

# Setting up users

[About user accounts](#)

[Adding a user account](#)

[Editing a user account](#)

[How user limits are applied](#)

[Deleting user accounts](#)

[Making a user account unlisted](#)

[Registering user accounts on other volumes](#)

[Moving existing users to a new volume](#)

[Setting up subadministrators](#)

[Controlling what subadministrators can do](#)

[Finding existing subadministrators](#)

[Allowing users to maintain or monitor the FirstClass server](#)

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## About user accounts

You can add as many users as your system is licensed for. Regular users use regular user licenses and remote users use remote user licenses. You can increase the number of users on your system by purchasing and installing more user licenses. To purchase more licenses, contact your reseller.

[Top](#)

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## Adding a user account

- 1 Choose Admin > Add User.

You can also create a new user from the administrator's Directory.

- 2 Fill in the [User Information form](#).



Note

All settings on the User Information form override any settings configured elsewhere in the system that would normally apply to this user.

[Top](#)

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## Editing a user account

- 1 List and select the user in the administrator's Directory.
- 2 Click Edit and make changes to the User Information form.

[Top](#)

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## How user limits are applied

FirstClass looks at the limits specified by these objects to determine what limits apply to a user:

- the System Profile  
Specifies the base daily time and inactivity time limits. If none of the groups to which the user belongs changes these values, they are applied to this user.
- the All Users group  
Specifies the Directory view, multimatch, and disk usage limits for all users. If the daily time and inactivity time limits are different from those on the System Profile, the All Users limits prevail.
- administrator-defined groups  
If the user belongs to a any administrator-defined groups with limits that are different from All

Users/System Profile, the most generous limits are applied to this user.

- User Information form.

Any limits changed at the user level override all the other limits.

[Top](#)

## Deleting user accounts

When you delete a user account, any messages sent by the user remain on the server until all links to them expire or are deleted by recipients.



### Caution

Before deleting an account, check whether that account owns containers, such as conferences, communities, or public calendars, that other users still need. To do this, open the account's Desktop and check each object's properties. You can update permissions to give another user appropriate control.

You can delete user accounts in the following ways:

- manual deletion

This is appropriate for a small number of accounts. Simply list and select the user in the administrator's Directory, then click Delete.

- automatic deletion of inactive accounts (account expiry)

Expired accounts are deleted during audit. Each deletion is logged in the server log file. You cannot use this method for users with the Does Not Expire privilege.

- deletion using FirstClass scripting commands.

To specify how long accounts can be inactive before they are deleted:

- 1 Choose Admin > System Profile.
- 2 Specify how long users can be inactive before their accounts expire at "Inactivity limit before deletion" on the User Limits tab.

The value No Limit means there will be no automatic deletion of inactive accounts.

[Top](#)

## Making a user account unlisted

You may want some user accounts to be hidden in the Directory. This way, other users cannot see the user to address mail to him, and he will not appear in Who's online. This could be useful for administrators or subadministrators who want to work on the system without distractions.

- 1 List and select the user in the administrator's Directory.
- 2 Click Edit to open the User Information form.
- 3 Select Unlisted in the Special status section on the User Information tab.

[Top](#)

## Registering user accounts on other volumes

When you register a user, or create a new conference, you can store the user's Mailbox or the conference contents on a volume other than the master volume. The [volume status](#) must be full use.

If you do this for one user, Mailboxes for all subsequent users you register will also be stored on this volume. To store change volumes again, you must repeat this procedure.

- 1 Choose Admin > System Profile.
- 2 Choose the volume on which you want to store users' Mailboxes at "Create users and conferences on volume" on the Users tab.

**3** Add users in the normal way.

[Top](#)

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## Moving existing users to a new volume

When you move an existing user to a new volume, you can do it in a way that the user's private mail will be either lost or retained.

To move an existing account when you are not concerned about preserving the user's private mail:

- 1** Delete the existing user account.
- 2** Recreate the account on the new volume.

To move an existing account while preserving the user's private mail:

- 1** Switch to the new volume for registering users.
- 2** Add an account for the user on the new volume.
- 3** Open the user's Desktop on the old volume.
- 4** Select the Mailbox.
- 5** Choose Collaborate > Add to Desktop to put a link to the Mailbox on the administrator's Desktop.
- 6** Open the user's Desktop on the new volume.
- 7** Drag the link from the administrator's Desktop to the Desktop on the new volume.
- 8** Drag all mail from the user's old Mailbox to the new one.

All messages will be marked Unread.

[Top](#)

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## Setting up subadministrators

As administrator, you have to perform many tasks to set up and run your FirstClass system. While you are starting out, you may want to perform all these tasks on your own. Later on, however, you may want to share these responsibilities by adding subadministrators.

You can even add a subadministrator account for yourself, under a different name. You might find this useful if you want to work in the system without appearing in Who's Online as "Administrator".

The default FirstClass network store contains a preconfigured user group called Subadmin Users. This group is in the Configuration Groups section of the Groups folder on the administrator's Desktop.

To give a user subadministrator privileges, simply make the user a member of the Subadmin Users group. This will add the Subadministrator and Does not expire features to the user, which gives him the ability to perform most administrative tasks, and guarantees that his account will not expire. He will also see the administrator version of online help.

You can assign subadministrator privileges to all members of a user group, or to an individual.

## Controlling what subadministrators can do

Although subadministrators can perform many administrative functions, they are limited in several ways:

- A subadministrator has access to the administrator menu but not to the administrator's Desktop.
- A subadministrator cannot change the administrator's account or assign administrator privileges to other users.
- Only the administrator can turn off the Secure All Desktops feature.
- Some FirstClass scripting commands can be issued only by the administrator.
- A subadministrator can use FirstClass scripting only with a password designated by the administrator. (The administrator can use FirstClass scripting without a password.)
- Subadministrators don't have the authority to change the "Secure" field on the Group Privileges or User

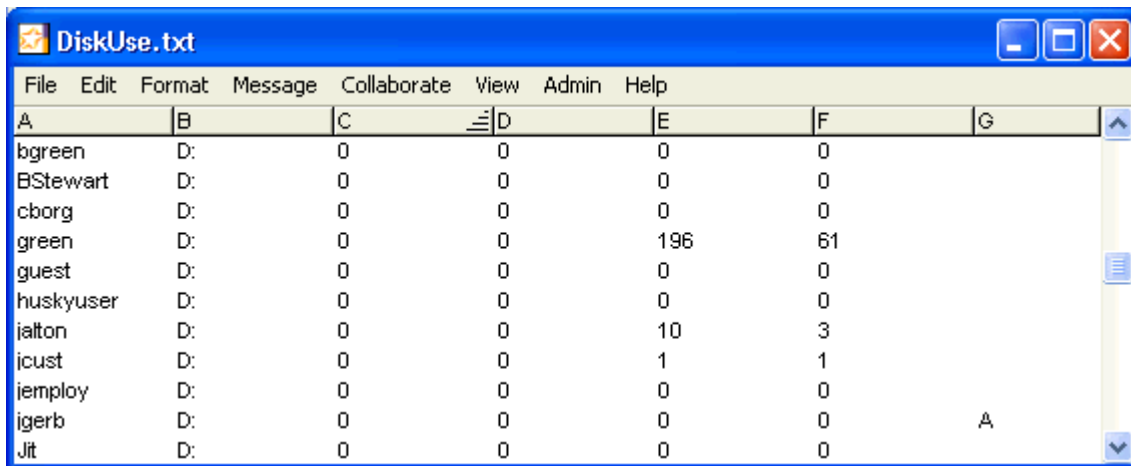
Information forms, nor do they have the authority to use the EXPORT command to retrieve conference or Mailbox items.

However, subadministrators can see everything on the system through the Directory. Their Directory view can't be filtered. The safest route to a secure system is to choose subadministrators carefully.

## Finding existing subadministrators

There are two ways to find existing subadministrators:

- If you created subadministrators by adding them to the Subadmin Users group, simply search the Directory to list all members of that group.
- To find users who have the subadministrator privilege selected on their User Information forms, view the Disk Usage report (double-click Reports, then Statistics Folder, and choose DISKUSE.TXT). The last field describing a subadministrator contains an "A" (this report will only show those users who were specifically granted the subadministrator privilege on their User Information form, not those who are granted this privilege through group membership).



A	B	C	D	E	F	G
lgreen	D:	0	0	0	0	
BStewart	D:	0	0	0	0	
cborg	D:	0	0	0	0	
green	D:	0	0	196	61	
guest	D:	0	0	0	0	
huskyuser	D:	0	0	0	0	
jalton	D:	0	0	10	3	
jcust	D:	0	0	1	1	
jemploy	D:	0	0	0	0	
jgerb	D:	0	0	0	0	A
Jit	D:	0	0	0	0	



**Tip**  
Hold down the Shift key while opening the report to open it with the table manager. Then click on the column header to group all the As together.

In this Disk Usage report, for example, user jgerb has administrator privileges. This document provides more information about the Disk Usage report, and the meaning of the fields.

[Top](#)

## Allowing users to maintain or monitor the FirstClass server

If you want to give a group of users the ability to perform maintenance tasks or to monitor your system, but you don't want to give them full subadmin status, consider using the Maintenance or Monitor privileges on the [Group Privileges](#) or User Information forms.

The Monitor privilege allows users to toggle debugging and logging options and other commands that dump information, as well as open all server monitors and get server statistics.

The Maintenance privilege allows users to do anything accessible to those with Monitor server privilege, plus:

- start or stop an audit
- request fast and polite shutdowns
- send broadcasts
- force logoff non-admin/maint/mon users
- start gateways
- reset services
- disable and enable logins
- change server priority
- pause, continue, resync mirrors

- request a snapshot hold or release

[Top](#)