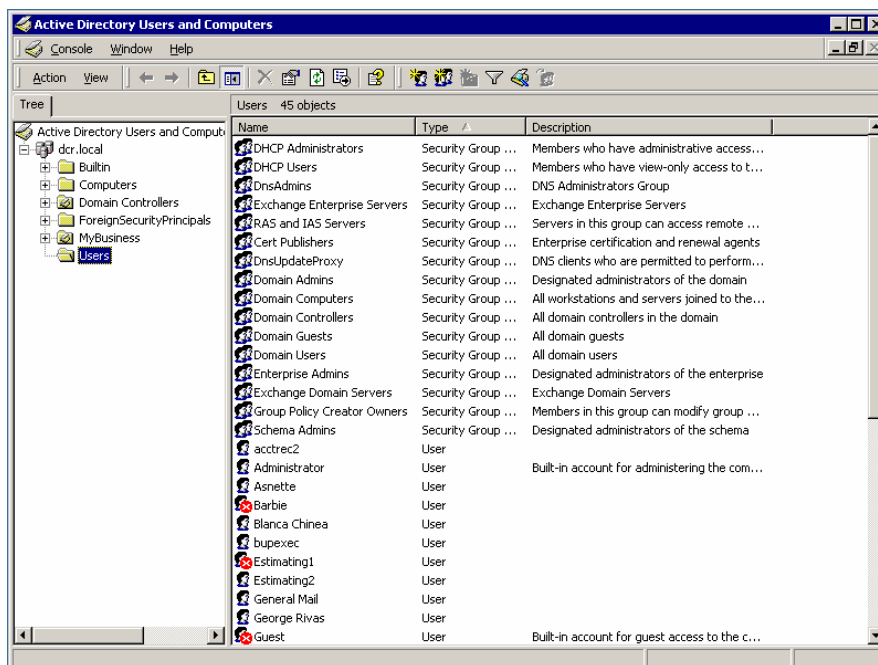


Important Note:

Before you can perform this procedure you will need access to the server located in the XXX office building and you will need information about the new user. You will need the new user's first name and last name.

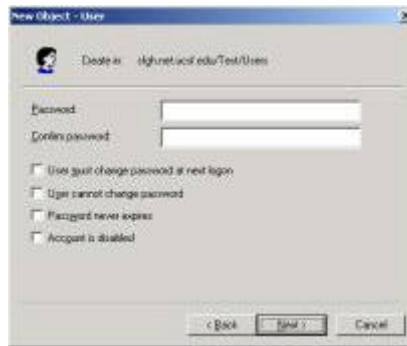
1. Click the desktop icon named Active Directory Users and Computers. If you cannot find this icon, click *Start > Settings > Control Panel > Active Directory Users and Computers*.
2. Be patient as it might take a few moments for this window to open. There is quite a bit of information stored in the Active Directory and it takes time to load it all. You will see a window that looks like the picture below.



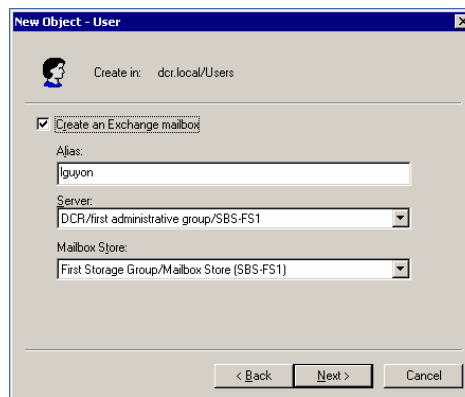
3. To create a new user, right click on *Users* folder and select *New - User*. The New Object - User window appears. Enter the First name, Last name and user logon name (e.g., first name initial + last name).



4. Click *Next*. Type in and confirm the new password for this user and click *Next*.



5. Now you will set up the new users email account. The alias portion should be the same as the login. If you change the alias, you will change the email address of the user. Diversified company policy is for all email addresses to conform to the First Initial + Last Name standard. Click *Next*.



6. This last window is to verify all your settings. Click *Finished*.

Congratulations, you have just set up a new user and email account on the network.

If you require additional permission to network resources, please have a senior member of the XXX management team contact your R-Squared Service Representative directly.