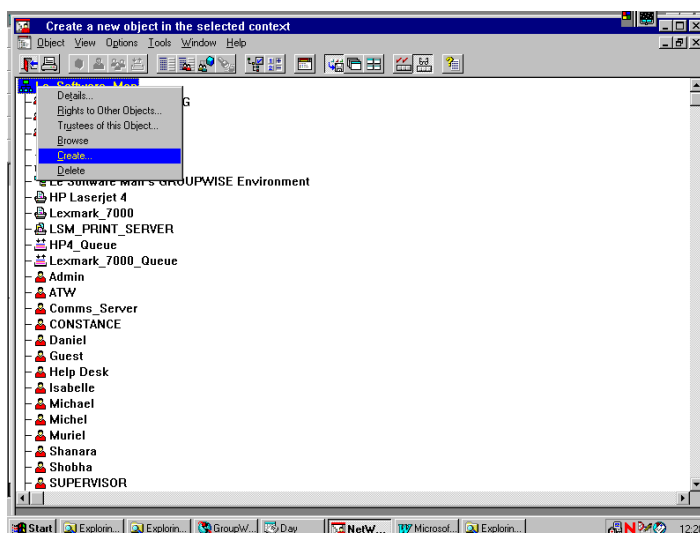
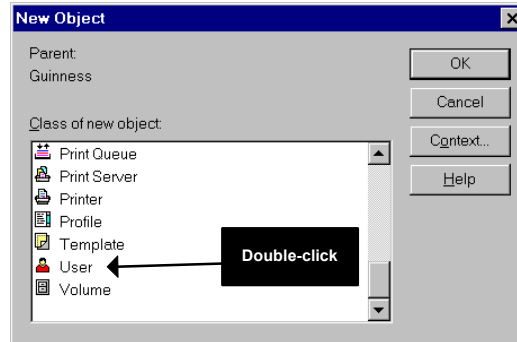


Adding users to a NetWare 4.1x & GroupWise 5.x network

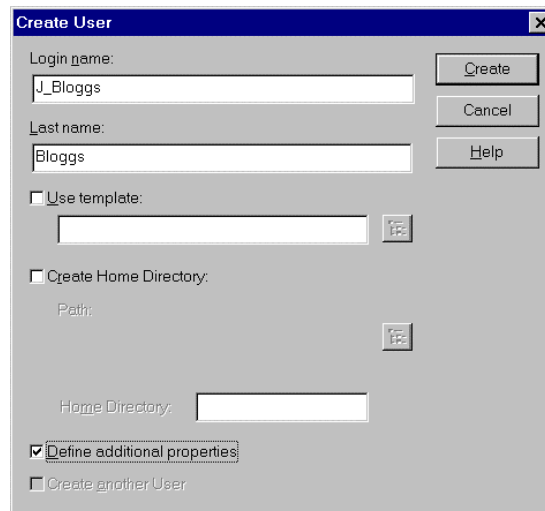
- This document assumes that your installation is up to date with Novell patches to NetWare and GroupWise up to November 1999 and that your version of **NetWare Administrator** has been upgraded to **version 5.0**.
- Log in to the network as **Admin**.
- Start the **Netware Administrator 5** which you will find in Start \ Programs \ Netware Tools. If not, do a Start \ Run and enter **Z:\Public\Win32\Nwadm32.exe**.
- Make sure you are in the normal view rather than the GroupWise view. To verify which view you are in, go to the **Windows** menu and see at the bottom of the menu that comes up which view you are currently in. If you are in the GroupWise view (named "GroupWise View"), go to the other view.
- Once you are in the right view, highlight the top icon, **right-click** on it, and choose the **Create** option, as shown below :



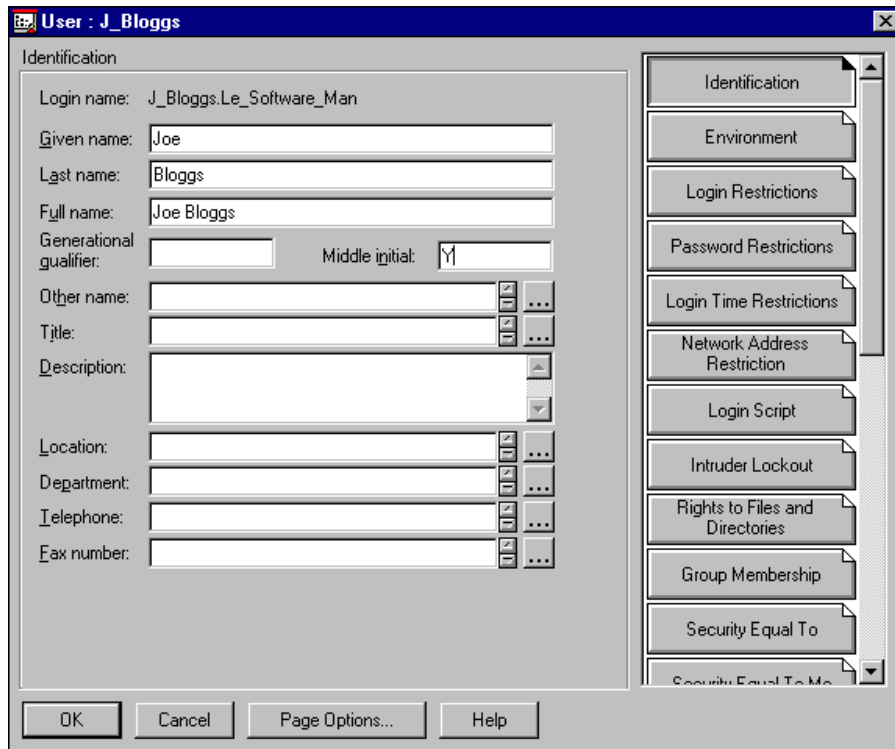
- This brings up the **New Object** window. Scroll the list down and choose **User**, as shown below :



- Fill the next screen exactly as shown below, remembering that the **Login Name** field is exactly what it says, the name that the user will use to login to the network. Thus, if you have certain conventions, such as <First_name>_<Last_name>, or <First_name>, then follow them when specifying the login name.



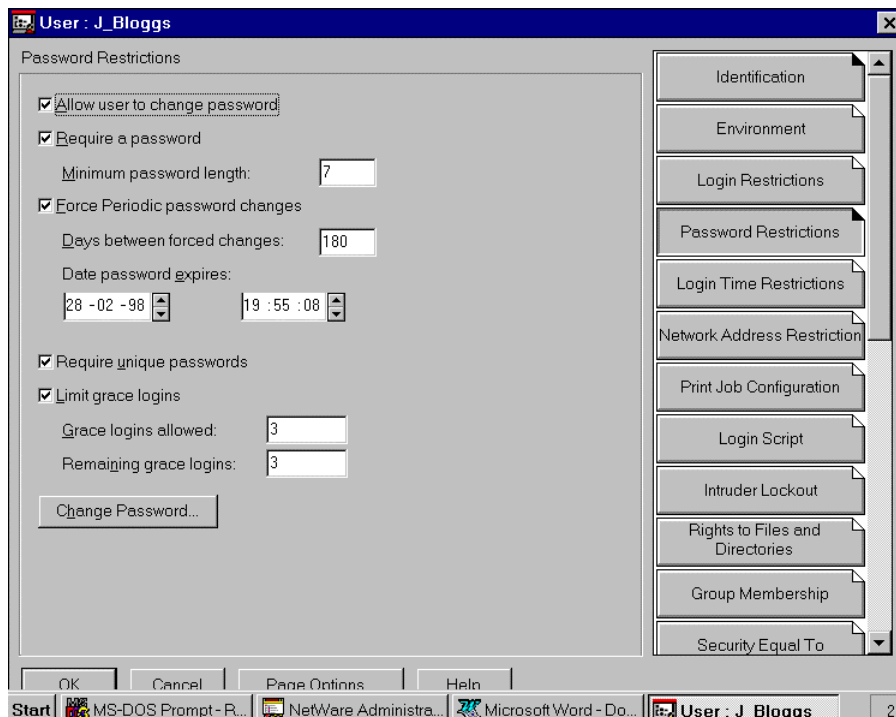
- The next screen you get is the one below. There is a column of buttons (tabs) on the right-hand side which corresponds to the various items of information you can specify for the new user. As you get into the screen the **Identification** tab will be depressed.



Only fill in the fields shown above.



Next, click on the **Password Restrictions** tab to get the screen below. Fill in the screen exactly as illustrated, making sure that the "Date password expires" is in 1998.



- Next, click on **OK**.

When you do that you will be back to the original screen you had when you first got into Netware Administrator, with the difference that, right below your **organisation's** icon at the top, you will find a new "user" icon for the user you just created. **Right-click** on that new "user" icon and choose **Details**.

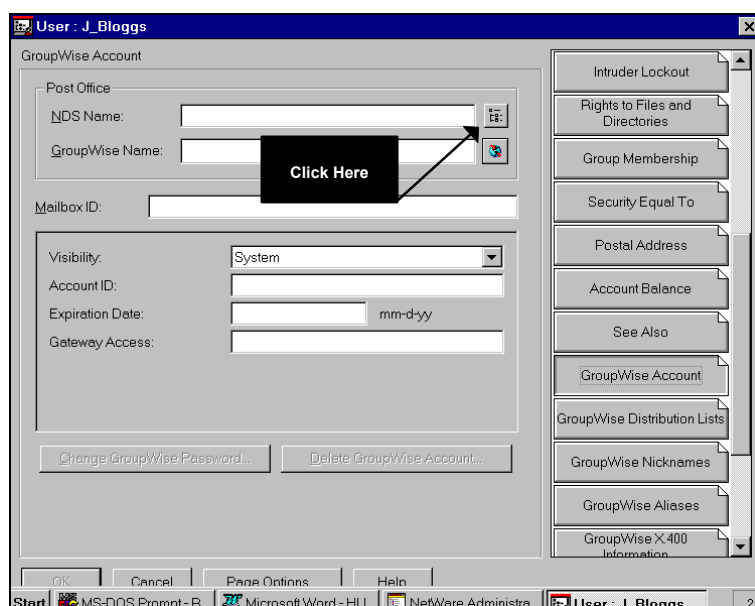
- You are back editing the new user's details. Click on the **Password Restrictions** tab again, and then on the **Change Password** button. As this user is a new user, give it the easy-to-remember password **"NEW USER"** (when the new user first logs in, "New User" will be his password and the system will prompt him to change the password to a new password – this is the system's way of ensuring that only the user, not even the system manager, knows his password).

- Next, click on the **Group Membership** tab. By default the new user will be given membership to the EVERYONE group if you have such a group within your company. Click on the **Add..** button to give that user membership to additional groups.

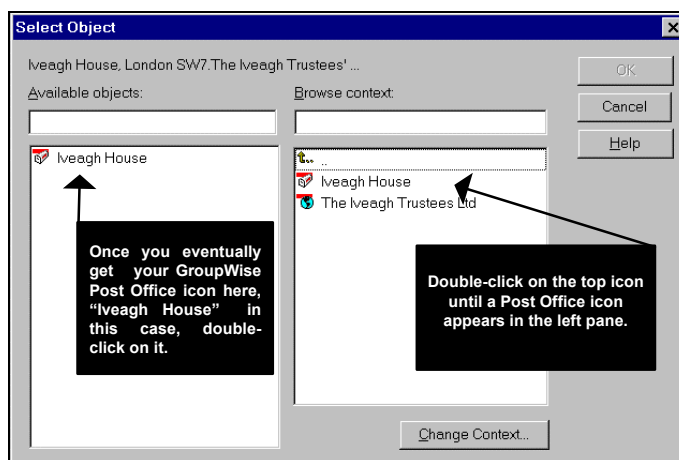
- Next, click on the **Security Equal to** tab. By default the new user will be given EVERYONE access rights, if you have such a group within your company. Click on the **Add..** button to give that user additional access rights to directories (e.g. "Directors", or "Private & Confidential" access rights).

*Note : if the new user is going to be an external user, e.g. like **GUEST**, then you do not want to give him **EVERYONE** access rights as it otherwise gives them access to the whole of your organization's file system. Instead, remove **EVERYONE** and add the new user as a trustee to the directories to which you want him/her to have access.*

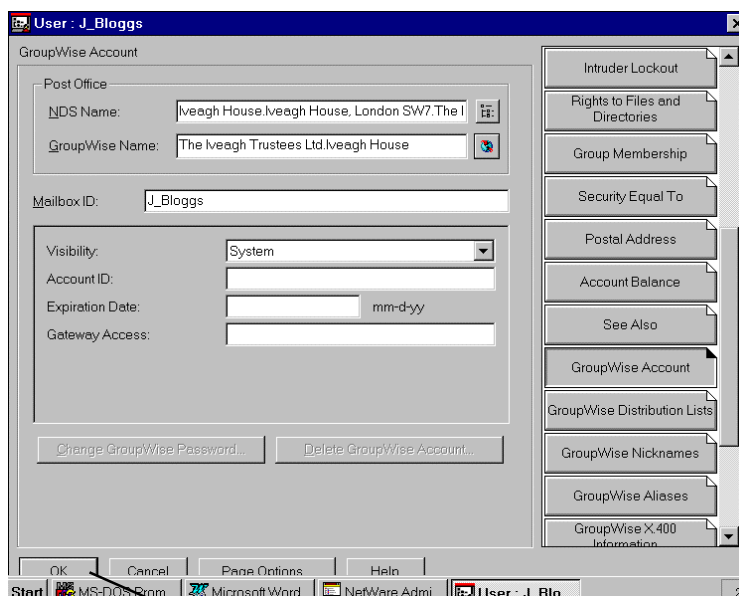
- Next, click on the **GroupWise Account** tab and click on the Browse button next to the NDS name, as shown below :



- On the next screen, do as illustrated below :



- Once you've double-clicked on the name of your GroupWise Post Office, you should be back to the initial GroupWise set-up screen, with all the information having been filled in automatically, as below :



- Next click on **OK** in the bottom left corner of the screen. This saves the changes to the new user's profile and registers him/her as a new user with the GroupWise server programs that run on the network fileserver.

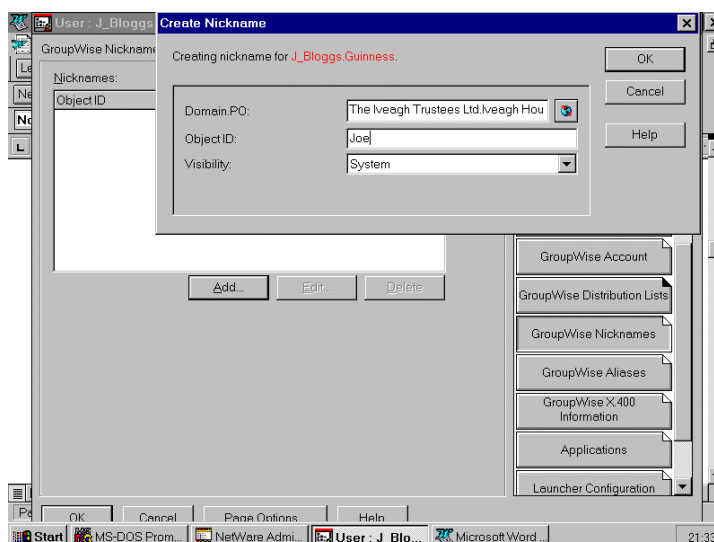
You are now back to the original screen you had when you first got into Netware Administrator, with the difference that, right below your **organisation's** icon at the top, you will find the icon for the "new user" you are in the process of setting up. **Right-click** on that new "user" icon and choose **Details** to go back into the user's profile.

- Next, click on the **GroupWise Distribution Lists** tab. GroupWise groups, the groups that you can use when wanting to e-mail to a group of specific users, are separate from the Network groups. The Network groups are used for regulating access to the various parts of your network, while the GroupWise groups are used purely to enable you to e-mail to groups of specific users. GroupWise groups are called “GroupWise Distribution Lists” (i.e. “to whom your e-mail is to be distributed to”).

Adding your new users to a GroupWise Distribution List is straightforward, just click on the **Add..** button and select the GroupWise groups you want this new user to belong to.

Note : If the user you are creating is to be used solely for calendar purposes, e.g. a **departmental calendar**, do not include that user into any Distribution List so that it never receives e-mail, such as e-mails to **EVERYONE** for instance.

- Next, click on the **GroupWise Nicknames** tab. GroupWise nicknames are used so that you can send e-mail to a person using a name other than their network login name. E.g. a person’s login name may be “Georgi_Papadopoulos”, however, for convenience you may want to allow users to send e-mail simply to “Georgi” which is shorter to type in. In most cases, the example just given is the reason for using GroupWise nicknames, namely the ability to send e-mail to a person’s first name rather than to their login name.



- Once you have entered a nickname for the new user, click on **OK** in the bottom left corner of the window.

- Phew, a long process, hey ? Well, you can breathe easily, **you’re now done.**

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