
Windows 2000/2003 – Basic Server Admin

Objectives

This course aims to develop the basic administrative skills required by a local site administrator in a large or geographically-distributed Active Directory Domain based on Microsoft Windows 2000 or 2003 Server.

You should do this course if you are actively involved with common day-to-day administrative duties but not responsible for high level administrative tasks.



Pre-Requisites

Attendees should have at least medium level existing computing skills and be very comfortable with the Windows Graphical User Interface. They should also be acquainted with the basic concepts of network operating systems including users, groups and file shares.

The typical target trainee will be an experienced computer user who may be called upon to provide additional on-site administrative support within a larger enterprise.

Duration

Two days.

Course Outcomes

1. Understand the general structure of Active Directory
2. Work effectively with users, groups, printers, published shares and organizational units
3. Understand Active Directory security
4. Use Group Policies to manage the user environment
5. Control access to network resources using NTFS and share permissions
6. Join clients to a Windows 2000/3 domain
7. Manage network storage with home folders and quotas
8. Manage printers
9. Monitor Servers for errors and performance issues
10. Use Windows Backup to backup and restore files
11. Use the Remote Desktop Client to administer servers remotely

Course Content

Introduction to Active Directory

- What is Active Directory?
- Active Directory Domains and Replication
- Components of the Active Directory

Managing Local Users and Groups

- Managing Local User Accounts
- Managing Local Groups

Managing Users and Groups in a Domain

- Domain User Accounts
- Groups in a Domain Environment
- User Profiles

Managing Active Directory Objects

- Working with Group Objects
- Managing File and Printer Resources
- Searching for Objects in the Active Directory

Active Directory Security

- Controlling Access to Objects
- Delegating Authority Over Active Directory Objects

Introduction to Group Policies

- Managing Security Settings with Group Policies
- Managing User Interface Settings
- Managing Group Policies
- Assigning Scripts and Redirecting Folders

Sharing and Securing File System Resources

- Securing Files with NTFS
- Securing Shares with Share Permissions
- Security System Interactions

Configuring Windows 2000 Network Clients

- Joining a Windows 2000 Active Directory Domain

Managing Network Storage

- Creating user home folders
- Setting and managing disk quotas

Network Printing

- Windows 2000/3 Printing
- Administering Printers

Monitoring Servers

- Using Event Viewer

Protecting Against Disaster

- Using the Windows Backup utility

Remote Administration

- Using the Remote Desktop client to administer a Server