

Managing and Maintaining a Microsoft Windows Server 2003 Environment

Introduction

This course combines five days of instructor-led training with additional e-Learning content to provide students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server 2003 environment.

This is the first course in the Systems Administrator and Systems Engineer tracks for Windows Server 2003 and serves as the entry point for other courses in the Windows Server 2003 curriculum.

Pre-Requisites

Before attending this course, students must have:

- CompTIA A+ or Network+ certification, or equivalent knowledge and skills.

Outcomes

At the end of this course, students will be able to:

- Create and populate organizational units with user and computer accounts.
- Manage user and computer accounts and access to resources.
- Create and manage groups.
- Implement and manage printing.
- Manage access to objects in using 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, data storage and disaster recovery.
- Maintain software by using Microsoft Windows Server Update Services.
- Maintain Windows Server 2003 security

Course Details

Course code: MS 2273

Duration: 5 days

Starting time: 9.00 am

Finishing time: 4.30 pm

Lunch and refreshments are provided.

Booking guidelines

Contact our Learning Consultants on 1300 86 87246 and we will assist you with your booking.



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Course Outline

Ø **Module 1: Introduction to Administering Accounts and Resources**

This module explains how to administer accounts and resources on computers running Microsoft Windows Server 2003 software in a networked environment.

Lessons

- Multimedia: Introduction to Administering Accounts and Resources
- The Windows Server 2003 Environment
- Logging on to Windows Server 2003
- Using the Run As Feature for Administration
- Installing and Configuring Administrative Tools
- Creating an Organizational Unit

After completing this module, students will be able to:

- Describe the Windows Server 2003 environment.
- Log on to a computer running Windows Server 2003.
- Use the Run as feature to perform administrative tasks.
- Install and configure the administrative tools.
- Create an organizational unit.

Ø **Module 2: Managing User and Computer Accounts**

This module explains how to modify user and computer accounts on computers running Microsoft Windows Server 2003 in a networked environment.

Lessons

- Creating User Account
- Creating Computer Accounts

- Modifying User and Computer Account Properties
- Creating a User Account Template
- Managing User and Computer Accounts
- Using Queries to Locate User and Computer Accounts in Active Directory

After completing this module, students will be able to:

- Create user accounts.
- Create computer accounts.
- Modify user and computer account properties.
- Create a user account template.
- Manage user and computer accounts.
- Use queries to locate user and computer accounts in Active Directory directory service.

Ø **Module 3: Managing Groups**

This module explains how to perform various administrative functions using groups.

Lessons

- Creating groups.
- Managing group membership.
- Strategies for using groups.
- Using default groups.

After completing this module, students will be able to:

- Create groups.
- Manage group membership
- Apply strategies for using groups
- Manage default groups.

Ø **Module 4: Managing Access to Resources**

This module explains how to enable resource access with

permissions, manage access to files and folders using permissions, and manage permission inheritance.

Lessons

- 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

After completing this module, students will be able to:

- Manage access to resources.
- Manage access to shared folders.
- Manage access to files and folders by using NTFS permissions.
- Determine effective permissions.
- Manage access to shared files by using offline caching.

Ø **Module 5: Managing Access to Objects in Organizational Units**

This module explains the permissions available for managing access to Active Directory objects, how to move objects between organizational units in the same domain, and how to delegate control of an organizational unit.

Lessons

- Modifying Permissions for Active Directory Objects
- Delegating Control of Organizational Units

After completing this module, students will be able to:

Course Outline

- Modify permissions for Active Directory objects.
- Delegate control of organizational units.

∅ **Module 6: Implementing Group Policy**

This module explains the purpose and function of Group Policy in a Microsoft Windows Server 2003 environment. It also explains how to implement Group Policy objects (GPOs) and manage GPOs.

Lessons

- Implementing Group Policy Objects
- Implementing GPOs on a Domain
- Managing the Deployment of Group Policy

After completing this module, students will be able to:

- Implement GPOs.
- Implement GPOs in a domain.
- Manage the deployment of Group Policy.

∅ **Module 7: Manage the deployment of Group Policy.**

This module explains how to use Group Policy to assign scripts, restrict group membership and access to software and configure folder redirection. As well, this module explains how to determine which GPOs are being applied on a computer.

Lessons

- Configuring Group Policy Settings
- Assigning Scripts with Group Policy

- Restricting Group Membership and Access to Software
- Configuring Folder Redirection
- Determining Applied GPOs

After completing this module, students will be able to:

- Configure Group Policy settings.
- Assign scripts with Group Policy.
- Restrict group membership and access to software.
- Configure Folder Redirection.
- Determine Applied Group Policy objects (GPOs).

∅ **Module 8: Implementing Administrative Templates and Audit Policy**

This module provides a broad overview of security in Microsoft Windows Server 2003. It also explains how to deploy security templates and test computer security policy and how to configure auditing and manage security logs.

Lessons

- Overview of Security in Windows Server 2003
- Using Security Templates to Secure Computers
- Testing Computer Security Policy
- Configuring Auditing
- Managing Security Logs

After completing this module, students will be able to:

- Explain user rights and audit policies in Windows Server 2003.
- Use security templates to secure computers.
- Test computer security policy.
- Configure auditing.
- Manage security logs.

∅ **Module 9: Preparing to Administer a Server**

This module explains how to administer a server. It describes how to manage servers remotely, what tools to use, and the rights and permissions that are needed to administer a server.

Lessons

- Introduction to Administering a Server
- Configuring Remote Desktop to Administer a Server
- Managing Remote Desktop Connections

After completing this module, students will be able to:

- Explain the tasks, tools, and rights that are required to administer a server.
- Configure Remote Desktop for Administration and client preferences.
- Manage remote desktop connections.

∅ **Module 10: Preparing to Monitor Server Performance**

This module explains how to monitor server performance by using performance tools, configure and manage performance logs, configure and manage alerts, and manage system monitor views.

Lessons

- Introduction to Monitoring Server Performance
- Performing Real-Time and Logged Monitoring
- Configuring and Managing Counter Logs
- Configuring Alerts

After completing this module, students will be able to:

Course Outline

- Establish a performance baseline.
- Perform real-time and logged monitoring.
- Configure and manage counter logs.
- Configure alerts.

Ø **Module 11: Managing Data Storage**

This module explains the Encrypting File System (EFS), which contributes to the safe storage of data and helps to keep the network from harm. It also explains how to administer disk quotas.

Lessons

- Managing File Compression
- Configuring File Encryption
- Configuring EFS Recovery Agents
- Implementing Disk Quotas

After completing this module, students will be able to:

- Manage NTFS file compression.
- Configure file encryption.
- Configure an EFS recovery agent.
- Implement disk quotas.

Ø **Module 12: Managing Disaster Recovery**

This module explains how to plan for a computer disaster and how to use the features of Windows Server 2003 to prevent a disaster or recover when one occurs.

Lessons

- Preparing for Disaster Recovery
- Backing Up Data
- Scheduling Backup Jobs
- Restoring Data
- Configuring Shadow Copies
- Recovering from Server Failure

After completing this module, students will be able to:

- Prepare for disaster recovery.
- Back up data.
- Schedule backup jobs.
- Restore data.
- Configure a shadow copy.
- Recover from server failure.

Ø **Module 13: Software Maintenance Using Windows Server Update Services**

This module explains how to use Microsoft Windows Server Update Services to manage and distribute critical software updates that resolve known security vulnerabilities and other stability issues.

Lessons

- Introduction to Windows Server Update Services
- Installing and Configuring Windows Server Update Services
- Managing Windows Server Update Services

After completing this module, students will be able to:

- Describe Microsoft WSUS.
- Install and configure servers to use WSUS.
- Manage WSUS.

Ø **Module 14: Securing Windows Server 2003**

This module describes how to secure Microsoft Windows Server 2003. The module provides an overview of securing servers, core server security, hardening servers, and the Microsoft Baseline Security Analyzer tool.

Ø **Lessons**

- Introduction to Securing Servers
- Implementing Core Server Security
- Hardening Servers

- Microsoft Baseline Security Analyzer

After completing this module, students will be able to:

- Describe how servers are secured.
- Explain core server security.
- Harden servers in various roles.
- Use Microsoft Baseline Security Analyzer.

Ø **Module 15: Self-Study: Implementing Printing**

This module explains how to implement printing in a Windows Server 2003 environment.

Lessons

- Multimedia: Introduction to Printing in the Windows Server 2003 Family
- Installing and Managing Access to Printers
- Managing Printer Drivers
- Implementing Printer Locations

After completing this module, students will be able to:

- Explain printing in the Windows Server 2003 family.
- Install and manage access to printers by using printer permissions.
- Manage printer drivers.
- Implement printer locations.

Ø **Module 16: Self-Study: Managing Printing**

This module explains how to set up a network-wide printing strategy to meet the needs of users and troubleshoot installation or configuration problems.

Ø **Lessons**

- Changing the Location of the Print Spooler

Course Outline

- Setting Printer Priorities and Scheduling Printer Availability
- Configuring a Printing Pool and Redirecting Print Queues

After completing this module, students will be able to:

- Change the location of the print spooler.
- Set printing priorities and schedule printer availability.
- Configure a printing pool and redirect print queues.

∅ **Module 17: Self-Study: Monitoring Server Performance**

This module explains how to collect performance data by monitoring primary server subsystems. It also covers how to identify system bottlenecks by using the Performance console and Task Manager in Microsoft Windows Server 2003.

Lessons

- Multimedia: The Primary Server Subsystems
- Monitoring Server Memory
- Monitoring Processor Usage
- Monitoring Disks
- Monitoring Network Usage
- Monitoring Best Practices

After completing this module, students will be able to:

- Explain how the four primary server subsystems affect server performance.
- Monitor server memory.
- Monitor processor usage.
- Monitor disks.
- Monitor network usage.
- Use best practices for monitoring server performance.

∅ **Module 18: Self-Study: Maintaining Device Drivers**

This module explains how to maintain device drivers.

Lessons

- Configuring Device Driver Signing Options
- Using Device Driver Rollback

After completing this module, students will be able to:

- Configure device driver signing.
- Restore the previous version of a device driver.

∅ **Module 19: Self-Study: Managing Disks**

This module explains how to manage disks and how to use the tools to manage and set up disks.

Lessons

- Preparing Disks
- Managing Disk Properties
- Managing Mounted Drives
- Converting Disks
- Creating Volumes
- Creating Fault-Tolerant Volumes
- Importing a Foreign Disk

After completing this module, students will be able to:

- Initialize and partition a disk.
- View and update disk properties.
- Manage mounted drives.
- Convert a disk from basic to dynamic and from dynamic to basic.
- Create volumes on a disk.
- Create fault-tolerant volumes.
- Import disks.