

3. Managing Users & Groups

Mac OS X Server provides a number of options to manage the work environment of users when they login to the network. Users are more easily managed in Groups, rather than as individual users.

The information in this document assumes that the *Users* on your server are organised into *Groups*.

In a school this may be a *Year* group, *Teachers* group, *Student* group, etc.

This document describes the setup of the following Preferences:

1. Dock Items and Display Preferences
2. Login Options
3. Desktop View Options
4. Default Home Page
5. Mounting a Group Folder at Login

Users should only be a member of ONE *managed* Group.

1. Setting up Dock Preferences

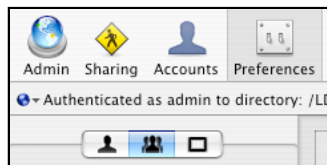
1.1. Log on to a network computer.

It is important that this computer has an identical software image to other computers on the network.

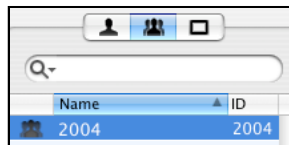
1.2. If not already installed, install *WorkGroup Manager* on the local workstation. (This can be installed from the *Admin Tools* CD).

1.3. Open *WorkGroup Manager*.

1.4. Click on the **Groups** tab, then the **Preferences** icon.



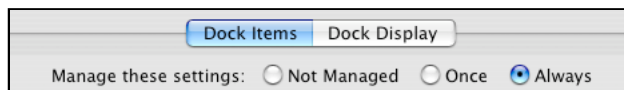
1.5. Select a *Group* (or *Groups*) in the left pane.



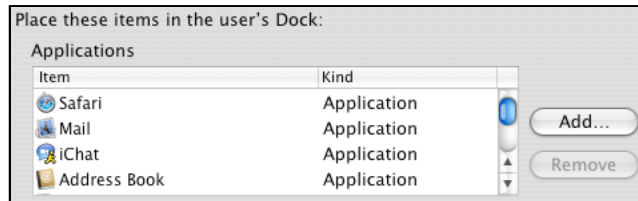
1.6. Click on the **Dock** Icon in the right pane.



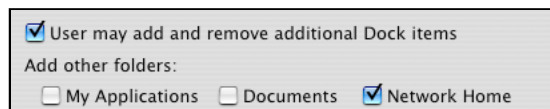
1.7. Choose to **Always** manage the Dock.



- 1.8. Use the **Add** and **Remove** button to include applications in the *Dock* for the selected *Group(s)*.

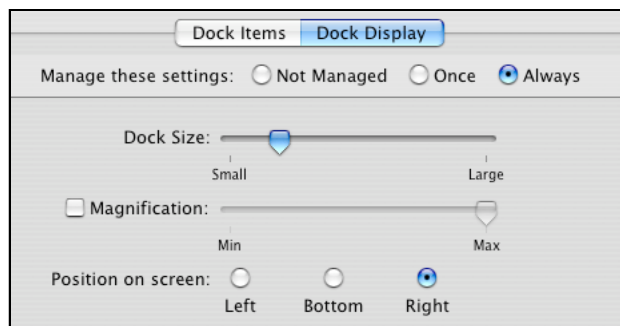


- 1.9. Other options, such as including the user's *Home* folder, are available within the **Dock Items** window.



- 1.10. Click on the **Apply Now** button.

- 1.11. The **Dock Display** button gives some more options for the management of the size and position of the *Dock*.

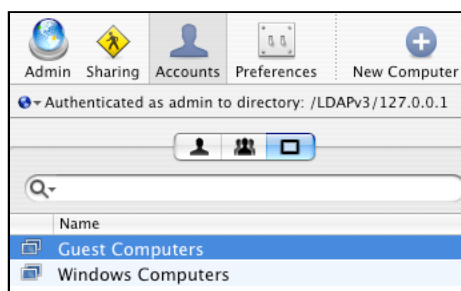


2. Defining Login Options

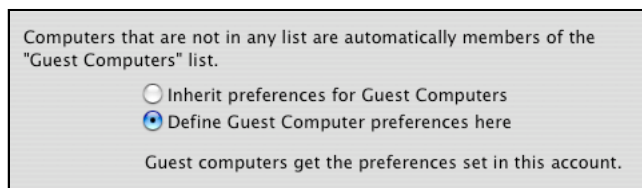
You can choose for network users to be presented with a *List of Names* at the login window, or a blank login box where they can enter their *Username* and *Password*.

2.1. Open *WorkGroup Manager*.

2.2. Click on the **Accounts** icon > **Computers** button > **Guest Computers**.

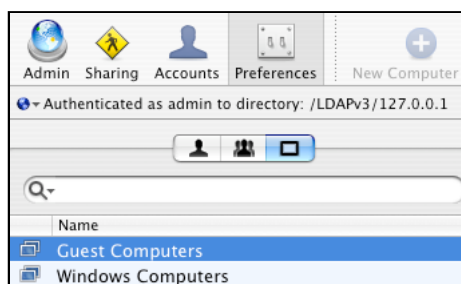


2.3. In the right pane of the window, check the option to **Define Guest Computer preferences here**.



2.4. Click on the **Save** button.

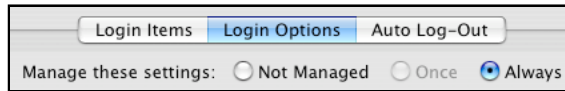
2.5. Click on the **Preferences** icon at the top of the screen.



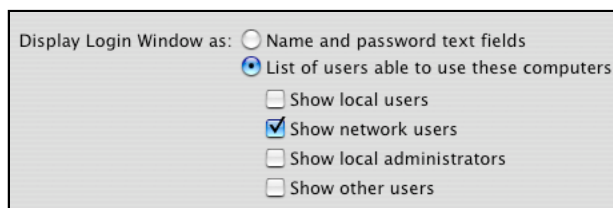
2.6. In the right pane click on the **Login** icon.



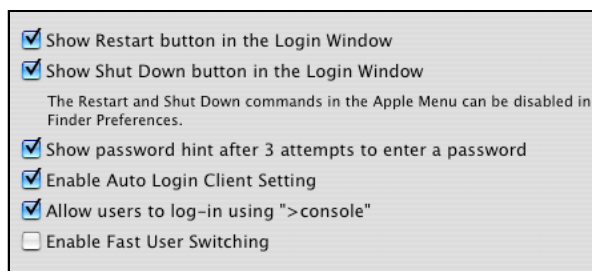
2.7. Click on the **Login Options** tab, and select the **Always** management option.



2.8. Select your preferred login options from the available list.



2.9. A number of other options are also available.

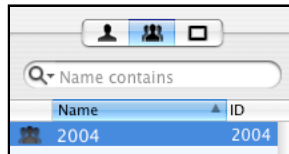


2.10. Click on the **Apply Now** button

3. Keep Users' Desktops organised!

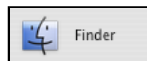
3.1. Open *Workgroup Manager*.

3.2. Click on the **Groups** button, and select a *Group* (or *Groups*).

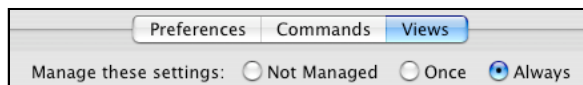


3.3. Click on the **Preferences** icon at the top of the window.

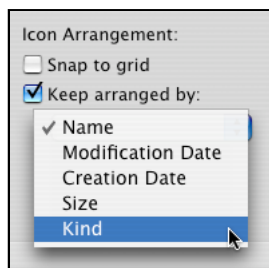
3.4. Click on the **Finder** icon in the right pane of the window.



3.5. Click on the **Views** button, then *Manage these settings: Always* button.



3.6. Choose to **Keep Arranged by Kind**.

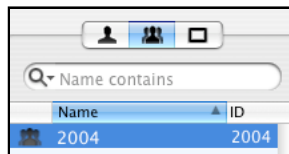


3.7. Click on the **Apply Now** button.

4. Defining a Default Home Page.

4.1. Open *Workgroup Manager*.

4.2. Click on the **Groups** button, and select a *Group* (or *Groups*).



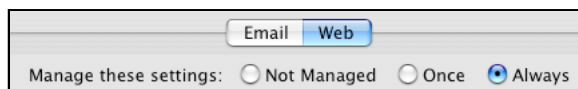
4.3. Click on the **Preferences** icon at the top of the window.



4.4. Click on the **Internet** icon in the right pane of the window.



4.5. Click on the **Web** button, and choose to **Always** manage these settings.



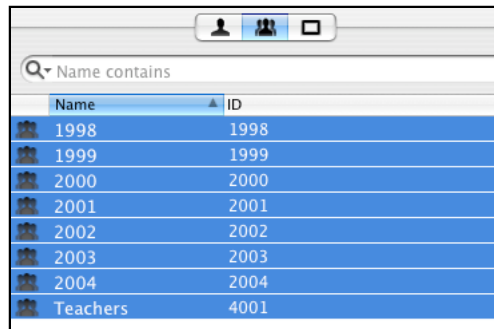
4.6. Enter the address of the default *Home Page* for the group.



4.7. Click on the **Apply Now** button.

5. Mount a *Group* folder when a user logs in.

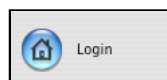
5.1. In *Workgroup Manager*, select the *Group(s)* whose *Group* folder you wish to mount, in the left pane.



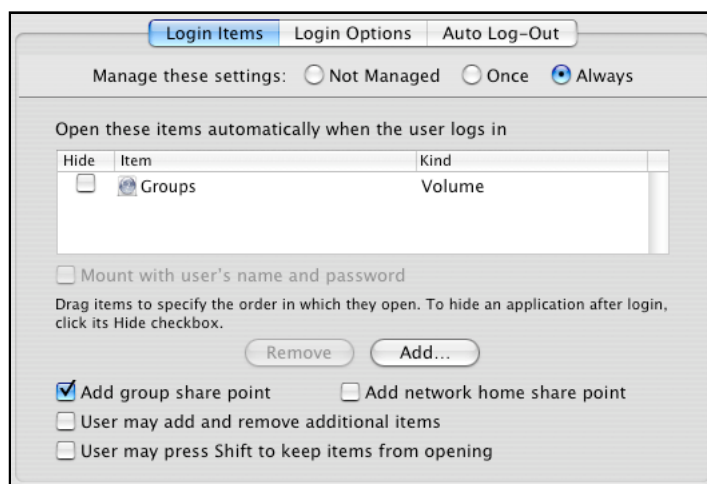
5.2. Click on the **Preferences** button at the top of the window.



5.3. Click on the **Login** icon in the right pane.



5.4. Click on the *Manage these settings: Always* button.



- Tick the **Add Group Sharepoint**.
- Click on the **Apply Now** button.