USERS

Administrators will choose the *Users* tab to create, revise, and delete user accounts on the LaCie professional server. To access the *User* tab:

- 1. Launch the Dashboard (see <u>Access the Server</u>).
- 2. Click on **Users**.



3. The User tab is available to manage user accounts.



CREATE A USER

To create a user:

1. From the Users tab, click on Add a user account.



2. Enter the name of the user, the user account name, and the password. The account name will be the user's login. It is recommended that administrators select user account names and passwords on the server that are identical to the user's login on the workstation. Matching logins and passwords will allow the user to easily access Shared Folders. If they do not match, the user will have to enter his login and password each time a Shared Folder is accessed.

🧟 Add a User Account		
Type a name and a password f	for the new user	
First server	Leet energy	
		1
User account name:		
Password:	Confirm password:	
The passwords match		
Change the password policy		

🖗 Add a User Account		
-		
Type a name and a pas	sword for the new user	
First name:	Last name:	
George	Jones	
User account name:		
giones		
Descuent	Confirm normanda	
Password:	Confirm password:	
 The passwords match 		
Change the password policy		
		Next

- 3. Click Next.
- 4. Select the type of access the user will have to each Shared Folder: *no access, read only*, or *read/write*. The Shared Folders in the screenshots below are the default Shared Folders. The list will not be the same for you if you have created new Shared Folders (see <u>Shared Folders</u>).

ihared folder	Access leve	ł		_		
Documents	Read only			-		
Music	Read only			-		
Pictures	Read only					
Videos	Read only					
- 1405	(need only					
			Next	Cancel		
😣 Add a User A Select the sha	ared folder a	ccess for this t	user acco	ount		-
Add a User A Select the sha	ared folder a	ccess for this t	user acco	unt		
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Shared folder	Access level	
Documents	Read/Write	•
Music	Read/Write	•
📔 Pictures	Read/Write	•
📕 Recorded TV	Read/Write	•
📕 Videos	Read/Write	•

- 5. Click Next.
- 6. You can give the user access to the server from remote locations. Click **Next** once you have selected the remote access options.

				×
0	🤽 Add a User Account			
	Select Remote Web Access for this user account			
	Illow Remote Web Access and show selected links on Remote Web Access:			
	Shared Folders Computers			
	Media			
	Homepage links Server Dashboard (administrator access required) Image: Content of the server descent of the			
	De antellar: Barrate Web Assess			
	Do not allow Remote Web Access			
	What is Remote Web Access?			
	Create accour	nt C	Cance	

7. The user has been created. Click **Close** to exit.



8. Each user created by the administrator will appear on the list within the User tab.

🐼 Windows Home Se	rver 2011 Dashboar	d				
6	-		B		C 3	Windows Home Server 200
Home	Users	Computers and Backup	Server Folders	Add-ins	LaCie	4big Rock Office
						🔇 No alerts 🛛 🔍 Server settings 🔞 Help
Name	Logon name	Remote Web Access	Status			Guest Tasks
& George Jones	gjones	Allowed	Active			
2 Guest	Guest	Not allowed	Inactive			View the account properties
						Activate the user account
						Users Tasks
						- Add a user account
						R Set the password policy
28 Guest						
There are no additions	al details for this ite	um.				

🐼 Windows Home Se	rver 2011 Dashboar	ł		Jones for boars of		×
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Name	Logon name	Remote Web Access	status		George J	ones Tasks
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A Jacob Nathan	inathan	Allowed	Active		Deact	ivate the user account
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6 Items						

REVISE USER SETTINGS

An administrator can adjust user settings at any time. Once a change has been made, click **Apply** if you wish to make additional changes or **OK** to apply and exit.

Sharing, Remote Access, and General

To modify user settings:

1. From the Users tab, right click on the user to select **View the account properties**.

Windows Home Serve	er 2011 Dashboard	d						- • 💌
Home	Users	Computers	Server Folders		Add-ins		()	Windows Home Server 2011
		and backup	and Hard Drives				🔇 No aler	ts 🔅 Server settings 🔞 Help 🔹
Name	Logon name	Remote Web Access	Status				George Jone	es Tasks
George Jones Guest Lielen Doe Liecon Nathan Logan Ash Suisan Smith	gjones Guest hdoe jnathan lash ssmith details for this iten	Allowed Not allowed Not allowed Allowed Allowed Allowed allowed	Active Inactive Active Active Active Active	 ✓ ✓	View the accou Deactivate the u Remove the use Change the user	nt prope ser account account	erties unt t t password val Change t Users Tasks Add a us R Set the p	account properties e the user account he user account the user account password er account assword policy
6 Items								

2. There are three tabs: *General, Shared Folders*, and *Remote Web Access*. From the *General* tab, administrators can change the user's name, password, and status. If the user will not access the server for an extended period of time, deselect the checkbox next to **User is active**. His status will change from *Active* to *Inactive*.

Properties for gjones		×
General Shared folders Remo	ote Web Access	
User account		
First name:	Last name:	
George	Jones	
User account name:		
gjones		
Change the user account p	password	
User is active		
User can view network	health alerts	
	OK Cancel	Apply

3. The *Shared folders* tab should be used to change the access rights to specific Shared Folders.

Propertie	es for gjones		X
General	Shared folders	Remote Web Access	
Allow ac	cess to:		
Shared	folder	Access level	
Doc	uments	Read/Write 💌	
🔋 🚺 Mus	sic	Read/Write 💌	
╞ Pict	ures	Read/Write 💌	
🐌 Rece	orded TV	Read/Write 💌	
🔋 📔 Vide	205	Read/Write 👻	
What lev	el of access to sl	hared folders should I allow?	
		OK Cancel Apply	

4. Certain work environments allow users to log onto company servers from remote locations. The *Remote Web Access* enables the administrator to turn the feature on or off for a user as well as manage the type of access available while outside the network.

8	Properties for gjones	×
Г	General Shared folders Remote Web Access	
	Allow Remote Web Access and show selected links on Remote Web Access:	
	🗹 퉲 Shared Folders	
	Computers	
	V + Homepage links	
	Server Dashboard (administrator access required)	
	Do not allow Remote Web Access	
	What is Remote Web Access?	
	OK Cancel Apply	

Active/Inactive

If a user is not expected to access the server for an extended period of time, the administrator can move the status from *Active* to *Inactive*.

1. Right click on the user to select **Deactivate the user account**.



2. Click **Yes** at the confirmation window.



3. The user's status is now *Inactive*.



Note on Inactive Users: Inactive users will maintain their access rights to Shares. If the administrator does not want a user to access one or more shares, he should adjust that user's rights or delete the account.

When the user requires access to the server, the administrator will change the status from *Inactive* to *Active*.

1.

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Password

To change a user's password:

1. Right click on the user to select **Change the user account password**.



2. Enter the new password then click **Change password**.

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Type a n	new password for this user ac	count		
Q Pa	ssword:	Confirm password:		
1	Password requirements:			
	 The passwords match 			
What show	d I know about paceword policies?			
what shou	ind I know about password policies!			
			Change password Cancel	
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Delete User

To delete a user:

1. Right click on the user to select **Remove the user account**.



2. Confirm the user deletion by clicking on **Delete account**.

