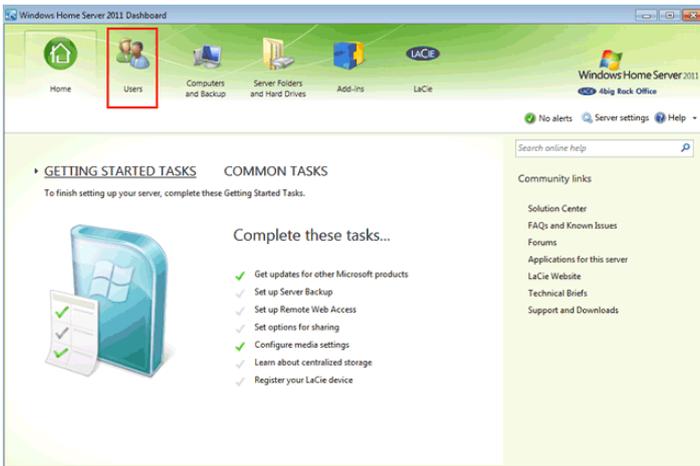


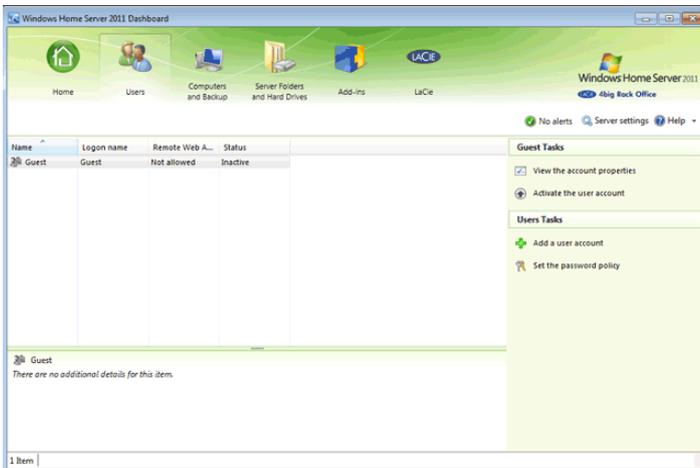
USERS

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 [Access the Server](#)).
2. Click on **Users**.



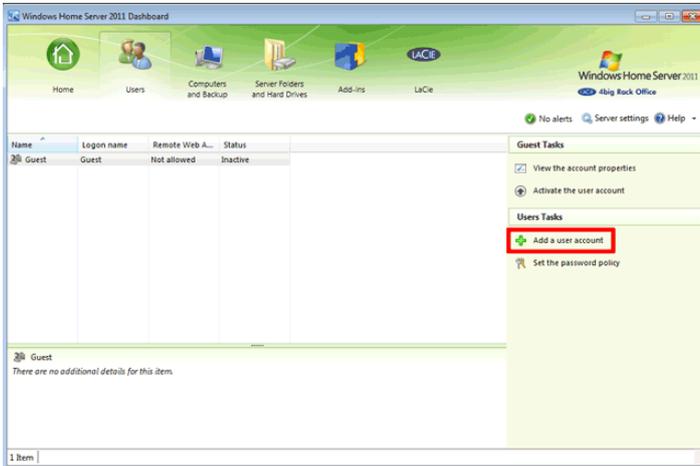
3. The *User* tab is available to manage user accounts.



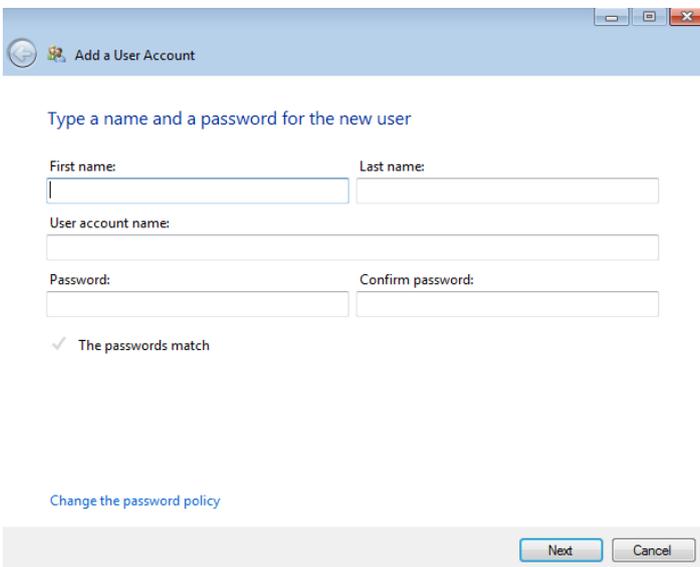
CREATE A USER

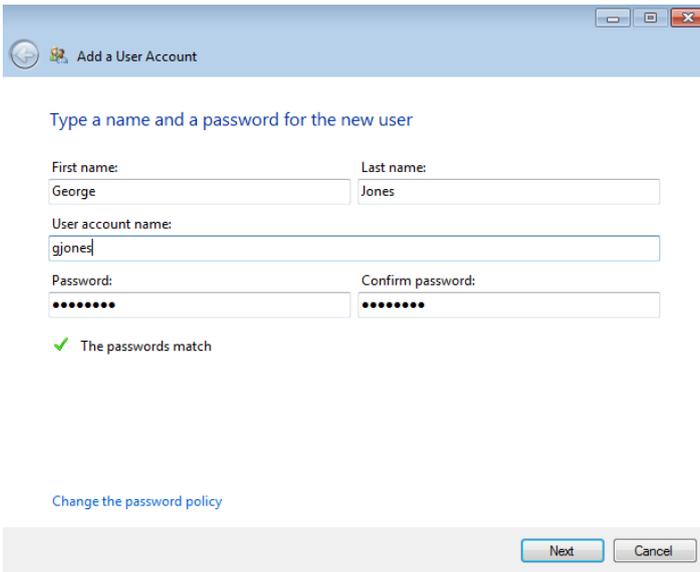
To create a user:

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



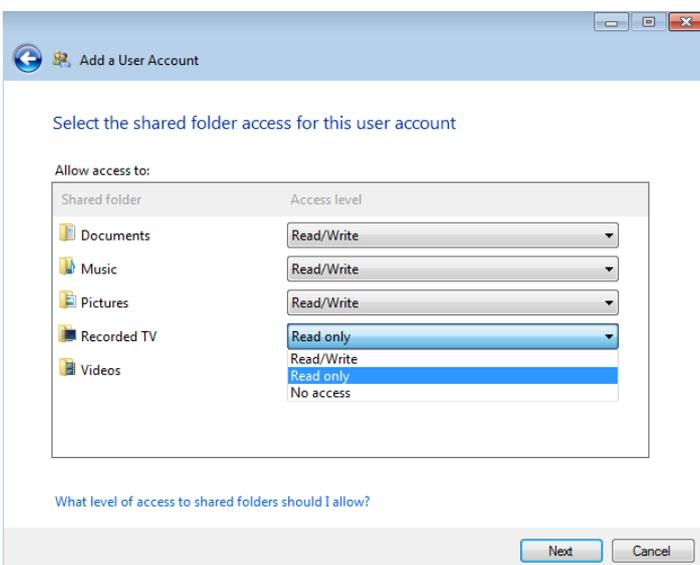
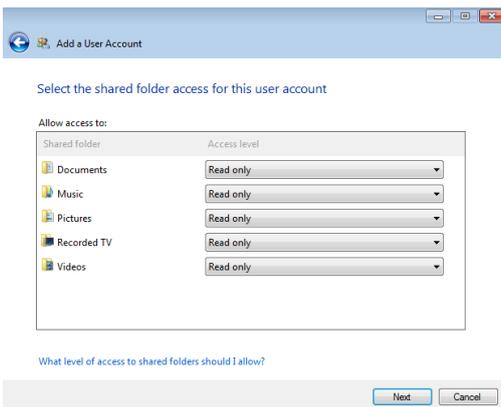
2. Enter the name of the user, the user account name, and the password. The account name will be the user's login. It is recommended that administrators select user account names and passwords on the server that are identical to the user's login on the workstation. Matching logins and passwords will 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.

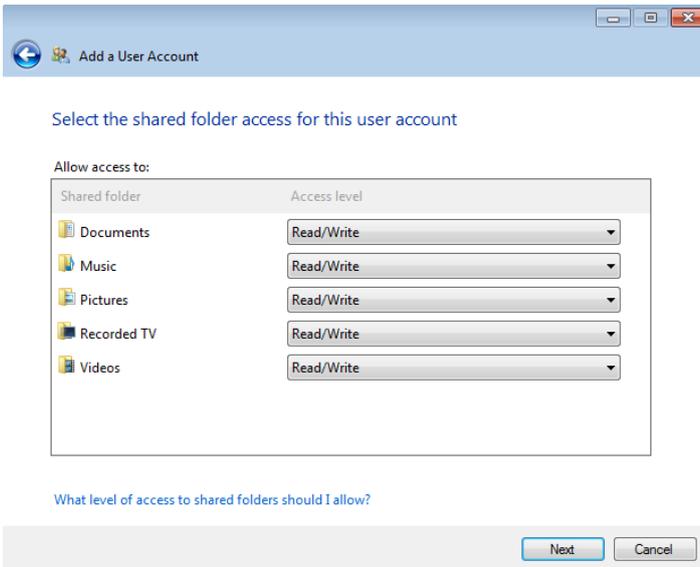




3. Click **Next**.

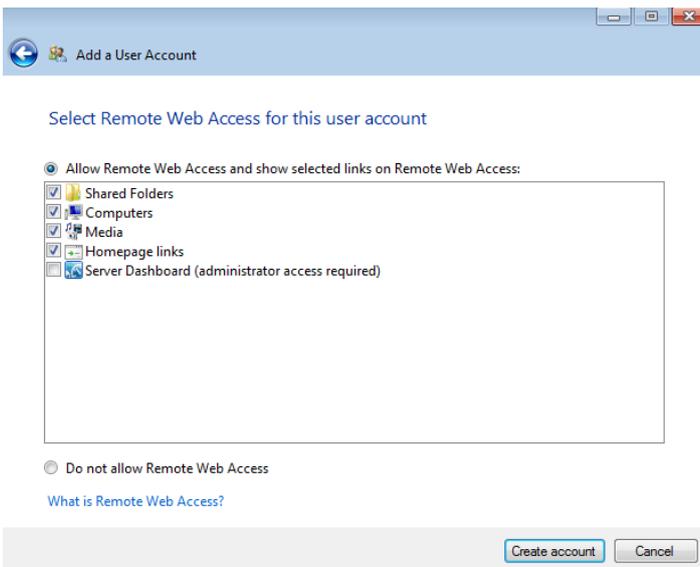
4. Select the type of access the user will have to each Shared Folder: *no access*, *read only*, or *read/write*. The Shared Folders in the screenshots below are the default Shared Folders. The list will not be the same for you if you have created new Shared Folders (see [Shared Folders](#)).



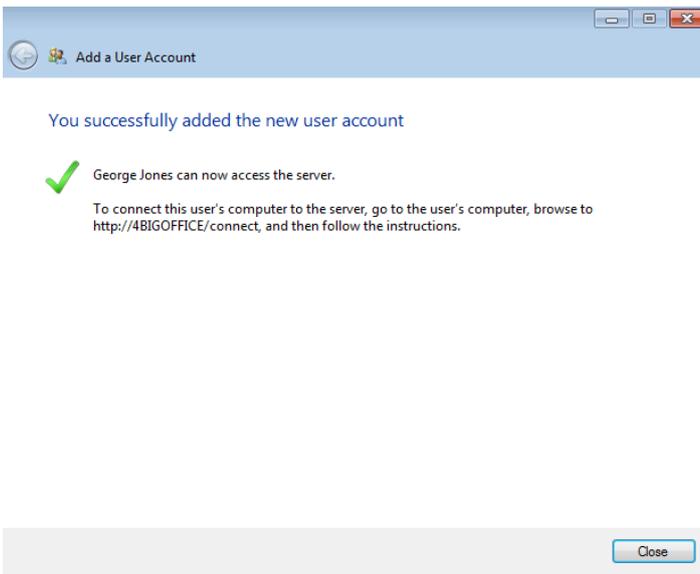


5. Click **Next**.

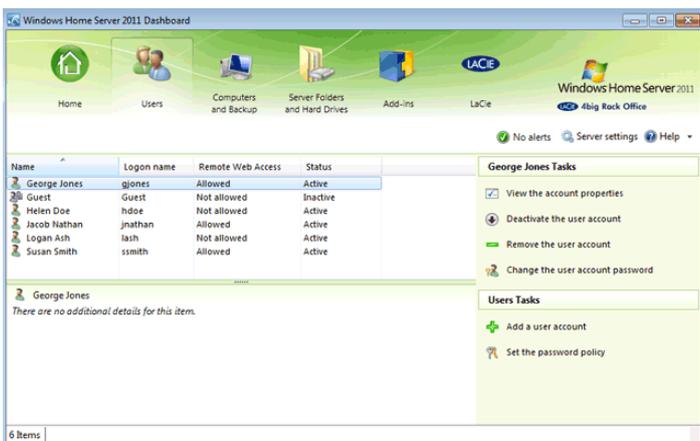
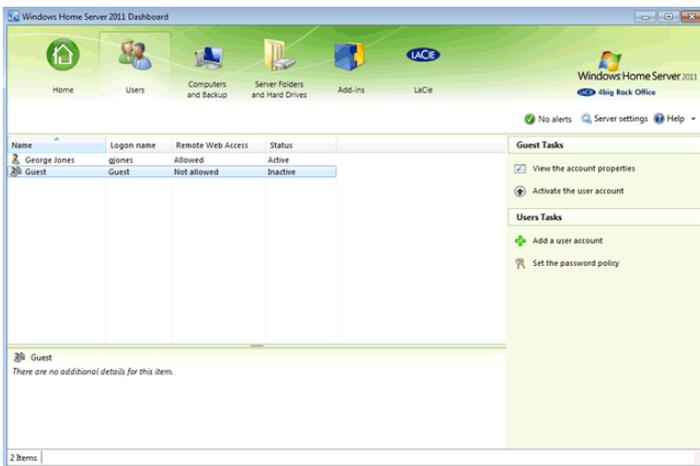
6. You can give the user access to the server from remote locations. Click **Next** once you have selected the remote access options.



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.



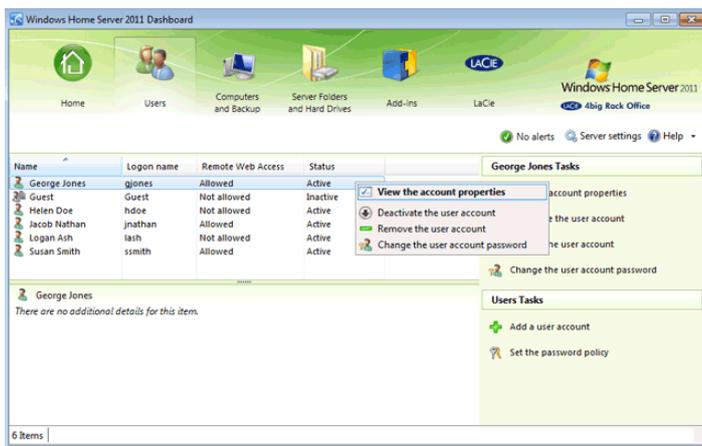
REVISE USER SETTINGS

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.

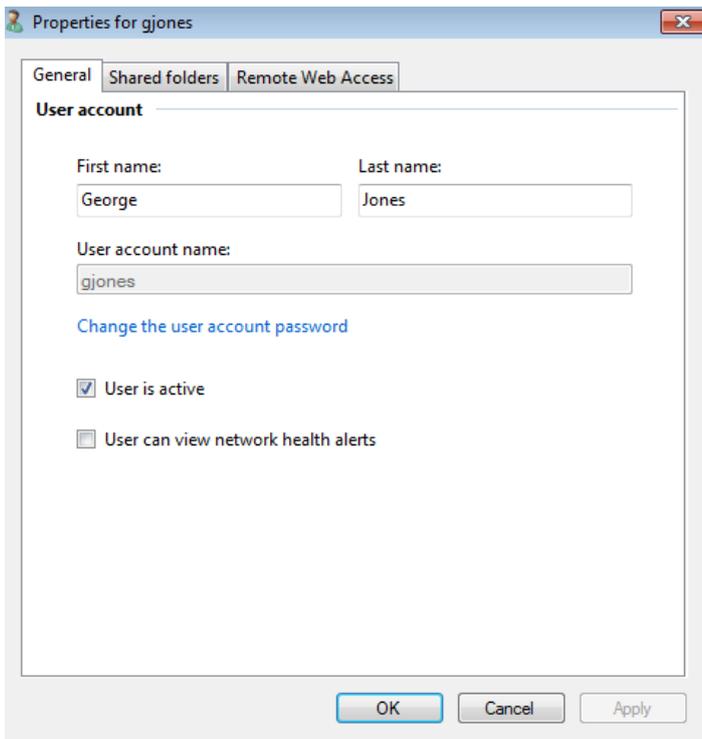
Sharing, Remote Access, and General

To modify user settings:

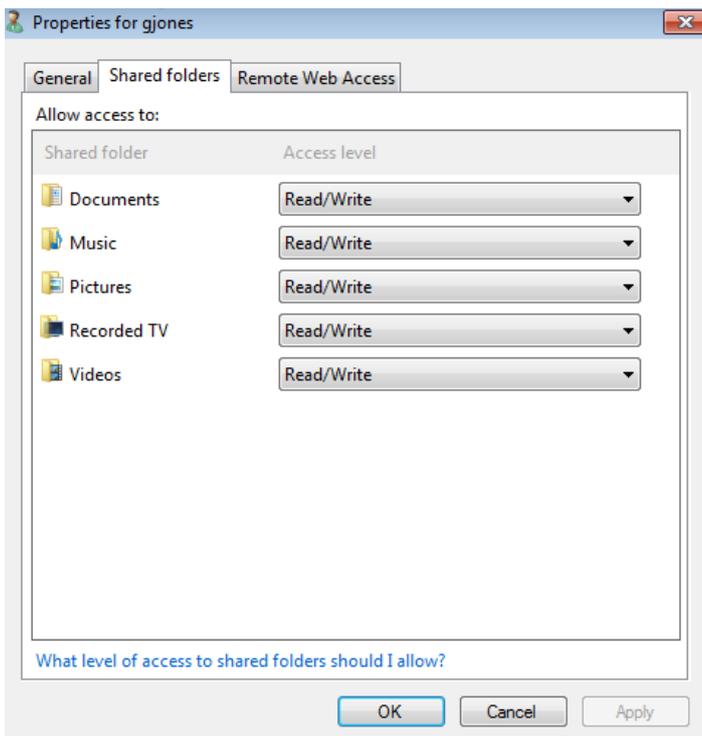
1. From the *Users* tab, right click on the user to select **View the account properties**.



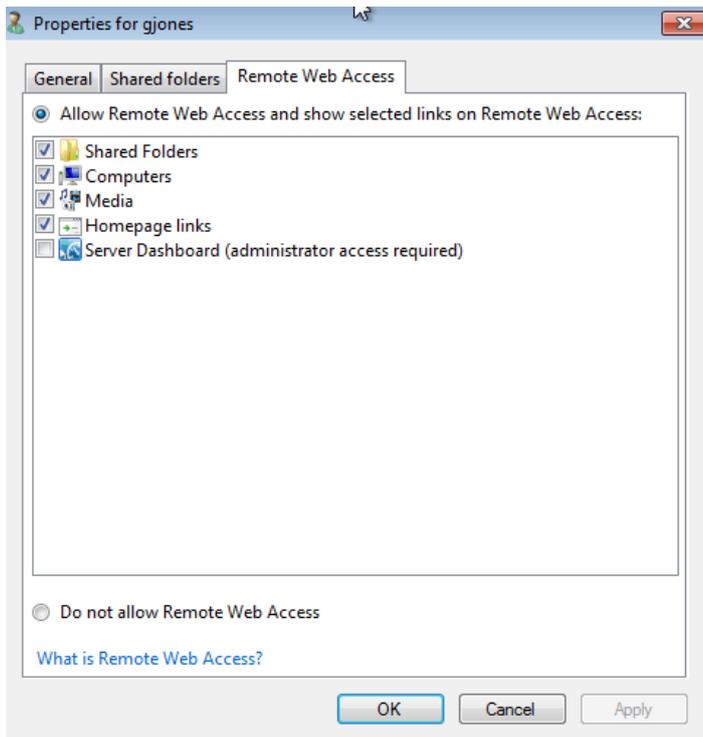
2. There are three tabs: *General*, *Shared Folders*, and *Remote Web Access*. From the *General* tab, administrators can change the user's name, password, and status. If the user will not access the server for an extended period of time, deselect the checkbox next to **User is active**. His status will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



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



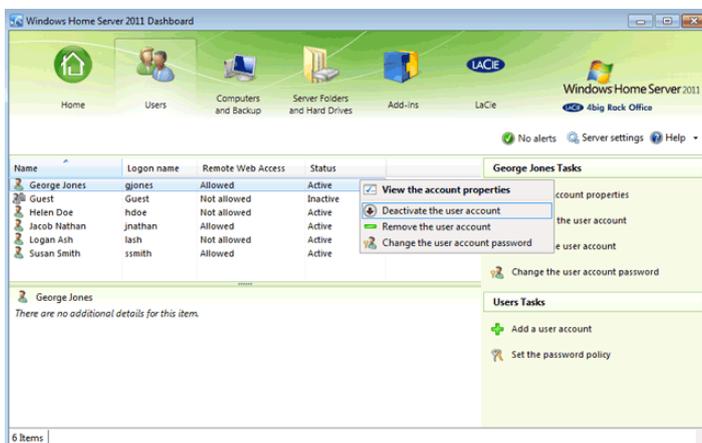
4. Certain work environments allow users to log onto company servers from remote locations. The *Remote Web Access* enables the administrator to turn the feature on or off for a user as well as manage the type of access available while outside the network.



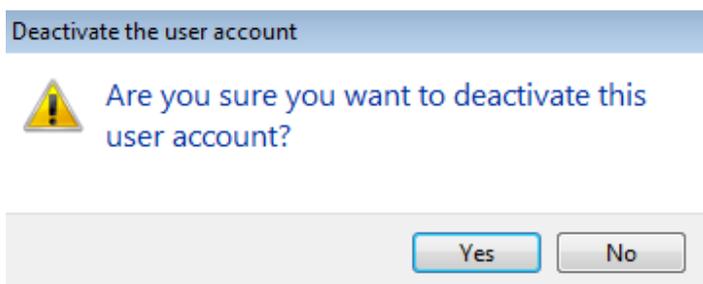
Active/Inactive

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*.

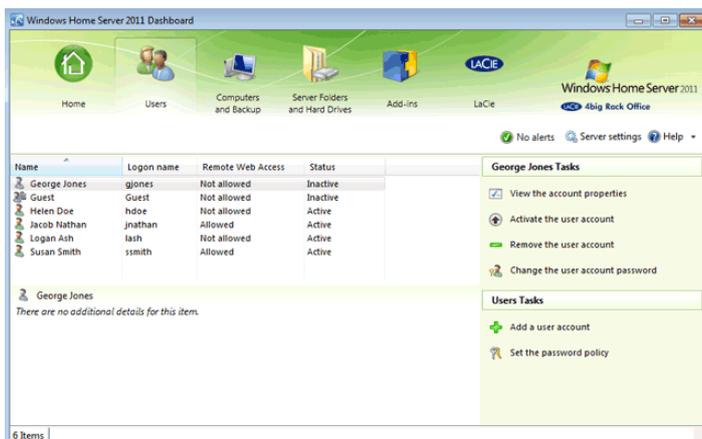
1. Right click on the user to select **Deactivate the user account**.



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. Right-click on the user server to select **Activate the user**

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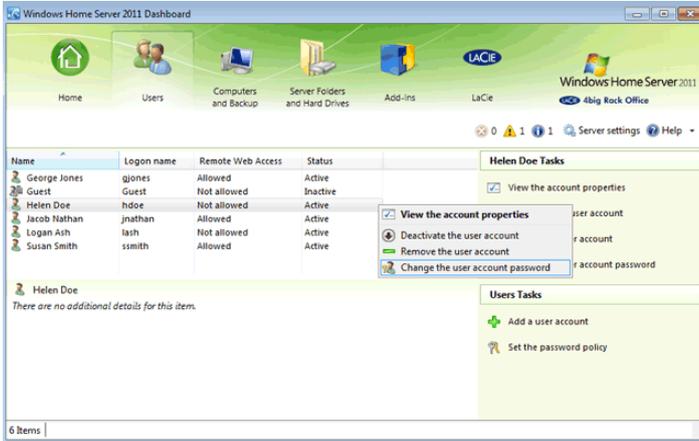
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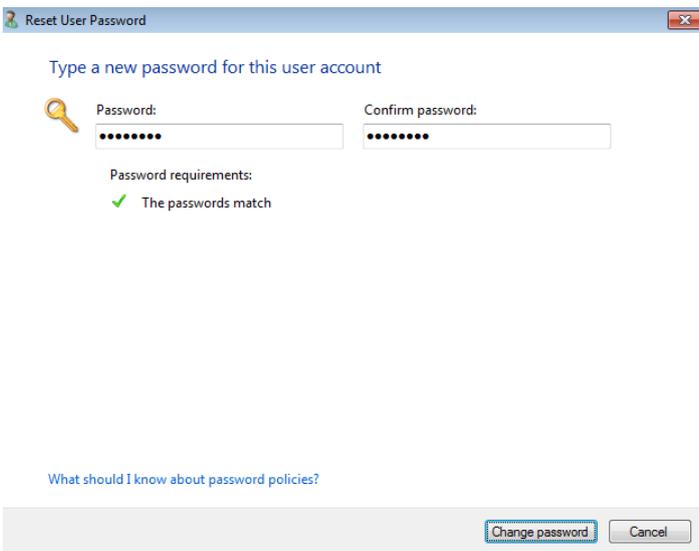
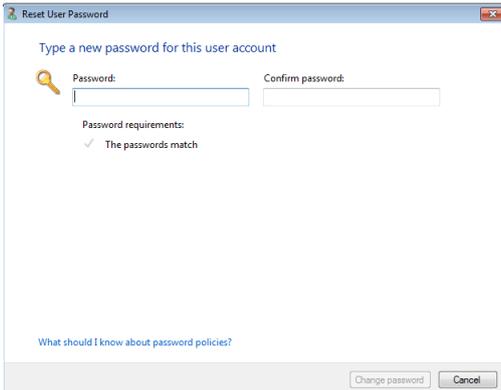
Password

To change a user's password:

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



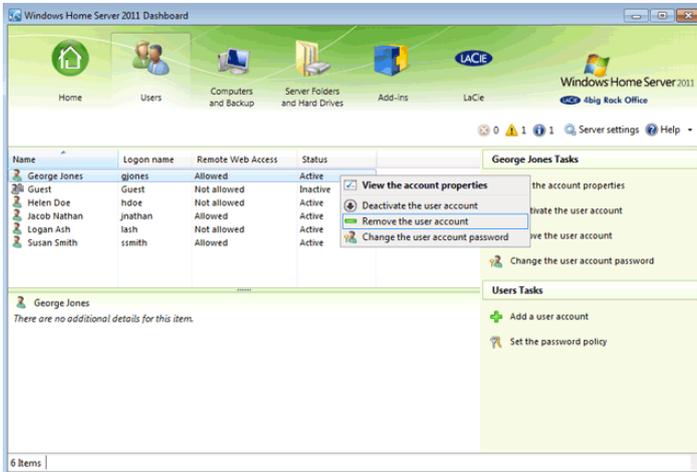
2. Enter the new password then click **Change password**.



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**.

