Structuring and creating accounts in Active Directory

In this guide we will create a structure in Active Directory, that supports the following departments in two sites.

- Management (Ledelse)
- Production (Produktion)
- Administration
- Sales (Salg)



According to Microsoft there are several ways to structure Active Directory accounts. There is not just one solution, but some designs are more appropriate than others. It all depends on the company. See page 208-210 in the Microsoft Press book: Configuring Windows Server 2008 Active Directory (2nd edition) (70-640).

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Creating an Organizational Unit (OU) strukture

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We will create sub OUs by right clicking Workstations→New→Organizational Unit

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In the same way, create all the above OUs, notice the root OU ACL_Groups has been added.



We are moving our server accounts into the structure by marking them all, right clicking one and choosing **Cut**

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Right click Servers and choose Paste





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This way we can see all the objects in the tree structure to the left. Move all servers and workstations into the structure as shown.

Creating user accounts and global groups

We will create two user accounts per site, to represent the test company.

Then we will create a global group for each department, representing all users in a department.

The global group can be searched from everywhere in our Active Directory, including from members of the Active Directory forest and can be used to apply permissions and/or rights to the whole department which is represented by the global group.



We can create a user account in the Administration department by marking the OU and right clicking in the empty space on the right, choose **New**->**User**. Alternatively, you can just right click the OU. (Notice this must be under the structure for **People**)

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Create the users in the other departments as shown.



Under a new root OU **Groups** we will create the global groups by first marking the **Groups** OU then right clicking in the white space (the reading pane) and choosing **New→Group**

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Create the remaining global groups as shown.



We will add the department users to their respective global groups by right clicking on the group and choosing **Properties**

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This is the sales group (Salg) and we add Mads Madsen by typing **mads** and clicking **Check names** and **OK** x 2. Now add the last 3 users to their respective global group.

We have now created a structure for workstations, servers, users and groups, that we can continue to build on.