

## How to Create a Boston Network User

Throughout this document, “XXX” refers to the new user’s user ID (initials).

### 1. Create user in NetWare Administrator

- In container Boston, Object | Create, User
  - Login name: Xxx
  - Last name
  - Create home directory
  - Path: choose BOS\_USERS
  - Define additional properties
- Identification tab:
  - Given name: user’s first name (nickname, i.e. Bill)
  - Full name: user’s first and last name
- Environment tab:
  - Default server: BOS
- Password Restrictions tab:
  - Require a password
  - Minimum password length: 8
  - Force periodic password changes
  - Days between forced changes: 90
  - Require unique passwords
  - Limit grace logins
  - Set both allowed and remaining to 2
  - Change password: I use “haley” plus a number; do all lowercase
- Print Job Configuration tab: On all jobs you create,  (i.e. un-x) Form Feed and Print Banner;  
 Notify when done. When selecting the queue, choose the one that ends in \_Q.
  - “Regular”, LPT1:, select their regular queue
  - “Letterhead”, LPT2:, select their letterhead queue
  - “11x17”, LPT4:, select the 11x17 queue
  - Select the Regular definition and  Default.
- Group Membership tab:
  - Everyone generally gets: Everyone, Mail, NT, NTapps, Staff, Winapps
  - Other groups as needed; if you’re not sure what groups to give, look at a similar user
- Client Configuration tab:
  - Under “NT Configuration Object”, choose Standard Configuration for a desktop (or Admin Configuration for a laptop)
- GroupWise Account tab:
  - Under “Post Office”,  the browsing button for “GroupWise Name” and choose the Boston.Main post office. Note that the rest of the information required for the user fills in automatically.
- GroupWise Distribution Lists tab:
  - the Add button; select groups as needed (most users will require Boston-Based Staff plus a departmental group)
- out

2. Set user restrictions in NetWare Administrator
  -  the volume BOS\_USERS in the tree
    -  the user's home directory; Details
  - Facts tab:
    - Restrict Size
    - Limit: 10240 KB (this is 10 MB)
  - Trustees of this Directory tab:
    - Select the user in the list of trustees
    - Access Control (so the user is left with RWCEMF)
3. Create NT account
  - Run User Manager for Domains
    - User | New User
    - Username: XXX
    - Enter full name
    - Enter same password
    - User must change password at next logon
    - Password never expires
4. Create FaxPress ID
  - Run FaxMain
  - System | Define Users/Mailboxes
  - Select "Guest"; press Ins
    - Mailbox name: XXX
    - Enter full name
    - Enter DTMF address (DID fax extension) if known
    - Incoming fax should be  Stored
5. Computer
  - If the user will not be getting a new computer, copy h:\userdef\wpwin61\wpcset32.bif to their g:\ as wpcset.bif (name must be changed!)
  - Try logging in as the user to make sure everything has been set up properly
6. Record the user in users.xls
7. Create a new user package and give to the user