Active Directory Management Tool

Comprehensive AD Management

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Contents

1) Introduction

It's quite cumbersome to manage Active Directory, through built-in native tools. Hosting Controller provides an easy way to add users, groups and contacts to Active Directory. It provides an intuitive, web-based solution for managing Active Directory accounts and enabling various services such as Exchange and SharePoint against them. This module deals with the management of Active Directory.
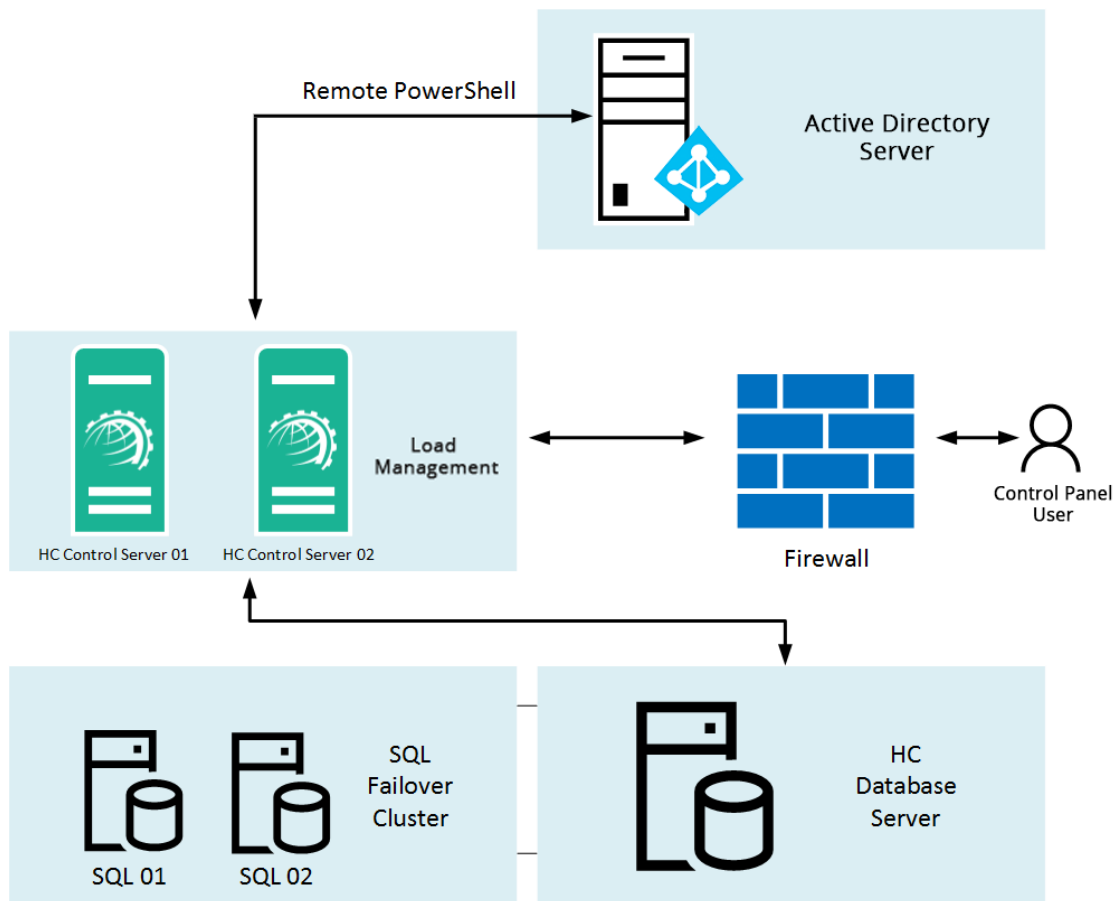
2) Active Directory Module Design

Figure 1: Active Directory Module Design

3) Active Directory Module Configurations

Before Active Directory can be managed through HC its necessary that it's globally configured in HC cluster settings.

3.1 Enabling Active Directory

To configure Active Directory Module, login as Global Admin and navigate to **Configurations >> Cluster Settings >> On-premises >> Active Directory.** There select Microsoft Active Directory as the provider.
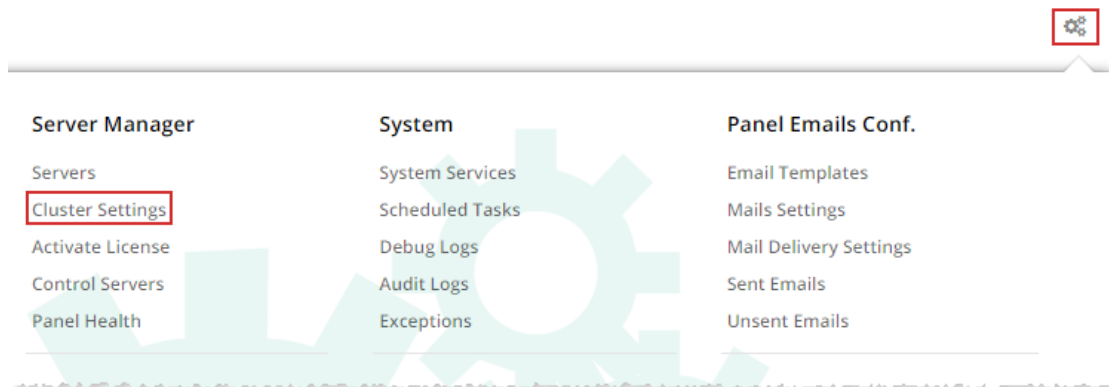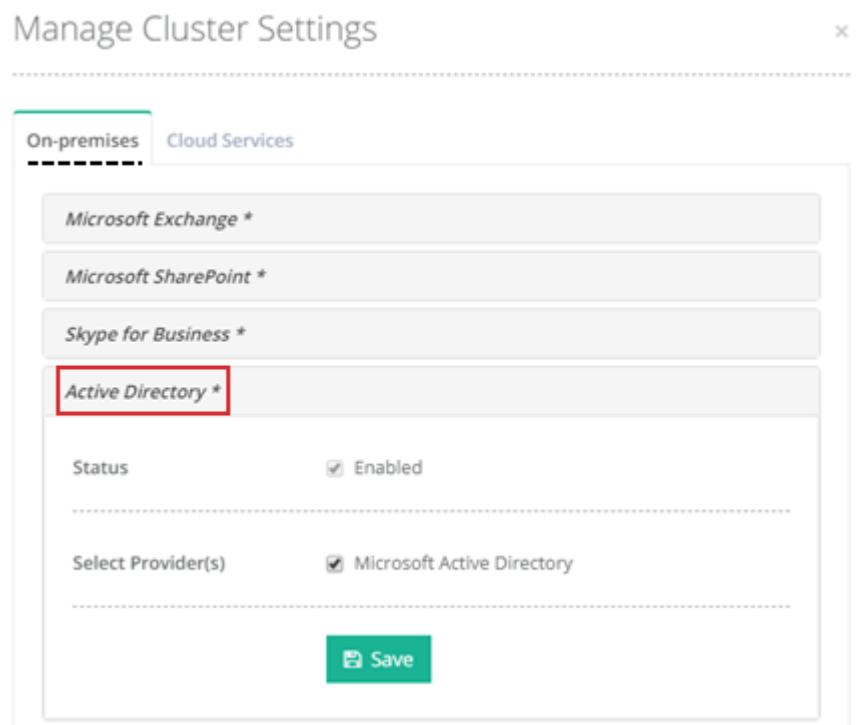
Figure 2: Enable Active Directory (Step 1)

Figure 3: Enable Active Directory (Step 2)

3.2 Adding Active Directory Server

Once it's enabled in cluster settings, an Active Directory hypothetical server needs to be added in the panel.

To add an active directory server, go to **Configurations >> Servers**. There select the **On-premises Enterprise** tab and add an Active Directory server.
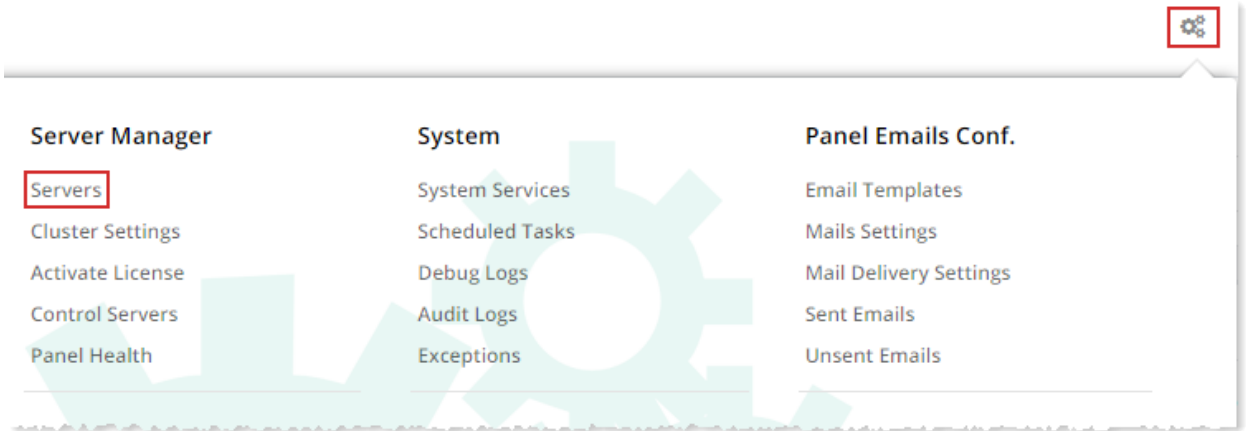
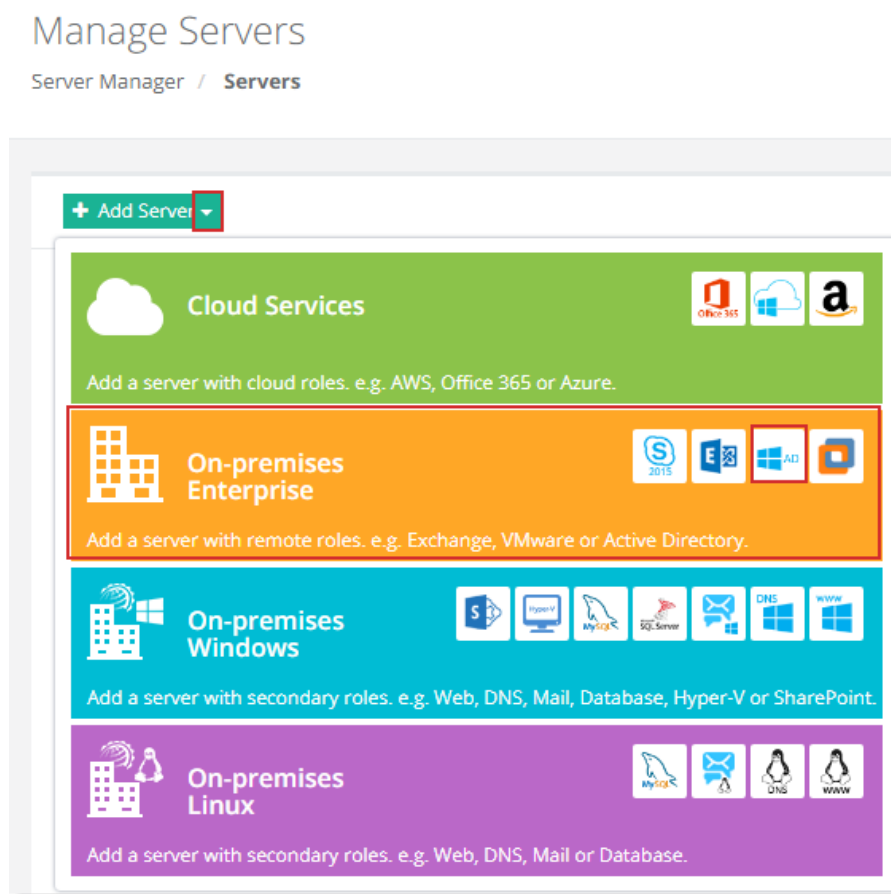Figure 4: Adding Active Directory Server (Step 1)

Figure 5: Adding Active Directory Server (Step 2)

Server Information

Server's Friendly Name   AD Management

Server Role(s) in Cluster

Select Server Role   ☐ Microsoft Exchange

☐ Skype for Business

☑ Active Directory

💾 Save   **☑ Save & Edit Roles**   ⊘ Cancel

Figure 6: Adding Active Directory Server (Step 3)

- **Server Friendly Name:** It is a friendly name for the AD server being added.
- **Server Role:** Select the AD server role and click **Add Server & Configure** button.

> *This is a hypothetical server with a Friendly Name, without any physical existence. It only serves as a pointer to the actual AD server. The Control Server communicates with the actual Domain Controller directly via Remote PowerShell.*

Figure 7: Adding Active Directory Server (Step 4)

- **Select Provider:** Select Microsoft Active Directory as the provider.
- **Domain Controller:** Provide resolvable host name or IP of the AD server.
- **Domain Admin:** Provide the Domain\Administrator or an account having equivalent privileges.
- **Password:** Password for the Domain\Administrator.

Click **Check Connectivity**. Once you get connected successfully, only then you can proceed to add an Active Directory server.

Figure 8: Adding Active Directory Server (Step 5)

- **Root Organizational Unit:** The root Organizational Unit under which Tenant organizations reside.

4) Creating Active Directory Organization

Organizational Unit (OU) is like a container, where you can place users, groups and computers. You can create an OU in AD through HC. AD users exist under these OUs.

To create an Organizational Unit, navigate to **Provisioning >> Active Directory >> Create Organization**. Specify **Organization Information** as below and click **Create Organization**.

Figure 9: Creating Active Directory Organization (Step 1)

Figure 10: Creating Active Directory Organization (Step 2)

- *Owner:* It is the panel user for which the organization is being created.
- *Select Provider:* Select Microsoft Active Directory as the provider.
- *Select Active Directory Server:* Select the Active Directory server added in HC.
- *Select Organization:* This is an optional field and is required to be selected if and only if an OU related to other services like Exchange, SharePoint etc. already exists under HC panel user.
- *Organization Name:* If a new OU is to be created, specify the OU name here.
- *Organization Suffix:* Specify the UPN Suffix for the organization.

Note   *You can provide multiple comma separated organization suffixes as well as a single suffix.*
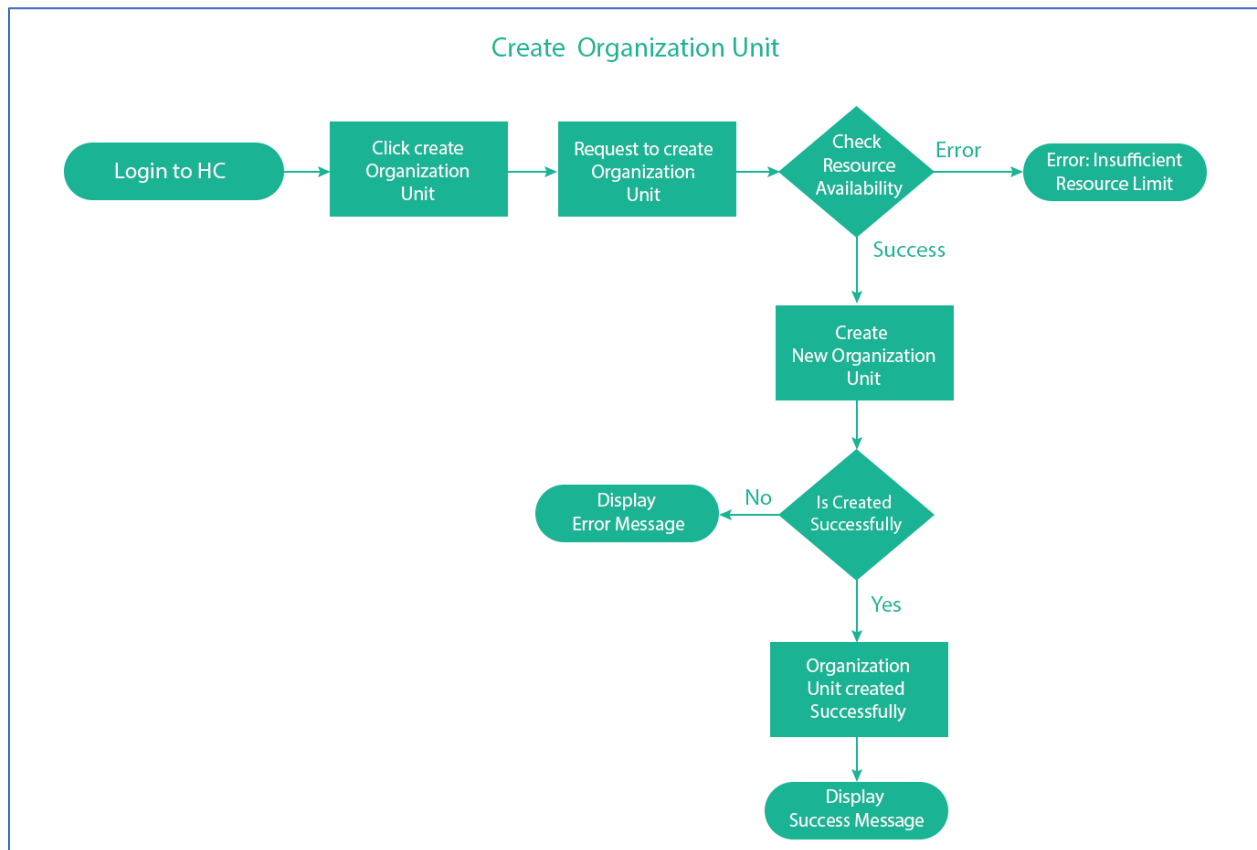

Figure 11: Flow Diagram - Create Organization Unit

5) Creating Active Directory User

An AD user is a domain object, which comprises of information that defines domain user. This information includes user name, password, and groups of which the user is a member. These users are stored in an AD.

To create a user, navigate to **Provisioning >> Active Directory >> Dashboard >> Create New >> User**. Specify **User Information** as below and click **Create AD User**.

Figure 12: Creating Active Directory User (Step 1)

Create AD User   ×

Username	user	@ poc-ad.com ▾
Password	••••••• 🔒	

Strong

Generate Password

Confirm Password	••••••• 🔒

☐ User must change password at next logon.

👤

Name	Example	User
Display Name	Display Name	Initials
Office Location		
Address		
	City	Zip Code
	United States ▾	
	Alabama ▾	

Other

Job	Job Title
	Company
	Department
Managed By	

＋ Add Manager

Contact	Business Phone
	Fax
	Home Phone
	Mobile Phone
Web Page	http://
Notes	

💾 Create AD User   ⊘ Cancel

Figure 13: Creating Active Directory User (Step 2)

- **Username:** This is the username of the AD user.
- **Password:** Specify the password for the AD user.
- **Confirm Password:** Confirm the password.
- **Control Account Expiry:** Control account expiry of AD user. If checked user must change password at next logon.
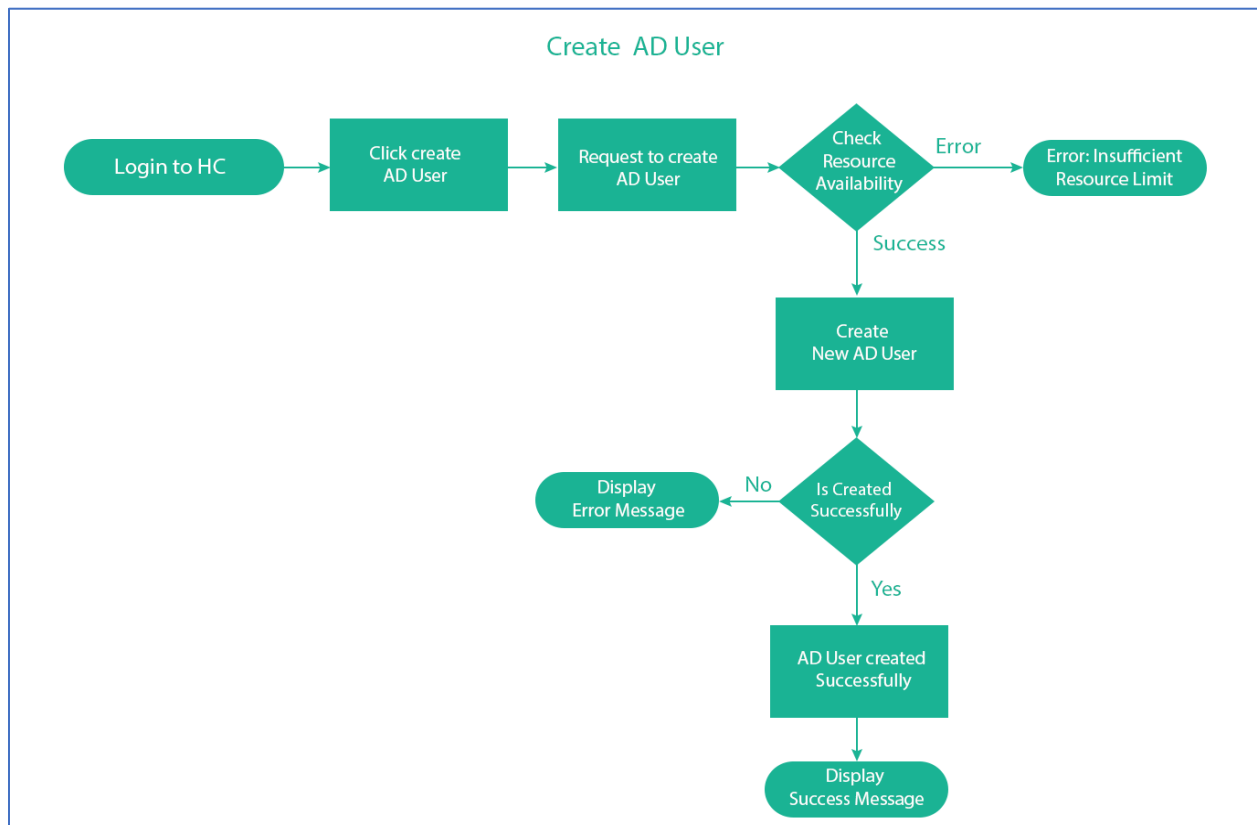- **( ) User Profile:** These are the general settings for the AD user.

Figure 14: Flow Diagram - Create AD User

5.1   Active Directory User Actions
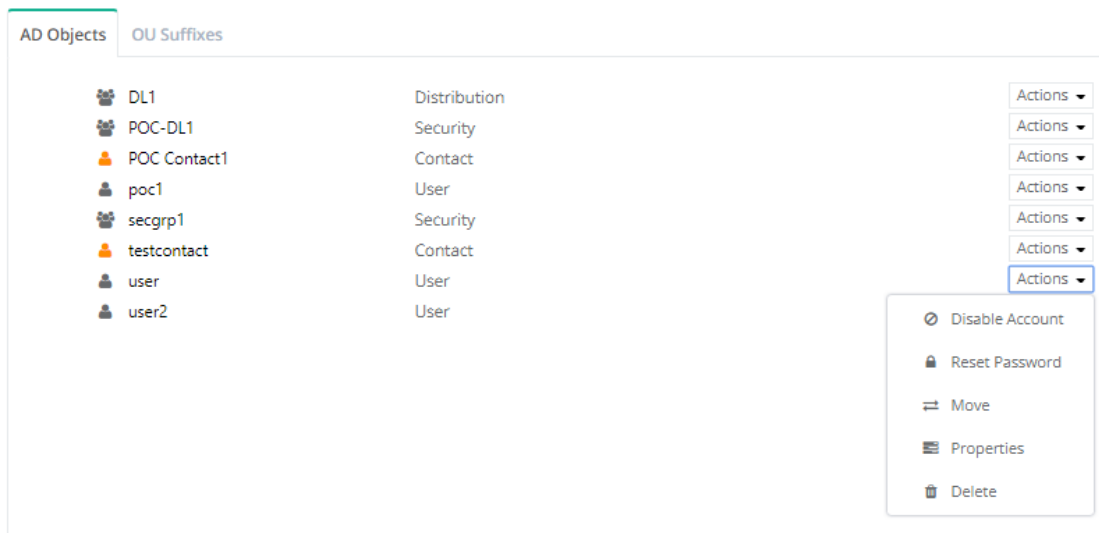
Following actions can be performed on an Active Directory user.

Figure 15: Active Directory User Actions

5.1.1   Disable Account

It disables user's account after confirmation.
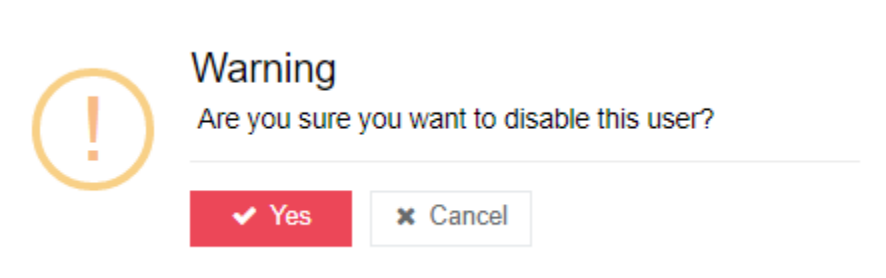
Figure 16: Disable user account

5.1.2   Reset Password

It resets user's password.
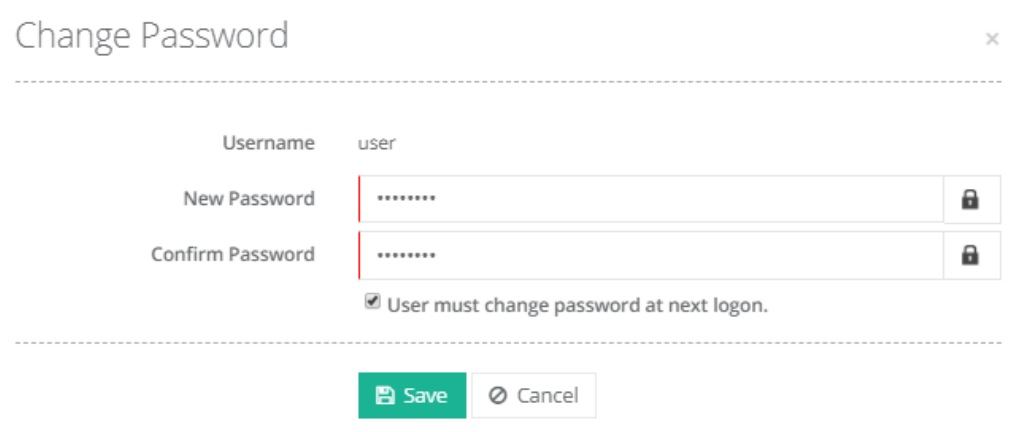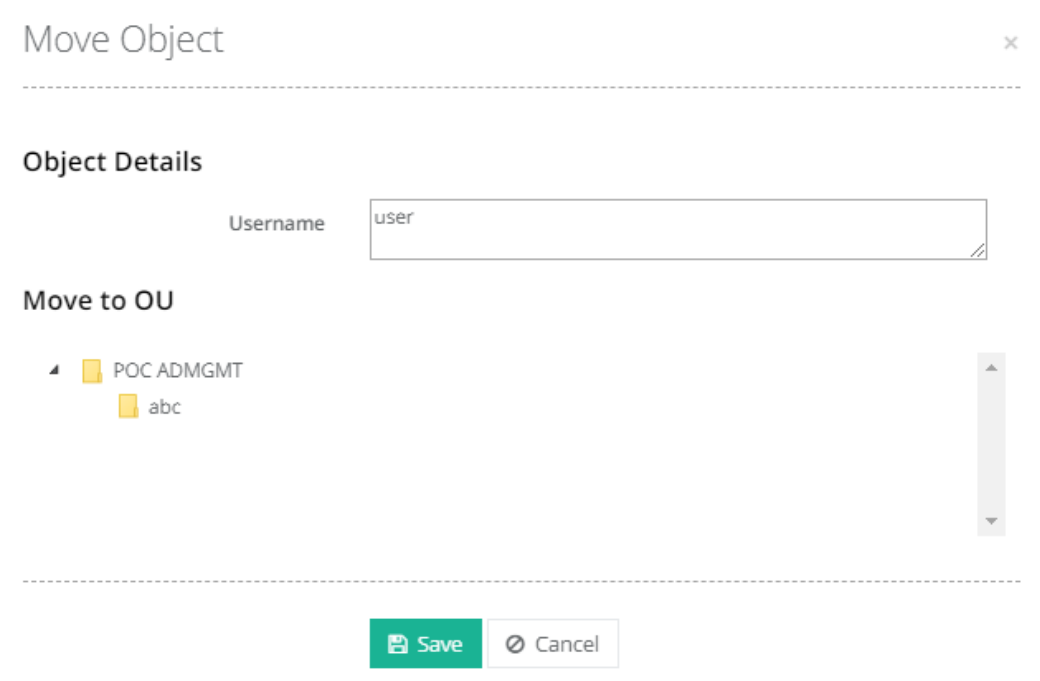
Figure 17: Reset user password

5.1.3   Move

It moves user to the selected OU.

Figure 18: Move user

5.1.4   View Properties

It displays AD attributes for the user.

Figure 19: View AD Object properties

5.1.5   Delete
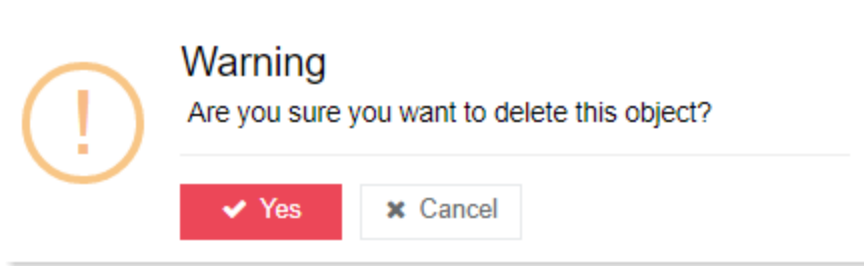
It removes AD object.

Figure 20: Delete AD Object

6) Creating Active Directory Groups

An Active Directory group is a collection of Active Directory objects. A group can include users, computers, other groups and other AD objects.

To create a group, navigate to create a user, navigate to **Provisioning >> Active Directory >> Dashboard >> Create New >> Group.** Specify **Group Information** as below and click **Create AD Group**.

Figure 21: Creating Active Directory Group (Step 1)

Figure 22: Creating Active Directory Groups (Step 2)

- **Group Type:** HC supports two types of AD groups; Security and Distribution.
  - o **Distribution:** Distribution groups are merely email distribution lists.
  - o **Security:** Security groups provide its members certain rights and privileges. The rights assigned to a security group, determine what members of that group can do.
- **Group Name:** This is the name of the AD group.
- **Select Group Administrator:** Select the administrator of the AD group. Administrators can only be AD users.
- **Select Group Members:** Select the members of the AD group. Members can be AD users, AD contacts and AD groups.
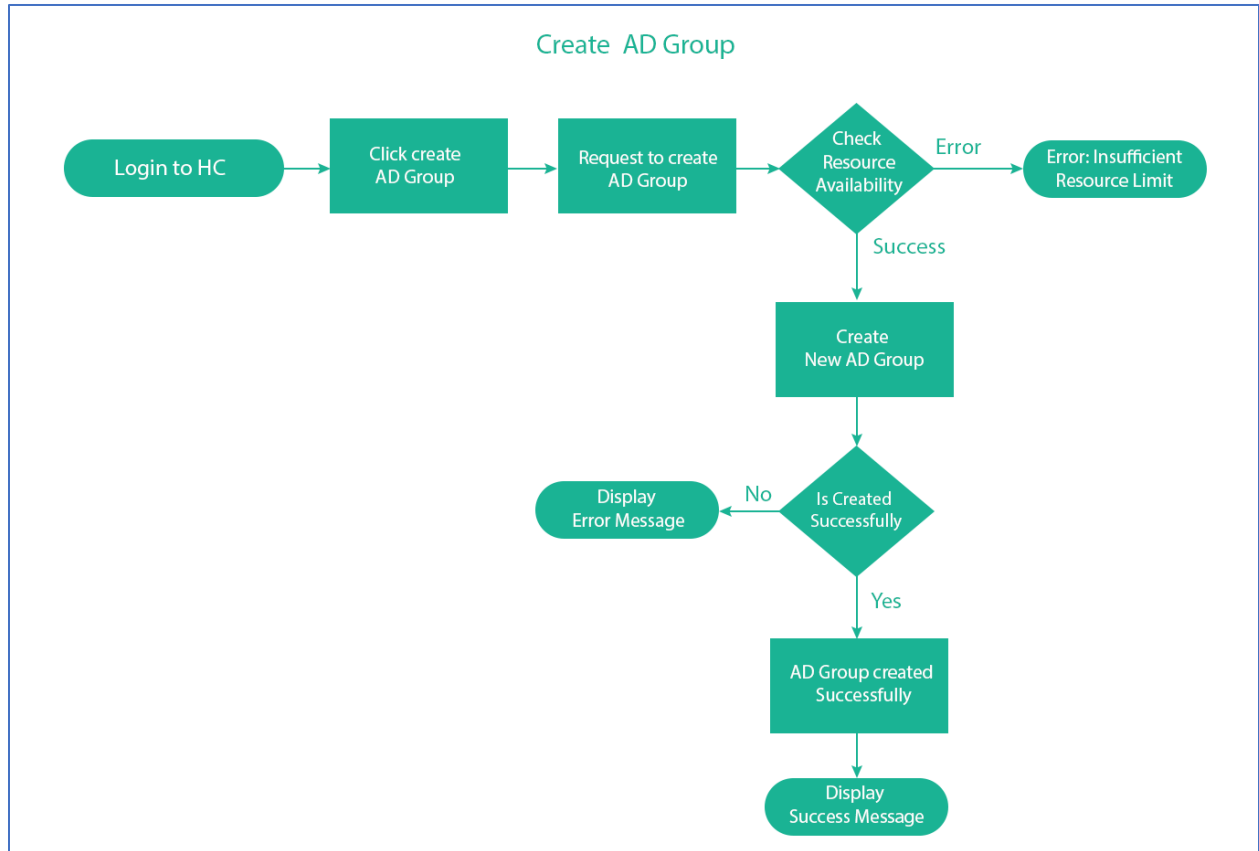
Figure 23: Flow Diagram - Create AD Group

6.1 Active Directory Group Actions

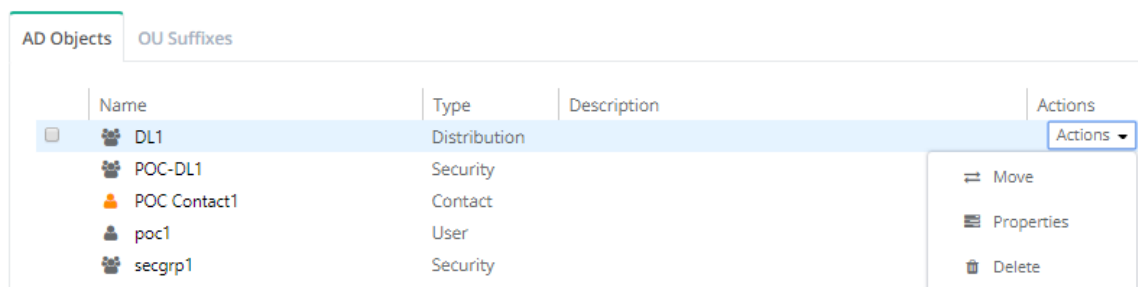Following actions can be performed on an Active Directory group.

Figure 24: AD Group Actions

6.1.1 Move

It moves AD group to the selected OU.

Figure 25: Move AD Group

6.1.2   Properties

It displays AD attributes for the group.

Figure 26: AD Group Properties

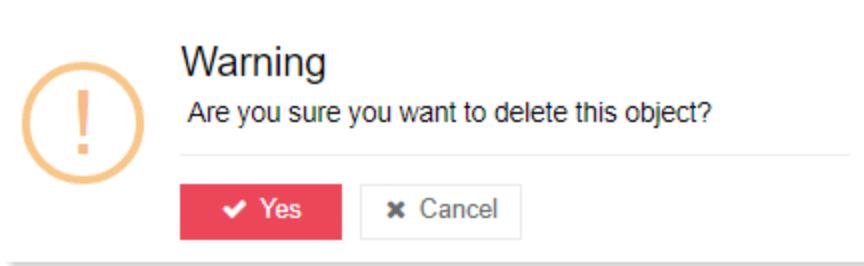### 6.1.3   Delete

It deletes AD group.

Figure 27: Delete AD Group

7) Creating Active Directory Contacts

AD contacts are typically used to represent external users for the purpose of email. They cannot be used to log on to the network.

To create a contact, navigate to **Provisioning >> Active Directory >> Dashboard >> Create New >> Contact.** Specify **Contact Information** as below and click **Create AD Contact**.

Figure 28: Creating Active Directory Contact (Step 1)

Create AD Contact   ×

| Contact Name | contact |

Name | Example | Contact |

| Display Name | Display Name | Initials |

| Office Location | |

| Address | |

| City | Zip Code |

| United States | ▾ |

| Alabama | ▾ |

Other

Job	Job Title
	Company
	Department

| Managed By | |

+ Add Manager

Contact	Business Phone
	Fax
	Home Phone
	Mobile Phone

| Web Page | http:// |

| Notes | |

💾 Create AD Contact   **⊘ Cancel**

Figure 29: Creating Active Directory Contacts (Step 2)

- ***Contact Name:*** This is the name of the AD contact.
- ***Contact Profile:*** These are the general settings for the AD contact.
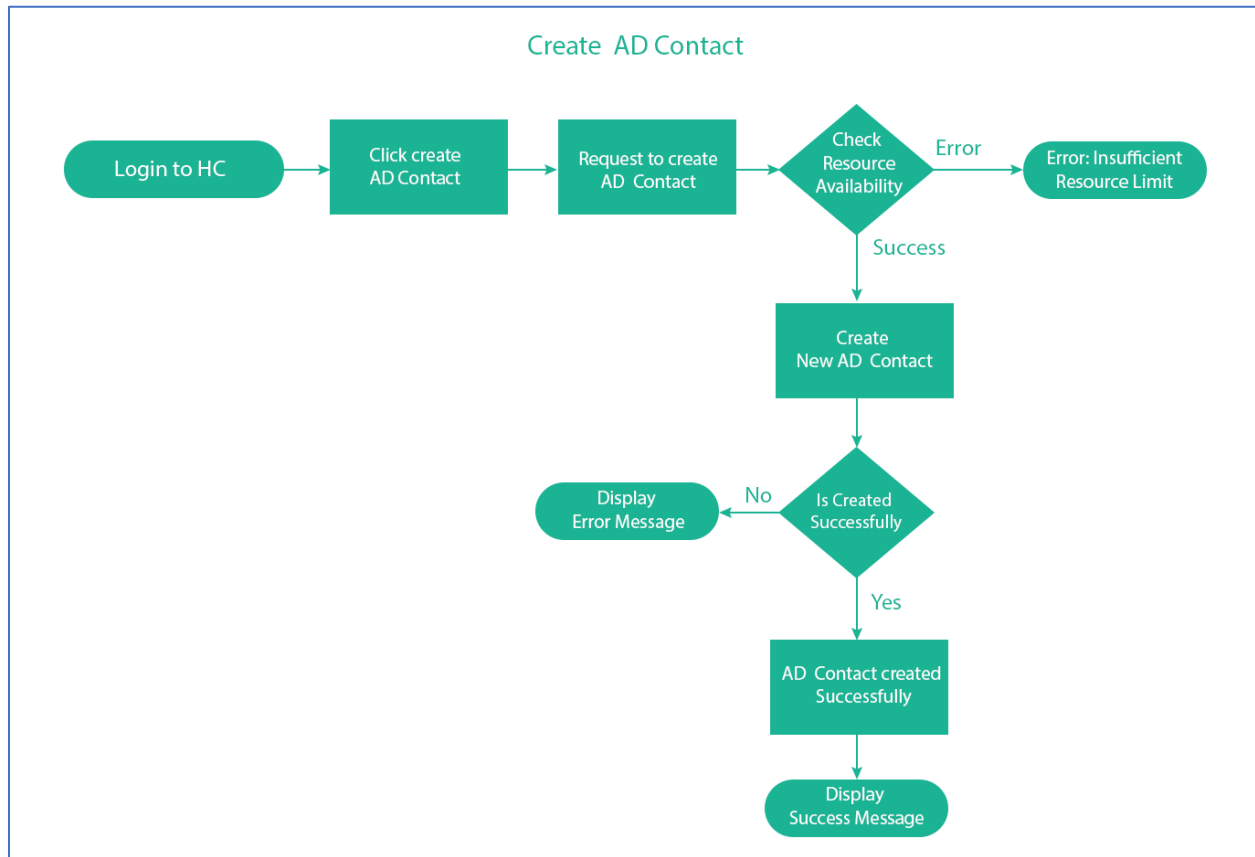

Figure 30: Flow Diagram - Create AD Contact

7.1   Active Directory Contact Actions

Following actions can be performed on an Active Directory contact.
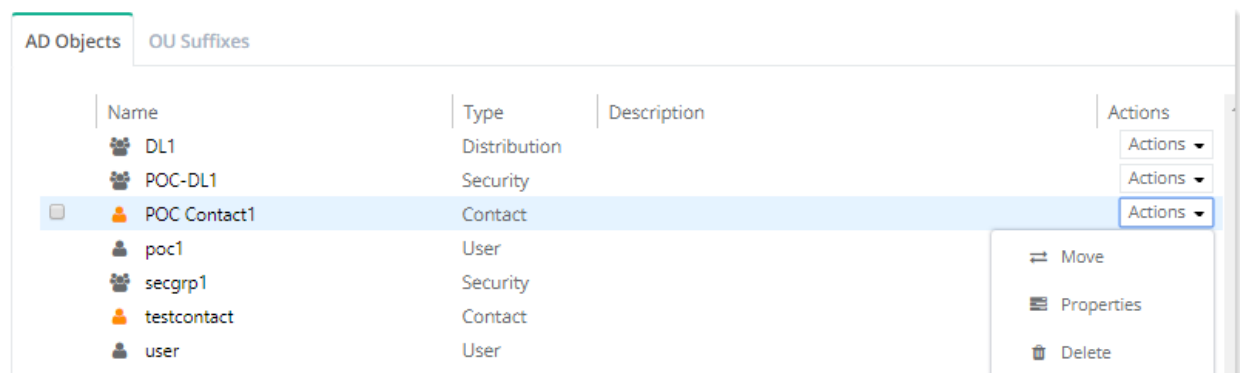

Figure 31: Active Directory Contact Actions

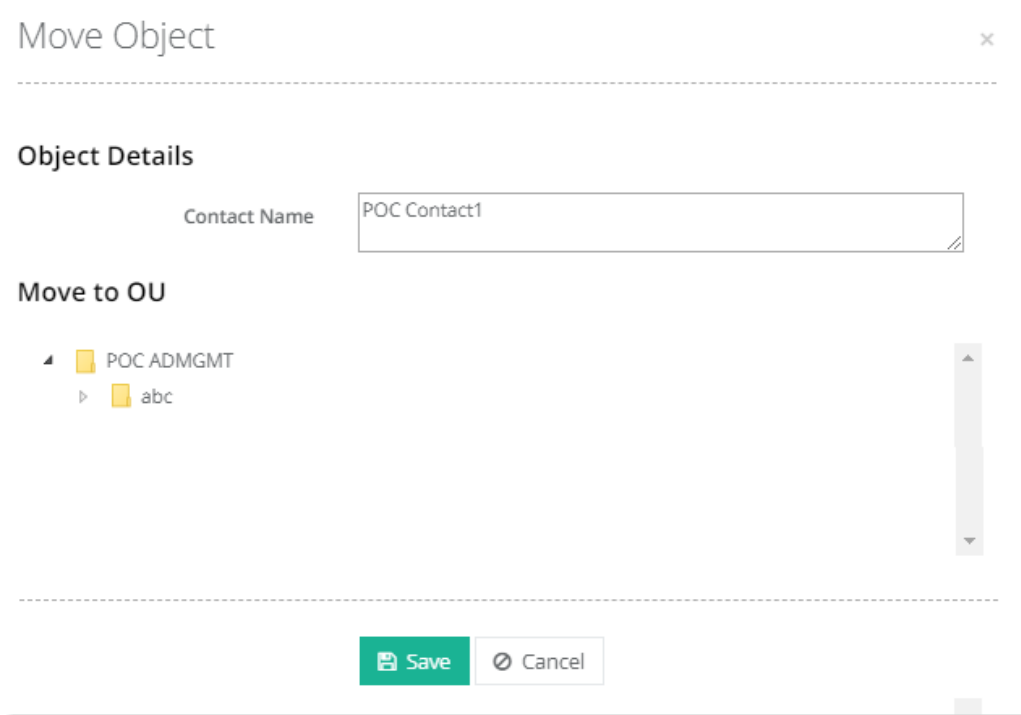### 7.1.1   Move

It moves AD contact to the selected OU.

Figure 32: Move AD Contact

7.1.2   Properties

It displays AD attributes for the contact.

Figure 33: Properties of AD Contact

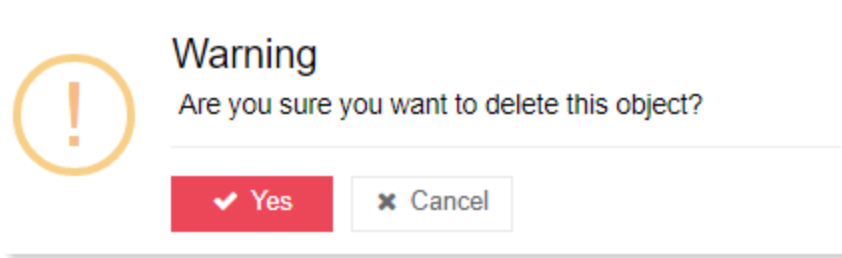### 7.1.3 Delete

It deletes AD Contact.

Figure 34: Delete AD Contact

8) Creating Sub OUs

A parent OU can contain child OUs. These nested OUs are known as Sub OUs. The contained OU is called a Sub OU and the container is called the parent.

To create a sub OU, navigate to **Provisioning >> Active Directory >> Dashboard >> Create New >> Sub OU.** Specify **sub OU Information** as below and click **Create Organizational Unit**.
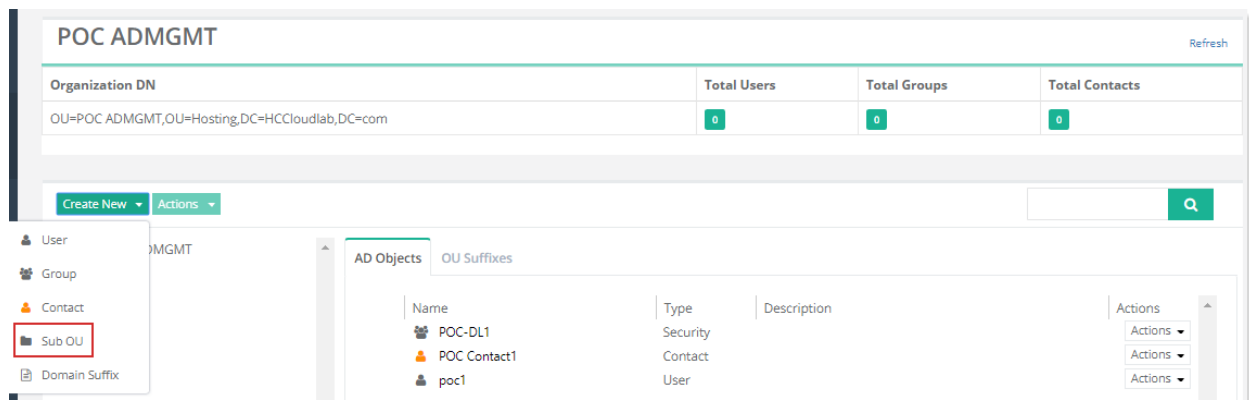

Figure 35: Creating Sub OUs (Step 1)

Figure 36: Creating Sub OU (Step 2)

- *Organization Name:* This is the parent OU.
- *OU Name:* This is the child OU about to be created under the parent OU.

9) Creating Domain Suffixes

A domain suffix is the UPN suffix for the domain. You can create multiple comma separated domain suffixes for a domain or a single suffix.

To create a domain suffix, navigate to **Provisioning >> Active Directory >> Dashboard >> Create New >> Domain Suffix.** Specify required information and click **Create Domain Suffix**.
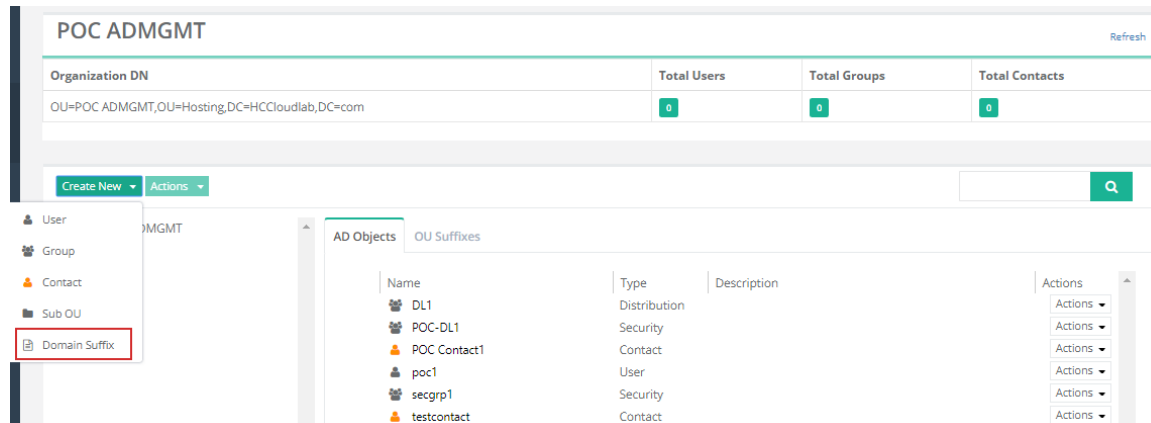

Figure 37: Create Domain Suffix

9.1 Domain Suffix Action

9.1.1 Delete Organization Suffix

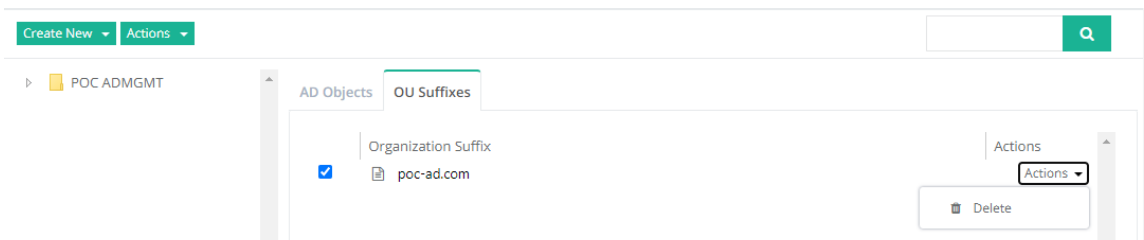It deletes the organization suffix

Figure 38: Delete Organization Suffix

10) Detailed Feature List

HC Active Directory Management Tool offers the following features:

- Creation and Deletion of Organizational Units (OU)
- Creation and Deletion of AD Users
- Change AD User Passwords
- Control Account Expiry of AD Users

- Modify User General Settings
- Modify User UPN Suffix
- Creation and Deletion of AD Groups
- Addition of List Administrators for Groups
- Addition of Group Members
- Creation and Deletion of AD Contacts
- Modify Contact General Settings
- Creation and Deletion of Sub OUs
- Creation of Users, Groups, Contacts Under Sub OUs
- Move User/Group/Contact between Sub OUs
- Object Detail information

11) Contact Us

In case of any ambiguity/query, please feel free to contact the Hosting Controller team.