

## Course Outline

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### 2273- Managing and Maintaining a Microsoft Windows Server 2003 Environment



**Duration:** 5 days (30 hours)

#### Learning Objectives:

- Create and populate organizational units with user and computer accounts.
- Manage user and computer accounts.
- Create and manage groups.
- Manage access to resources.
- Implement printing.
- Manage printing.
- Manage access to objects in organizational units.
- Implement Group Policy.
- Manage the user and computer environment by using Group Policy.
- Audit accounts and resources.
- Prepare to administer server resources.
- Configure a server to monitor system performance.
- Monitor system performance.
- Manage device drivers by configuring device driver signing and restoring a device driver.
- Manage hard disks.
- Manage data storage.
- Manage disaster recovery.
- Maintain software by using Microsoft Software Update Services

#### Target Audience:

The target audience consists of IT support professionals

#### Topics Covered:

- Introduction to Administering accounts and resources
  - Multimedia: Introduction to Administering Accounts and Resources
  - The Windows Server 2003 Family
  - Logging on to Windows Server 2003
  - Installing and Configuring Administrative Tools
  - Creating User Accounts
  - Creating Computer Accounts
  - Creating an Organizational Unit
  - Creating Accounts and Organizational Units
  - Creating an Organizational Unit Hierarchy
  - Creating Computer Accounts

- Creating User Accounts
- Managing user and computer accounts
  - Modifying Users and Computer Account Properties
  - Enabling and Unlocking User and Computer Accounts
  - Creating a User Account Template
  - Locating User and Computer Accounts in Active Directory
  - Saving Queries
  - Resetting User and Computer Accounts
  - Moving Domain Objects
  - Searching for and Moving User Accounts
  - Searching for and Moving Computer Accounts
  - Searching for and Enabling User Accounts
- Managing Groups
  - Creating Groups
  - Managing Group Membership
  - Strategies for Using Groups
  - Modifying Groups
  - Using Default Groups
  - Best Practices for Managing Groups
  - Creating and Managing Groups
- Managing access to resources
  - Overview of Managing Access to Resources
  - Managing Access to Shared Folders
  - Managing Access to Files and Folders Using NTFS Permissions
  - Determining Effective Permissions
  - Managing Access to Shared Files Using Offline Caching
  - Configuring Access for Manufacturing Personnel
  - Configuring Access for Marketing Personnel
  - Configuring Access for Purchasing Personnel
- Implementing Printing
  - Multimedia: Introduction to Printing in the Windows Server 2003 Family
  - Installing and Sharing Printers
  - Managing Access to Printers Using Shared Printer Permissions
  - Managing Printer Drivers
  - Implementing Printer Locations
  - Install Printers
  - Browse Network Printers with Locations
- Managing Printing
  - Changing the Location of the Print Spooler
  - Setting Printer Priorities
  - Scheduling Printer Availability
  - Configuring a Printing Pool
  - Creating Printing Pools
  - Setting Printer Priorities and Availability
- Managing access to Objects in organizational units

- Multimedia: The Role of the Organizational Unit
- Modifying Permissions for Active Directory Objects
- Delegating Control of Organizational Units
- Managing access to objects in organizational units
- Delegating Administrative Control
- Documenting Security of an Object Created in an Organizational Unit
- Implementing Group Policy
  - Implementing GPOs
  - Implementing GPOs on a Domain
  - Managing the Deployment of Group Policy
  - Creating and Linking GPOs
  - Configuring Group Filtering on GPOs
  - Configuring the Enforcement of GPOs
  - Configuring the Blocking of GPOs
- Managing the user environment by using group policy
  - Configuring Group Policy Settings
  - Assigning Scripts with Group Policy
  - Configuring Folder Redirection
  - Determining Applied GPOs
  - Using Group policy reports
  - Creating a Group Policy
  - Generating a Group Policy Modeling Report
  - Generating a Group Policy Results Report
- Introduction to Security in Windows server 2003
  - Overview of Security in Windows Server 2003
  - Using Security Templates to Secure Computers
  - Testing Computer Security Policy
  - Configuring Auditing
  - Managing Security Logs
  - Managing security settings
  - Creating a Custom Template
  - Testing a Custom Template
  - Deploying a Custom Template by Using a GPO
  - Configuring and Testing Security Audits of Organizational Units
- Preparing to Administer a server
  - Administering a Server
  - Configuring Remote Desktop to Administer a Server
  - Managing Remote Desktop Connections
  - Creating a Shared Folder on a Remote Computer
  - Defragmenting a Disk on a Remote Computer
  - Connecting to a Remote Console Session
  - Creating Shortcuts to Administration Tools
- Preparing to monitor server performance
  - Introduction to Monitoring Server Performance
  - Performing Real-Time and Logged Monitoring

- Configuring and Managing Counter Logs
- Configuring Alerts
- Selecting the Appropriate monitoring technique
- Monitoring server performance
  - Monitoring Server Memory
  - Monitoring Processor Usage
  - Monitoring Disks
  - Monitoring Network Usage
  - Starting Performance with Administrative Controls
  - Configuring System Monitor to Track High CPU Usage
  - Creating and Configuring an Alert in Performance Logs and Alerts to Track High CPU Usage
  - Enabling the Messenger Service
  - Testing the High CPU Usage Alert
- Maintaining Device drivers
  - Configuring Device Driver Signing Options
  - Using Device Driver Rollback
  - Viewing the Current File Signature Verification Setting
  - Modifying the Default Setting
  - Adding a Computer to the Organizational Unit
  - Verifying the New File Signature Verification Setting
- Managing Disks
  - Preparing Disks
  - Managing Disk Properties
  - Managing Mounted Drives
  - Converting Disks
  - Creating Volumes
  - Importing a Foreign Disk
  - Mounting Drive E to D:\Graphics
  - Changing Drive Letter D to X
  - Removing Mounted Drive E
  - Changing Drive Letter X to D
- Managing Data storage
  - Managing File Compression
  - Configuring File Encryption
  - Implementing Disk Quotas
  - Configuring Disk Quota Entries
  - Exporting Disk Quota Entries
  - Importing Disk Quota Entries
  - Compressing a Folder
  - Encrypting a Folder
- Managing disaster recovery
  - Preparing for Disaster Recovery
  - Backing Up Data
  - Scheduling Backup Jobs
  - Restoring Data

- Recovering from Server Failure
- Selecting Disaster Recovery Methods
- Installing the Recovery Console
- Backing Up the System State Data
- Creating a Windows Startup Disk
- Recovering from a Corrupt Registry
- Recovering from a Corrupt Boot File
- Managing Software by using software update services
  - Introduction to Software Update Services
  - Installing and Configuring Software Update Services
  - Managing a Software Update Services Infrastructure
  - Creating a Group Policy Object to Configure Automatic Updates
  - Preparing Sample Software Update Packages for Your Clients
  - Verifying the Updates Are Available to the Clients