

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