



Network Administration, 2 Days

Course Description

This course is designed for people who are required to manage a Windows Server network in addition to their 'regular job'. We look at those topics that are absolutely necessary to manage a network, while omitting the technical areas that non-I.T. people do not need.

Prerequisites

Course Prerequisite: Required: You should be an intermediate to advanced computer user for this course.

Topics Covered

Overview

Networks
What do I need on each computer?
General Network Terms
Types of Networks
Windows Server Service Pack
Disk Partitions & Drive Letters
File Systems
Domains & Workgroups

Installation and Initial Network Configuration

Server Software Installation
Server Configuration
Install Network Card Driver
Configure TCP/IP
Install DNS & DHCP
Install Active Directory

Network Administration Tasks

Creating User Accounts
User Accounts Properties
Setting Logon Hours
Passwords
Home Folders
User Profiles
More About User Accounts
Setting Properties for Multiple Users
Copy a User
Export list
Disable, Delete, Rename a User Account

Group Policies
Change Login Password Requirements
Redirect 'My Documents' Folder

Groups
Default Groups
Group Types
Group Scope
Creating Groups & Adding Users to Groups
Assigning Rights to a Group
Deleting Groups

Sharing
Why Share Folders?
Shared Folder Permissions
User and Group Permissions
Who Can Share a Folder?

How to Share a Folder
Assigning Permissions
How do I get to the Shared Folder?
Administrative Shares
NTFS Permissions
Why Use NTFS permissions?
How do NTFS Permissions Work?
What about Share Permissions?
How do I Set NTFS permissions?
Taking Ownership of Folders and Files
Copying or Moving Folders and Files
Printing
Deleting a Printer
Sharing a Printer
Setting Print Server Properties
Printer Permissions
Connecting to the Printer
Creating a Printing Pool
General Troubleshooting
Event Viewer
Log Properties
Backup
Backup Types
Connect a Workstation to the Network
Connect to the Domain-Check List
Network Cables, Hubs and Routers
Problems Connecting to the Network?
Computer Names
Connect to the Domain-Instructions
Copy Profiles to Server
A Note About Profiles
Mapping a Drive
Changing Your Password

Exchange Server and Outlook

Installation of Exchange Server
Managing User Mailboxes on the Server
Configuring Outlook on Workstations
Where User Mail is Stored
External Email – from the Internet