When a box on the calendar is filled, the user is allowed to connect to servers during that hour. When a box is empty, the user cannot connect to servers during that hour.

**Allow**

Used to allow a user connections to a server during certain selected hours.

Filled boxes indicate that connections are allowed during those hours.

## **Disallow**

Used to deny a user connections to a server during certain hours.

Cleared boxes indicate that connections are not allowed during those hours.

When a user is connected to a server and logon hours are exceeded, the user is either disconnected from all server connections or is allowed to remain connected but is denied any new connections. This depends on the setting for **Forcibly disconnect remote users from server when logon hours expire** in the **Account Policy** dialog box.

## **Logon Workstations**

Used to specify the workstations from which a user can log on to this domain account. The default is to allow a user to log on from any workstation, but you can allow a user to log on from only specified workstations.

For more information about this dialog box, click the following:

- [User](#)
- [User May Log On To All Workstations](#)
- [User May Log On To These Workstations](#)
- [Boxes 1 through 8](#)
- [User May Log On To All NetWare Compatible Workstations](#)
- [User May Log On To These NetWare Compatible Workstations](#)
- [Network Address](#)
- [Add](#)
- [Remove](#)

### **Note**

- If you have additional services installed, you may have additional options. For information about those options, see the documentation for those services.

See Also

[Managing Logon Workstations](#)

**User May Log On To All Workstations**

Allows the user to log on from all workstations.



**Users May Log On To All Workstations**

Allows the selected users to log on from all workstations.

**User May Log On To These Workstations**

Allows the user to log on only from the computers entered in boxes 1 through 8.

**Users May Log On To These Workstations**

Allows the selected users to log on only from the computers entered in boxes 1 through 8.

**Boxes 1 through 8**

Specify the only workstations from which the user can log on when **User May Log On To These Workstations** is selected.

**Boxes 1 through 8**

Specify the only workstations from which the user can log on when **User May Log On To These Workstations** is selected.

**Network Address**

Lists the only NetWare-compatible workstations from which the user is allowed to log on when **User May Log On To These NetWare Compatible Workstations** is selected.

**Network Address**

Lists the only NetWare-compatible workstations from which the user is allowed to log on when **User May Log On To These NetWare Compatible Workstations** is selected.

**Add**

Adds a NetWare-compatible workstation to the list in **Network Address**.



**Remove**

Removes the selected NetWare-compatible workstation from the list in **Network Address**.

**User May Log On To These NetWare Compatible Workstations**

Allows the user to log on from only the NetWare-compatible workstations listed in **Network Address**.

**User May Log On To These NetWare Compatible Workstations**

Allows the selected users to log on from only the NetWare compatible workstations listed in **Network Address**.

**User May Log On To All NetWare Compatible Workstations**

Allows the selected users to log on from all NetWare-compatible workstations.

**User May Log On To All NetWare Compatible Workstations**

Allows the user to log on from all NetWare compatible workstations.

## **Logon Workstations**

Used to restrict the workstations from which users can log on to selected domain accounts. The default is to allow users to log on from any workstation, but you can restrict users to logging on from only specified workstations.

For more information about this dialog box, click the following:

- [Users](#)
- [Users May Log On To All Workstations](#)
- [Users May Log On To These Workstations](#)
- [Boxes 1 through 8](#)
- [User May Log On To All NetWare Compatible Workstations](#)
- [User May Log On To These NetWare Compatible Workstations](#)
- [Network Address](#)
- [Add](#)
- [Remove](#)

### **Note**

- If you have additional services installed, you may have additional options. For information about those options, see the documentation for those services.

[Managing Logon Workstations](#)

## **Account Information**

Used to specify an account expiration date (if any) and the account type for this user account.

For more information about this dialog box, click the following:

- [User](#)
- [Account Expires](#)
- [Never](#)
- [End Of](#)
- [Account Type](#)
- [Global Account](#)
- [Local Account](#)

See Also

[Managing Account Information](#)

**Account Expires**

When an account has an expiration date, the account is disabled at the end of that day. When an account expires, a user who is logged on remains logged on but cannot establish new network connections. After logging off, that user cannot log on again.



**Never**

Specifies that the account will not expire.

**End Of**

If you click **End Of**, you must specify an expiration date in **End Of**. The account becomes disabled at the end of the specified day.

**Account Type**

User accounts are either global or local accounts. Most accounts are global accounts.

A global account is a normal user account in the user's home domain. A local account is an account provided in this domain for a user whose global account is not in a trusted domain.

## **Global Account**

A global account is a normal user account in the user's home domain. Most accounts are global accounts, which is the default setting. If multiple domains are available, it is best if each user in the network has only one global account in only one domain, so that the user has only one password.

In the User Manager window, global accounts are represented by the global account icon.

## Local Account

A local account is an account provided in this domain for a user whose regular account is not in a trusted domain. This might be a Windows NT Server domain that is not trusted by this domain, a LAN Manager domain, or another type of domain or network.

Local accounts can be used to access computers running Windows NT Workstation or Windows NT Server over the network, and can be granted resource permissions and user rights. However, local accounts cannot be used to log on interactively. Local accounts created in one domain cannot be used in trusting domains, and do not appear in the **Add Users and Groups** dialog boxes of trusting domains.

It is best for a local account to use the same password both here and in its home domain.

**Administrator**

The user who can perform all actions on the server.

Always assign a password to a user account that is granted Administrator-level privileges.

**User**

A user who can employ network resources (subject to the access permissions for the resources), view information about shared resources, view printer and communication-device queue status, and send and receive messages. The user account is a member of the special Users group, to which permissions can be assigned. This is the default privilege level and is granted to most network users.

An account granted the User privilege level can be assigned one or more of the user-operator privileges.

**Guest**

A user who has the same abilities as a user granted User privileges, but who is a member of the special **Guest** group instead of the **Users** group. Use Guest privileges to exclude temporary or occasional user accounts from the Users group.



**Account Operator**

A user who can create, remove, and modify user accounts that have User or Guest privileges; create, remove and modify groups; modify logon restrictions; and add workstations to the domain.

The account operator cannot modify an account that has Administrator privilege, except to change group memberships. The user cannot change an account's privileges to the Administrator level.

**Print Operator**

A user can share and stop sharing printer queues; create, remove, and modify printer queues; control print jobs; and view a list of all resources shared on the server, including resources available only to Administrators.

**Server Operator**

A user who can start and stop services; share and stop sharing resources; read and clear the error log; close user sessions and the files users have opened; and view a list of all the resources shared on the server, including resources available only to Administrators.

**Comm Operator**

A user who can share and stop sharing-communication-device queues; control communication-device-queue requests; and view a list of all resources shared on the server, including resources available only to Administrators.

## **Account Information**

Used to specify an account expiration date (if any), and the privilege level for the user account.

For more information about this dialog box, click the following:

- [User](#)
- [Account Expires](#)
- [Never](#)
- [End Of](#)
- [Administrator](#)
- [User](#)
- [Guest](#)
- [Account Operator](#)
- [Print Operator](#)
- [Server Operator](#)
- [Comm Operator](#)

See Also

[Managing Account Information](#)

## **Account Information**

Used to specify an account expiration date (if any) and the account type for all the selected user accounts.

For more information about this dialog box, click the following:

- [Users](#)
- [Account Expires](#)
- [Never](#)
- [End Of](#)
- [Account Type](#)
- [Global Account](#)
- [Local Account](#)

See Also

[Managing Account Information](#)

## **Account Information**

Used to specify an account expiration date (if any), and the privilege level for all the selected user accounts.

For more information about this dialog box, click the following:

- [Users](#)
- [Account Expires](#)
- [Never](#)
- [End Of](#)
- [Administrator](#)
- [User](#)
- [Guest](#)
- [Account Operator](#)
- [Print Operator](#)
- [Server Operator](#)
- [Comm Operator](#)

## **Rename User**

Used to change the user name assigned to an existing user account. A user name cannot be identical to any other user or group name of the domain or computer being administered. **Change To** is used to enter a new user name, using up to 20 characters. These can be any uppercase or lowercase characters except for the following:

" / \ [ ] : ; | = , + \* ? < >

A user name cannot consist solely of periods (.) and spaces.

See Also

[Renaming User Accounts](#)



## **Delete Multiple Users**

Used to delete user accounts.

User accounts that have been created using User Manager for Domains can be deleted, but the built-in Administrator and Guest accounts cannot.

For more information about this dialog box, click the following:

- [Delete User](#)
- [Yes](#)
- [Yes to All](#)
- [No](#)

See Also

[Disabling User Accounts](#)

[Deleting User Accounts](#)

**Delete User**

The name of the account that will be deleted if you click **Yes**. Only one user name is shown, even though two or more were selected in the User Manager for Domains window.

**Yes**

Used to delete the user account named in **Delete User**.

**Yes To All**

Used to delete all the user accounts that were selected in the User Manager for Domains window.

**No**

Skips the deletion of the user account named in **Delete User**.

When **No** is clicked, the next user account selected for deletion appears in **Delete User**

## Select Users

Used to select and deselect the user-account membership of groups.

Only user accounts from the domain or computer being administered (those listed in the User Manager for Domains window) can be selected or deselected. For example, if you are administering a domain and you click **Select** for a selected local group, member user accounts from trusted domains are not affected.

Once accounts are selected, you can apply commands on the **User** menu to them.

For more information about this dialog box, click the following:

- [Group](#)
- [Select](#)
- [Deselect](#)

See Also

[Selecting User Accounts](#)

**Group**

Lists the groups for the domain or computer being administered.

**Select**

Used to select all members of a selected group in **Group**.

Only user accounts from the domain or computer being administered (those user accounts listed in the User Manager for Domains window) can be selected. For example, if you are administering a domain and you click **Select** for a selected local group, member user accounts from trusted domains are not affected.



**Deselect**

Used to deselect all user accounts that are members of the selected group in **Group**.

Only user accounts from the domain or computer being administered (those user accounts listed in the User Manager for Domains window) can be deselected. For example, if you are administering a domain and you click **Deselect** for a selected local group, member user accounts from trusted domains are not affected.

## **Global Group**

Used to create or copy a global group.

When you want to modify a global group, use the **Global Group Properties** dialog box.

For more information about the **Global Group** dialog box, click the following:

- [Group Name](#)
- [Description](#)
- [Members](#)
- [Not Members](#)
- [Add](#)
- [Remove](#)

See Also

[Creating a New Global Group](#)

[Copying a Global Group](#)

[Managing Global Group Properties](#)

**Group Name**

Used to enter a name for a new or existing global group.

The group name identifies the global group. A global group name cannot be identical to any other group or user name of the domain or computer being administered. It can contain up to 20 uppercase or lowercase characters except for the following:

" / \ [ ] : ; | = , + \* ? < >

A global group name cannot consist solely of periods (.) and spaces.

When modifying a global group, the name cannot be changed.

**Description**

Used to enter or change the group description.

## **Members**

Lists the members of the global group. User accounts from this domain can be members.

When you click **New Global Group** on the **User** menu, any user accounts currently selected in the User Manager for Domains window become members of the new global group and appear in **Members**.

When you copy a global group, the list in **Members** is copied from that global group.

When you modify an existing global group, **Members** shows the current members of the group.

**Not Members**

Lists the user accounts of this domain that are not members of the global group.

**Add**

Adds the user accounts selected in **Not Members** to the group membership.

**Remove**

Removes the user accounts selected in **Members** from the group membership.



## **Global Group**

Used to create or copy a global group.

To modify a global group, use the **Global Group Properties** dialog box.

For more information about the **Global Group** dialog box, click the following:

- [Group Name](#)
- [Description](#)
- [Members](#)
- [Not Members](#)
- [Add](#)
- [Remove](#)

See Also

[Creating a New Global Group](#)

[Copying a Global Group](#)

[Managing Global Group Properties](#)

## **Local Group**

Used to modify a local group.

For more information about this dialog box, click the following:

- [Group Name](#)
- [Description](#)
- [Show Full Names](#)
- [Members](#)
- [Add](#)
- [Remove](#)

See Also

[Creating a New Local Group](#)

[Copying a Local Group](#)

[Managing Local Group Properties](#)

**Group Name**

Used to enter a name to identify the local group. A local group name cannot be identical to any other group or user name of the domain or computer being administered. It can contain up to 256 uppercase or lowercase characters, except for the backslash character (\).

When modifying a local group, the group name cannot be changed.

**Description**

Used to enter or change the group description.

**Show Full Names**

Used to display the full names for users in **Members**. Otherwise, the user accounts are identified only by the user names.

This can be a lengthy operation when the local group contains numerous users from other domains.

## **Members**

Lists the members of the local group. User accounts and global groups from either this domain and from trusted domains can be members.

When you click **New Local Group** on the **User** menu, any user accounts currently selected in the User Manager for Domains window become members of the new local group and appear in **Members**.

When you copy a local group, the list in **Members** is copied from that local group.

When you modify an existing local group, **Members** shows the current members of the group.

**Add**

Opens the **Add Users And Groups** dialog box, which you can use to add new members to the local group. You can add user accounts and global groups from this domain and trusted domains.

**Remove**

Removes the members selected in **Members** from this local group.



## **Local Group**

Used to modify a local group.

For more information about this dialog box, click the following:

- [Group Name](#)
- [Description](#)
- [Show Full Names](#)
- [Members](#)
- [Add](#)
- [Remove](#)

See Also

[Creating a New Local Group](#)

[Copying a Local Group](#)

[Managing Local Group Properties](#)

## **Members**

Lists the members of the local group. User accounts from this workstation can be members. If this workstation participates in a domain, user accounts and global groups from the local domain and trusted domains can also be members.

When you click **New Local Group** on the **User** menu, any user accounts currently selected in the User Manager for Domains window become members of the new local group and appear in **Members**.

When you copy a local group, the list in **Members** is copied from that local group.

When you modify an existing local group, **Members** shows the current members of the group.

**Add**

Opens the **Add Users And Groups** dialog box, which you can use to add members to this local group.

User accounts from this workstation can be added to the group. If this workstation participates in a domain, user accounts and global groups from the local domain and trusted domains can also be added.

## **Account Policy**

Used to control how passwords must be used by all user accounts, and whether user accounts are automatically locked out after a series of failed logon attempts.

For more information about this dialog box, click the following:

- [Domain](#)
- [Maximum Password Age](#)
- [Minimum Password Age](#)
- [Minimum Password Length](#)
- [Password Uniqueness](#)
- [No Account Lockout](#)
- [Account Lockout](#)
- [Forcibly disconnect remote users from server when logon hours expire](#)
- [Users must log on in order to change password](#)

See Also

[Managing the Account Policy](#)

**Domain**

The name of the domain being administered.

**Computer**

The name of the computer being administered.

### **Maximum Password Age**

The period of time a password can be used before the system requires the user to change it. You can set passwords to expire after a number of days between 1 and 999, or you can select **Password Never Expires**.

**Minimum Password Age**

The period of time a password must be used before the user can change it. You can set values between 1 and 999 days, or you can select **Allow Changes Immediately**.

Do not allow immediate changes if you enter a value for **Remember \_ Passwords** under **Password Uniqueness**.



**Minimum Password Length**

The fewest characters a password can contain. The value must be between 1 and 14 characters, or it can be zero if you select **Permit Blank Password**.

### **Password Uniqueness**

The number of new passwords that must be used by a user account before an old password can be reused. The value must be between 1 and 24 passwords, unless you select **Do Not Keep Password History**.

For uniqueness to be effective, immediate changes should not be allowed under **Minimum Password Age**.

**No Account Lockout**

When selected, never locks out user accounts, no matter how many failed logon attempts are made on a user account.

## **Account Lockout**

When selected, subjects all user accounts to lockout. If too many failed logon attempts are made on a user account within a specified amount of time, the account is locked out. A locked account cannot log on.

If you select **Account Lockout**, you should also do the following:

- In **Lockout After**, specify the number of failed logon attempts that will cause the account to be locked. The range is 1 to 999.
- In **Reset Count After**, specify the maximum number of minutes that can occur between any two failed logon attempts for lockout to occur. The range is 1 to 99999.
- In **Lockout Duration**, select one of the following:
  - Click **Forever** to cause locked accounts to remain locked until an administrator unlocks them.
  - Click **Duration**, and then type a number of minutes for locked accounts to remain locked before automatically becoming unlocked. The range is 1 to 99999.

### **Note**

- Failed password attempts against workstations or member servers that have been locked using either Ctrl+Alt+Delete, or password protected screen savers do not count against account lockout settings entered in User Manager for Domains.

**Forcibly Disconnect Remote Users From Server When Logon Hours Expire**

When selected, disconnects a user account from any servers on the domain when it exceeds its logon hours.

When cleared, does not allow the user account to make new connections after exceeding its logon hours, but does not disconnect it.

This option interacts with the Logon Hours defined for a user account.

**Users Must Log On In Order to Change Password**

When selected, requires users to log on before changing their password. If a user's password expires, the user will not be able to change the expired password, but must instead have an administrator change the password.

When cleared, allows users to change their expired passwords without notifying an administrator.

## **Account Policy**

Used to control how passwords must be used by all user accounts of the workstation or member server.

For more information about this dialog box, click the following:

- [Computer](#)
- [Maximum Password Age](#)
- [Minimum Password Age](#)
- [Minimum Password Length](#)
- [Password Uniqueness](#)
- [No Account Lockout](#)
- [Account Lockout](#)
- [Forcibly disconnect remote users from server when logon hours expire](#)
- [Users must log on in order to change password](#)

See Also

[Managing the Account Policy](#)

## **Account Policy**

Used to control how passwords must be used by all user accounts.

For more information about this dialog box, click the following:

- [Domain](#)
- [Maximum Password Age](#)
- [Minimum Password Age](#)
- [Minimum Password Length](#)
- [Password Uniqueness](#)
- [Forcibly disconnect remote users from server when logon hours expire](#)
- [Users must log on in order to change password](#)

See Also

[Managing the Account Policy](#)



## **Account Policy**

Used to control how passwords must be used by all user accounts of the workstation.

For more information about this dialog box, click the following:

- [Computer](#)
- [Maximum Password Age](#)
- [Minimum Password Age](#)
- [Minimum Password Length](#)
- [Password Uniqueness](#)
- [Forcibly disconnect remote users from server when logon hours expire](#)
- [Users must log on in order to change password](#)

See Also

[Managing the Account Policy](#)

## **Account Policy**

Used to control how passwords must be used by all user accounts.

For more information about this dialog box, click the following:

- [Domain](#)
- [Maximum Password Age](#)
- [Minimum Password Age](#)
- [Minimum Password Length](#)
- [Password Uniqueness](#)
- [Forcibly disconnect remote users from server when logon hours expire](#)
- [Users must log on in order to change password](#)

See Also

[Managing the Account Policy](#)

## **User Rights Policy**

The User Rights policy manages the rights granted to groups and user accounts.

A right authorizes a user logged on to an account to perform certain actions on the system. When a user does not have appropriate rights, attempts to carry out those actions are blocked. Rights apply to the system as a whole and are different from permissions, which apply to specific objects.

Members of a group have all the rights granted to that group. In most situations, the easiest way to provide rights to a user is to add that user's account to one of the built-in groups that already possesses the needed rights, rather than by administering the User Rights policy.

For information about this dialog box, click the following:

- [Domain](#)
- [Right](#)
- [Grant To](#)
- [Show Advanced User Rights](#)
- [Add](#)
- [Remove](#)

See Also

[The User Rights](#)

[Managing the User Rights Policy](#)

**Right**

Contains a list of the available rights, and displays the selected right. Select rights in **Rights** when you want to manage them.

The list of groups and user accounts granted that right can then be viewed, and names can be added to or removed from the list.

**Grant To**

Lists the groups and user accounts that are assigned the selected right.

**Show Advanced User Rights**

When selected, show certain rights in addition to the default rights.

Most advanced rights are useful only to programmers writing applications for computers running Windows NT Workstation or Windows NT Server.

**Add**

Opens the **Add Users And Groups** dialog box, which you can use to grant the selected right to additional groups or user accounts.

Groups and user accounts from this domain and from trusted domains can be granted rights.

**Add**

Opens the **Add Users And Groups** dialog box, which you can use to grant the selected right to additional groups or user accounts.

Local groups and user accounts from this workstation can be granted rights. If this workstation participates in a domain, user accounts and global groups from the local domain and trusted domains can also be granted rights.



**Remove**

Removes the group or user account selected in **Grant To** for a selected right.

## **User Rights Policy**

The User Rights policy manages the rights granted to groups and user accounts.

A right authorizes a user logged on to an account to perform certain actions on the system. When a user does not have appropriate rights, attempts to carry out those actions are blocked. Rights apply to the system as a whole and are different from permissions, which apply to specific objects.

Members of a group have all the rights granted to that group. In most situations, the easiest way to provide rights to a user is to add that user's account to one of the built-in groups that already possesses the needed rights, rather than by administering the User Rights policy.

For information about this dialog box, click the following:

- [Computer](#)
- [Right](#)
- [Grant To](#)
- [Show Advanced User Rights](#)
- [Add](#)
- [Remove](#)

See Also

[The User Rights](#)

[Managing the User Rights Policy](#)

## **Audit Policy**

Selected activities of users can be tracked by auditing security events and then placing entries in a computer's security log. Use the Audit policy to determine the types of security events that will be logged.

When administering domains, the Audit policy affects the security logs of the domain controller and of all servers in the domain, because they share the same Audit policy.

When administering a computer running Windows NT Workstation or a Windows NT Server that is not a domain controller (a member server), this policy affects only the security log of that computer.

Because the security log is limited in size, carefully click events to be logged. The maximum size of each computer's security log is defined in Event Viewer. Entries in a security log can be reviewed using Event Viewer.

For more information, click the following:

- [Domain](#)
- [Do Not Audit](#)
- [Audit These Events](#)
- [Success](#)
- [Failure](#)
- [Logon and Logoff](#)
- [File and Object Access](#)
- [Use of User Rights](#)
- [User and Group Management](#)
- [Security Policy Changes](#)
- [Restart, Shutdown, and System](#)
- [Process Tracking](#)

See Also

[Managing the Audit Policy](#)

**Do Not Audit**

No events will be recorded in the security log.

**Do Not Audit**

No events will be recorded in the security log.

**Audit These Events**

The selected events will be logged.

**Success**

When selected, adds an entry to the security log when the event occurs successfully.

**Failure**

When selected, adds an entry to the security log when an attempted occurrence of the event fails.



**Logon and Logoff**

A user logged on, logged off, or made a network connection.

**File and Object Access**

A user accessed a directory or a file that is set for directory or file auditing, or a user sent a print job to a printer that is set for printer auditing.

**Use of User Rights**

A user exercised a user right (except those rights related to logon and logoff.)

## **User and Group Management**

A user account or group was created, changed, or deleted; a user account was renamed, disabled, or enabled; or a password was set or changed.

**Security Policy Changes**

A change was made to the User Rights, Audit, or Trust Relationships policies.

**Restart, Shutdown, and System**

A user restarted or shut down the computer; or an event has occurred that affects either the system security or the security log.

**Process Tracking**

These events provided detailed tracking information for such events as program activation, some forms of handle duplication, indirect object accesses, and process exit.

## **Audit Policy**

Selected activities of users can be tracked by auditing security events and then placing entries in the computer's security log. Use the Audit policy to determine the types of security events that are logged.

Because the security log is limited in size, carefully select events to be logged. The maximum size of the computer's security log is defined in Event Viewer.

Entries in a security log can be reviewed using Event Viewer.

For more information, click the following:

- [Computer](#)
- [Do Not Audit](#)
- [Audit These Events](#)
- [Success](#)
- [Failure](#)
- [Logon and Logoff](#)
- [File and Object Access](#)
- [Use of User Rights](#)
- [User and Group Management](#)
- [Security Policy Changes](#)
- [Restart, Shutdown, and System](#)
- [Process Tracking](#)

See Also

[Managing the Audit Policy](#)



## **Audit Policy**

Selected activities of users can be tracked, by auditing security events and then placing entries in a computer's security log. Use the Audit policy to determine the types of security events that will be logged.

For more information, click the following:

- [Domain](#)
- [Do Not Audit](#)
- [Audit These Events](#)
- [Success](#)
- [Failure](#)
- [Logon and Logoff](#)
- [File and Object Access](#)
- [Use of User Rights](#)
- [User and Group Management](#)
- [Security Policy Changes](#)
- [Restart, Shutdown, and System](#)
- [Process Tracking](#)

See Also

[Managing the Audit Policy](#)

## **Trust Relationships**

Use the **Trust Relationships** dialog box to add domain names to and remove domain names from the list of trusted domains and the list of trusting domains.

Establishing a trust relationship requires two steps performed in two different domains:

- First, the domain that will be the trusted domain adds a domain to its list of trusting domains.
- Then, the trusting domain must add the first domain to the list of trusted domains.

Establishing a two-way trust relationship (where each domain trusts the other) requires that both steps be performed twice, once in each domain.

Removing a trust relationship also requires two steps, one in each domain:

- The trusted domain must remove the second domain from its list of trusting domains.
- The trusting domain must remove the first domain from its list of trusted domains.

### **Note**

- Trust relationships can be established only between Windows NT Server domains.

For more information about this dialog box, click the following:

- [Domain](#)
- [Trusted Domains](#)
- [Trusting Domains](#)
- [Adds](#)
- [Removes](#)

See Also

[Adding a Trusting Domain](#)

[Adding a Trusted Domain](#)

### **Trust relationship**

A trust relationship is a link between two Windows NT Server domains.

Trust relationships are used to specify trusting (resource) domains and trusted (account) domains.

- A trusting domain allows the users of another domain (the trusted domain) access to its resources.
- Trusted-domain users and groups are allowed to hold user rights, resource permissions, and local group memberships in the trusting domains.

Trust relationships can allow a user to access resources on the entire network through a single user account and a single password. This moves the convenience of centralized administration from the domain level to the network level.

#### **Note**

- Trust relationships can be established only between Windows NT Server domains.

**Trusted Domains**

Lists the domains that this domain trusts to use its resources.

Only Windows NT Server domains can be trusted domains.

**Trusting Domain**

Lists the domains that trust this domain to use their resources.

Only Windows NT Server domains can be trusting domains.

**Add**

Opens a dialog box, which you can use to add either a new trusted or trusting domain, depending on which **Add** button you click.

Establishing a trust relationship requires two steps, each step performed in a different domain: First, one domain (the trusted domain) must add a second domain to the list of domains that trust it, and then the second domain (the trusting domain) must add the first domain to the list of domains that it trusts.

## **Remove**

Removing a trust relationship between domains requires two steps, one in each of the two domains:

- The trusted domain must remove the trusting domain from its list of trusting domains.
- The trusting domain must remove the trusted domain from its list of trusted domains.

The order of performing these steps is not important.

Never remove a trust relationship by performing just one of the steps; always administer both domains.

## **Add Trusted Domain**

Used to add a Windows NT Server domain to this domain's list of trusted (account) domains.

### **Domain**

▶ Type the name of the trusted domain (the domain whose accounts will be trusted to use resources in this domain).

You can type a name using both uppercase and lowercase characters, but the name is always displayed in uppercase.

### **Password**

▶ Type the password required by the trusting domain.

Passwords are case sensitive; use the same password that was entered in the **Add Trusting Domain** dialog box for that domain.

### **Note**

■ Once a trust relationship is established, the system changes this password. You cannot remove one side of an established trust relationship and then use the original password later to reestablish that trust. You must always remove both sides of a trust relationship, and then completely reestablish it.

See Also

[Adding a Trusting Domain](#)

[Adding a Trusted Domain](#)



## **Add Trusting Domain**

Used to add a Windows NT Server domain to the list of trusting (resource) domains.

### **Trusting Domain**

▶ Type the name of the trusting domain (the domain that will trust accounts in this domain to use its resources).

You can type a name using both uppercase and lowercase characters, but the name is always displayed in uppercase.

### **Initial Password and Confirm Password**

▶ Type the same password in both places.

Passwords are case sensitive.

### **Note**

■ Once a trust relationship is established, the system changes this password. You cannot remove one side of an established trust relationship and then use the original password later to reestablish that trust. You must always remove both sides of a trust relationship, and then completely reestablish it.

See Also

[Adding a Trusting Domain](#)

[Adding a Trusted Domain](#)

## **Select Domain**

When User Manager for Domains starts, it displays the domain where your user account is defined. Use **Select Domain** to display a different domain.

You can display an individual computer, but only a computer that maintains its own security database, such as a computer running Windows NT Workstation, a computer running Windows NT Server that is not a domain controller (a member server), or a Microsoft LAN Manager server. If you specify a primary or backup domain controller, the domain is displayed instead.

For more information, click the following:

- [Domain](#)
- [Select Domain](#)
- [Low Speed Connection](#)

See Also

[Selecting a Domain](#)

[Using Low Speed Connection](#)

**Domain**

Used to display a domain. You can type the domain name in **Domain** and then click **OK**.

If you want to display only one computer, you can type \\computername (precede computer names with two backslashes,) and then click **OK**.

Names can use both uppercase and lowercase characters, but the name is always displayed in uppercase.

**Select Domain**

Displays a selected domain when you click **OK**.

### **Low Speed Connection**

When administering a domain or computer that communicates with your computer across a connection providing relatively low transmission rates, some User Manager for Domains functions may be performed slowly. You can reduce delays by using **Low Speed Connection**. **Low Speed Connection** prevents the lists of users and groups from being displayed but still allows you to administer users and local groups (but not global groups).

For example, from a domain controller you might administer a remote computer that is running the Microsoft Windows NT Remote Access Service (RAS) and is connected to the network by a modem over telephone lines. When entering the computer name in the **Select Domain** dialog box, select the **Low Speed Connection**.

You can also select or click to clear **Low Speed Connection** on the **Options** menu.

## **Add Users and Groups**

Used to grant the selected right to groups and user accounts. Groups and user accounts from the local domain and trusted domains can be granted rights.

For more information about this dialog box, click the following:

- [List Names From](#)
- [Names](#)
- [Add](#)
- [Show Users](#)
- [Members](#)
- [Search](#)
- [Add Names](#)

**List Names From**

Contains a list of domain and computer names, and displays the selected name. When an asterisk (\*) appears next to a domain or computer name, this indicates that the local groups of that domain or computer can be listed in **Names**. When the asterisk is absent, it indicates that local groups cannot be listed.

**Names**

Lists the groups of the domain or computer selected in **List Names From**. If **Show Users** is selected, **Names** also lists the user accounts.



**Names**

Lists the user accounts of the domain or computer selected in **List Names From**. If a domain is selected, global groups are also listed.

**Add**

Used to enter the names selected in **Names** to **Add Names**.

**Show Users**

Displays the user accounts in **Names**.

By default, only groups are listed.

**Members**

Displays the members of the group selected in **Names**.

**Search**

Opens the the **Find Account** dialog box, which you can use to look for a particular group or user account.

## **Add Names**

You can add groups and user accounts in a number of ways.

- You can type the account names (separated by semicolons) in **Add Names**.
- You can select the account names in **Names** and click **Add**;
- You can click **Search** and complete the **Find Account** dialog box
- You can select a group in **Names**, click **Members**, and then complete the **Group Membership** dialog box.
- ▶ To grant the selected right to the names in **Add Names**, click **OK**.

## **Add Names**

You can add groups and user accounts in a number of ways.

- You can type the account names (separated by semicolons) in **Add Names**.
- You can select the account names in **Names** and click **Add**;
- You can click **Search** and complete the **Find Account** dialog box
- You can select a group in **Names**, click **Members**, and then complete the **Group Membership** dialog box.
- To grant the selected right to the names in **Add Names**, click **OK**.

## **Add Users and Groups**

Used to add members to the local group.

For more information about this dialog box, click the following:

- [List Names From](#)
- [Names](#)
- [Add](#)
- [Members](#)
- [Search](#)
- [Add Names](#)



## **Local Group Membership**

Lists the user accounts and global groups that are members of the selected local group.

For more information about this dialog box, click the following:

- [Members of Local Group](#)
- [Add](#)
- [Members](#)

**Members Of Local Group**

Lists the members of the selected local group.

**Add**

Adds the user accounts or global groups selected in **Members Of** in the **Local Group Membership** dialog box to **Add Names** in the **Add Users And Groups** dialog.

## **Members**

Displays the members of the selected global group (that is itself a member of this local group) in **Members Of**.

**Global Group Membership**

Lists the user accounts that are members of the selected global group.

**Members of Global Group**

Lists the members of the selected global group.

**Add**

Adds the user accounts or global groups selected in **Members Of** in the **Local Group Membership** dialog box to **Add Names** in the **Add Users And Groups** dialog.

## **Find Account**

Used to locate a user account or group.

For more information about this dialog box, click the following:

- [Find User or Group](#)
- [Search All](#)
- [Search Only In](#)
- [Search](#)
- [Search Results](#)
- [Add](#)

**Find User or Group**

Used to enter the name for which you want to search.

The system will search only for user accounts or groups of that exact name.

**Search All**

When selected, sets searches to look for a matching user or group name in both the local domain or computer and in all domains trusted by the local domain.



**Search Only In**

When selected, sets searches to look for a matching user or group name in only the selected domains and computers.

**Search**

Begins a search based on the parameters specified in **Find User Or Group** and by **Search All** or **Search Only In**.

## **Search Results**

Displays the user accounts and groups found by a search. This list is continuously filled as a search progresses.

One or more names can be selected from **Search Results** and added to **Add Names** in the **Add Users And Groups** dialog box by clicking **Add** in the **Find Account** dialog box.

The list presents the matching users in the form domainname\username (full name) description, or computername\username (full name) description.

The list presents the matching groups in the form domainname\groupname description, or computername\groupname description.

**Add**

Closes the **Find Account** dialog box and adds the accounts selected in **Search Results** to **Add Names** in the **Add Users And Groups** dialog box.

### **Enter Server**

The domain could not be found. It may not exist; you may have misspelled the domain name; or the domain may be located across a network bridge.

#### **Note**

- Broadcast messages such as the one generated by **Add Trusted Domain** are not usually passed across wide area network (WAN) bridges.

If you misspelled the domain name, do the following:

- Click **Cancel**, and then type the correct domain name in the **Add Trusted Domain** dialog box.

If the domain is located across a network bridge, do the following:

- In **Server**, type the computer name of any server running Windows NT Server in that domain, and then click **OK**.

**Copy User or Group**

Used to select a user account or local group for copying. (In **Low Network Connection** mode, global groups cannot be copied.)

**Enter user name or local group name**

Used to select a user account or group for copying by typing a user name or local group name here, and then clicking **OK**.

See Also

[Using Low Speed Connection](#)

### **Delete User or Group**

Used to select a user account, local group, or global group for deletion.

#### **Enter user name or group name**

- To select one user account, one global group, or one local group for deletion, type its name here, and then click **OK**.
- To select multiple user accounts for deletion, type the user names here, separated by semicolons, and then click **OK**.

See Also

[Using Low Speed Connection](#)

### **Manage User or Group Properties**

Used to select a user account or local group for administration. (In **Low Speed Connection** mode, global groups cannot be administered.)

#### **Enter user name or local group name**

- To select one user account or one local group for administration, type its name here, and then click **OK**.
- To select multiple user accounts for administration, type the user names here, separated by semicolons, and then click **OK**.

See Also

[Using Low Speed Connection](#)



**Rename User**

Used to select a user account for renaming. (Groups cannot be renamed.)

**Enter user name**

- To select a user account for renaming, type the user name here, and then click **OK**.

See Also

[Using Low Speed Connection](#)

## Dialin Information

Used to grant users permission to use Dial-Up Networking for connecting to the network. When administering a domain or a group of servers, you can set domain-wide permissions. When administering a workstation or member server, you can set permission for only that computer.

### Grant dialin permission to a user

When selected, grants the permission to the selected user. You can revoke the selected user's permission by clicking to clear the check box.

### Call Back

Used to set up callback for a user account.

- To disable callback for a user account, click **No Call Back** (the default setting).
- To have the server to prompt the user for a number, click **Set By Caller**.

The server calls the user back at the number entered by the user, and thus incurs the telephone charges for the session.

- To have the server to call the user at a fixed telephone number, click **Preset To**, and then type the fixed phone number.

The server will call the user back at only this number, which reduces the risk of an unauthorized person using the user's account.

### Note

- Do not assign callback permission to users who are connecting to the network through a switchboard.
- **Preset To** interferes with the ability to make multi-link calls if the user's equipment requires more than one phone number for the group of multi-linked lines.

See Also

[Managing Dialin Permissions](#)

