

About synchronizing Notes information and Windows NT user/group accounts

Notes administrators running Notes on Windows NT can "synchronize" Person/Group documents in the Notes Public Address book and user/group accounts in Windows NT. When you register or delete a Notes user (or delete a Notes group), you can automatically update User Manager for Domains (USRMGR.EXE). Conversely, special menu options and dialogs added to Windows NT allow you to specify that additions and deletions (and name changes for users) made to User Manager user or group accounts are reflected in the Notes Address book. You can also add existing Windows NT user or group accounts to the Notes Public Address book.

For example, suppose you are running Notes on Windows NT. You can open User Manager for Domains and specify that all changes made to user accounts during this session are recorded in the Public Address book on a selected Domino Server. You then display the list of existing user or group accounts and select ones to be added to the Public Address book. Then you add, delete or modify other user accounts while working in Windows NT. All these changes are automatically made to the Public Address book. Plus, a mail file, Notes ID, and common password (shared by the user's Notes ID, Notes internet password and Windows NT account) can be created for each new user.

These directory synchronization features let you keep both the Notes Public Address book and User Manager current, without having to update both when either changes. Also, you can manage user/group information in the Public Address book and User Manager through a single interface of your choice, either Notes or Windows NT.

You must have a properly certified Notes ID and appropriate access to make any changes to a Domino Server's public Address book (from Notes or User Manager). Also, you must be a member of the local Administrator Group or local Account Operator Group in Windows NT to add user accounts to User Manager. Consult your Windows NT documentation for more information about User Manager.

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Managing Notes information through Windows NT User Manager for Domains

As you create a new user or group account in Windows NT User Manager for Domains, you can register the user or group in Notes at the same time. For users, this typically includes creating a Person document, Notes ID, password, and mail file for the user -- no different than registering in Notes. For groups, this includes creating a Group document with the option of registering group members as Notes users. You can also register existing Windows NT users or groups in Notes. In addition, you can delete Notes users/groups when you remove their user/group accounts. Further, you can "synch" existing Windows NT users with Notes users for future synchronization operations (such as user deletions).

To allow you to do this, the Notes User Manager Extension adds a special pull-down menu to Windows NT. To display this menu, run User Manager and select **Notes** from the menu bar. The Notes menu then appears. This menu includes the following options:

- Notes Synchronization Options
- Add Selected NT Users/Group to Notes
- Synch Selected NT Users with Notes
- Registration Setup
- Mail/ID Registration Options
- Delete/User Synch Options

To enable any disabled menu items above, select the Notes Synchronization Options menu item.

The Notes User Manager Extension also initiates Notes/NT synchronization actions (those which have been enabled) when users are created, deleted or renamed in User Manager.

Consult your Windows NT documentation for information about running and working with User Manager for Domains.

Enabling Notes Synchronization Features in Windows NT User Manager

1. Choose **Notes** from the User Manager menu bar to display the Notes menu.
2. Select **Notes Synchronization Options**. The Enable Notes Synchronization Options dialog will appear.
3. To enable all Notes synchronization features, select **Enable all synchronization operations**. Select **Select synchronization operations to enable** to enable or disable select synchronization features. Unchecking boxes will have the effect of graying Notes menu items related to that feature.
4. To control whether or not you are prompted to confirm synchronization actions before they take place, select a prompt type from the **Prompt to confirm/cancel synchronization operations** listbox.
5. Specify a **name parsing format** that is the most compatible with the name format used for most full names in the Windows NT domain user list. The full name parsing option allows Notes name components (first name, middle initial, last name) to be created from Windows NT full names. The default is "Firstname Lastname".
6. Click **OK** to save your changes and exit the dialog.

Only the Notes Synchronization Options menu item is enabled the first time the Notes User Manager Extension is run. To save and apply these settings every time User Manager is shut down and reopened, choose **Options** from the User Manager menu bar and select **Save Settings on Exit**. If this option is not checked, only the Notes Synchronization Options menu item will be enabled when User Manager is started. Further, you will be prompted to confirm all synchronization operations.

Only settings in the Enable Notes Synchronization Options dialog can be saved on exiting User Manager. Other non-default settings relating to Notes synchronization must be set every time User Manager is opened.

Consult your Windows NT documentation for information about running and working with User Manager for Domains.

Enable Notes Synchronization Options

The Enable Notes Synchronization Options dialog lets you enable or disable Notes/NT synchronization features in Windows NT User Manager.

- **Enable all synchronization operations** enables all Notes synchronization operations listed below under **Select synchronization operations to enable**. Checking this button enables all of the Notes menu items and disables the **Select synchronization operations to enable** button below.
- **Select synchronization operations to enable** allows the selective enabling/disabling of the Notes synchronization features listed below. Checking this button disables the **Enable all synchronization operations** button above.
 - **User/group registration** lets you register new or existing Windows NT users and groups in Notes (see [Registering Notes users with Windows NT User Manager](#) and [Adding a Windows NT group to Notes](#)). Selecting this item enables three commands under the **Notes** menu in User Manager:
 - Add Selected NT Users/Group to Notes
 - Registration Setup
 - Mail/ID Registration Options
 - **User/group deletion** lets you delete a user or group from Windows NT and have that user or group deleted from the Public Address Book. Selecting this item enables the command **Delete/User Synch Options** under the **Notes** menu in User Manager (see [Deleting Notes users/groups with User Manager](#)).
 - **User synching** lets you change a user account name in User Manager and have that change duplicated in the Network account name field of the Person document in the Public Address Book (see [Synching Windows NT users with Notes users](#)). It also lets you make changes to the user's full name and have the new name copied to the User name field in the Person document. Selecting this item enables two commands under the **Notes** menu in User Manager:
 - Synch Selected NT Users with Notes
 - Delete/User Synch Options
 - **Set common password on user synching** lets you synchronize the Windows NT password and the Notes Internet password when you synchronize users. This item is available only if you select User synching.
 - **Prompt to confirm/cancel synchronization operations** lets you specify under what conditions you want to be prompted (if at all) during synchronization actions.
 - **Name format for full name parsing** lets you choose a parsing format that is the most compatible with the name format of the Windows NT domain list. The full name parsing option is used to parse Windows NT full names into Notes name components. The default is "Firstname Lastname".

The default settings for the synchronization features are: 1) no synchronization features enabled and; 2) Prompt for all synchronization operations. To save and reapply the settings in this dialog for the next User Manager session, choose **Options** from the User Manager menu and check **Save Settings on Exit**.

If Windows NT User Manager does not include a menu item for Notes, you can use the Domino Install program to add it. Start the Install program, select Customize features, deselect all the existing choices, and then select User synchronization. This installs only the Windows NT synchronization features.

Consult your Windows NT documentation for information about running and working with User Manager for Domains.

Registering Notes users with Windows NT User Manager

As you create a new user account in Windows NT User Manager for Domains, you can register the new user in Notes at the same time (see [Registering new Windows NT user accounts](#)). You can also register existing Windows NT users in Notes (see [Registering existing Windows NT user accounts](#)). Registration typically includes creating a person document, Notes ID, mail file and a password. However, users can be registered without mail and ID files (to gain authenticated access to a Domino Web server without using the Notes client, for example).

You can register NT users into Notes using [registration defaults](#) or after setting registration options (see [Registration Setup](#) and [Mail/ID Registration Options](#)).

To enable user (and group) registration:

1. Choose **Notes** from the User Manager menu bar and select **Notes Synchronization Options**. The [Enable Notes Synchronization Options](#) dialog will appear.
2. Select one of the following:
 - **Enable all synchronization operations** or
 - **Select synchronization options to enable** and then **User/Group registration**.
3. Specify a **name parsing format** that is the most compatible with the name format used for most full names in the Windows NT domain user list. The full name parsing option allows Notes name components (first name, middle initial, last name) to be created from Windows NT full names. The default is "Firstname Lastname".
4. Click **OK** to save your changes and exit the dialog.

Note: Consult your Windows NT documentation for information about running and working with User Manager.

See also:

[Adding a Windows NT group to Notes](#)

Registering new Windows NT user accounts

1. Make sure that Notes user registration is enabled (see [Enabling Notes Synchronization Features in User Manager](#)).
2. To modify Notes [registration defaults](#), do the following:
 - Choose **Notes** from the User Manager menu bar and then . Complete the [Registration Setup](#) dialog.
 - Return to the **Notes** menu, and select **Mail/ID Registration Options**. Complete the Notes [Mail/ID Registration Options](#) dialog. The information you enter will apply to all users registered during this User Manager session (unless otherwise noted).
3. To create new NT user accounts, select **User** from the User Manager menu bar and proceed as instructed by your Windows NT documentation.
4. As each user is added to NT, the [Enter Notes User Information dialog](#) appears. Complete the dialog and then click **OK**.
5. When you are finished creating the new user accounts, close the New User dialog box.
6. When prompted to register the new user accounts in Notes, select Yes. If you select no the new NT accounts will not be registered in Notes, but this pending registration information is stored until you exit User Manager. At exit time you can either register the pending users or lose the pending information. You can also register pending accounts in Notes at any time by selecting **Register Notes Users Now** from the Notes menu in User Manager.
7. Supply a password for your Notes ID if necessary.
8. (Optional) After registration has begun, press **Stop Registration** at any time to stop registration after the current user registration is complete. Any users not registered will remain pending.

The new Notes users are registered with [default information](#), unless you have previously modified [Registration Setup](#) or [Mail/ID Registration Options](#) in the current User Manager session.

If a Notes error condition is encountered during user registration (for example, a Person record already exists for the user), an appropriate error message is returned and registration information is entered into the NT Event Viewer application log. If a Notes error condition prevents a user from being registered in Notes, the user account is still added to User Manager; Notes errors have no effect on User Manager. Further, a failed registration for one user doesn't prevent other pending users from being registered.

See also:

- [Registering existing Windows NT user accounts](#)
- [Adding a Windows NT group to Notes](#)

Registering existing Windows NT user accounts

1. Make sure that Notes user registration is enabled (see [Enabling Notes Synchronization Features in User Manager](#)).
2. To modify Notes [registration defaults](#), do the following:
 - Choose **Notes** from the User Manager menu bar and then **Registration Setup**. Complete the [Registration Setup](#) dialog.
 - Return to the **Notes** menu, and select **Mail/ID Registration Options**. Complete the Notes [Mail/ID Registration Options](#) dialog. The information you enter will apply to all users registered during this User Manager session (unless otherwise noted).
3. In the Username window, select the user accounts you want to register in Notes.
4. Choose **Notes** from the User Manager menu bar to display the Notes menu and then choose **Add Selected Users/Group to Notes**.
5. If you are registering multiple users, select one of the following options in the [Choose Registration Options for Selected NT Users dialog](#) and then click OK:
 - Select **Prompt for the name and password of each selected user** to be prompted to provide this Notes information manually for each user.
 - Select **Register selected users at once without additional prompts** to use the Windows NT full names as Notes user names and to generate random passwords automatically. If you select this option, skip to step 7. You will be prompted only to adjust Notes user name components (first, last and middle initial) for Windows NT users whose full names cannot be parsed correctly (using the **name parsing format** set in The [Enable Notes Synchronization Options](#) dialog).
6. If you are registering only one user or you chose to manually provide the name and password information of multiple users you are registering, complete the [Enter Notes User Information dialog](#) for each Notes user.
7. After name and password information has been set, select Yes when prompted to register the user accounts in Notes. If you select no the new NT accounts will not be registered in Notes, but this pending registration information is stored until you exit User Manager. At exit time you can either register the pending users or lose the pending information. You can also register pending accounts in Notes at any time by selecting **Register Notes Users Now** from the Notes menu in User Manager.
8. Supply a password for your Notes ID if necessary.
9. (Optional) After registration has begun, press **Stop Registration** at any time to stop registration after the current user registration is complete. Any users not registered will remain pending.

The new Notes users are registered with [default information](#), unless you have previously modified [Registration Setup](#) or [Mail/ID Registration Options](#) in the current User Manager session.

If a Notes error condition is encountered during user registration (for example, a Person record already exists for the user), an appropriate error message is returned and registration information is entered into the NT Event Viewer application log. If a Notes error condition prevents a user from being registered in Notes, the user account is still added to User Manager; Notes errors have no effect on User Manager. Further, a failed registration for one user doesn't prevent other pending users from being registered.

See also:

- [Registering new Windows NT user accounts](#)
- [Adding a Windows NT group to Notes](#)

Enter Notes User Information Dialog

The Enter Notes User Information dialog allows you to set name and password options for Notes users to be registered.

1. Accept the default first name, middle initial, and last name derived from the Windows NT user's full name or change the name if it has not been correctly parsed.
2. Supply the name of the organizational unit the user is included in (optional).
3. Keep **Use Common password** selected to provide the user with the same password for both Windows NT and Notes (and the Notes internet password, if applicable). Otherwise, deselect it.
3. Enter the password (or enter nothing for a blank password). The common password overwrites the Windows NT password. To preserve a current Windows NT password, enter it exactly as it exists. If the current user is being registered as an **Internet Only user** ([Registration Setup](#) dialog), this password field will supply the internet or common NT/internet password.
4. Accept the **Internet Address** or change the address. The internet address is required for all users registered in Notes using Notes, POP or IMAP mail types. The default address is derived from the NT user's name followed by the current TCP host domain (example: JSmith@acme.com).
5. If the user is being registered as an 'Internet only' user, or if the mail type is Other Internet Mail, Other or None (set in the [Mail/ID Registration Options](#) dialog) supply a **forwarding address** or **Internet forwarding address**.
6. Keep **Set internet password in Notes** selected to provide the user with a Notes internet password (entered into the internet password field in the person document). Otherwise, deselect this option. This checkbox will be checked and disabled (making it mandatory) if the user is being registered with one of the following options:
 - as an Internet only user ([Registration Setup](#) dialog).
 - as an Other Internet mail user ([Mail/ID Registration Options](#) dialog).
7. If **Set internet password in Notes** is selected and an additional password field is present, enter this password also (or enter nothing for a blank password).

Changing the **Use common password** checkbox or the **Set internet password in Notes** checkbox affects only the current user. The current settings for the common password and Notes Internet password in the [Registration setup](#) dialog will remain the same.

See also:

[Registering Notes users with Windows NT User Manager](#)
[Notes Registration Defaults](#)

Choose Registration Options for Selected NT Users Dialog

This dialog offers two modes of Notes registration for existing, selected Windows NT users.

1. Select **Prompt for the name and password of each selected user** to be prompted to provide this Notes information manually for each user. The Enter Notes User Information dialog will then appear for each NT user selected.
2. Select **Register selected users at once without additional prompts** to use the Windows NT full names as Notes user names and to generate random passwords automatically. You will be prompted only to adjust Notes user name components (first, last and middle initial) for Windows NT users whose full names cannot be parsed correctly (using the **name parsing format** set in The Enable Notes Synchronization Options dialog).

If you select option 2, the passwords are copied to documents in the local database **NTSYNC45.NSF** (New User Passwords) so that you can provide them to users. Notes encrypts the password field in each document (one per new user) with the public key of the Notes user ID used during registration. You must use this ID to see the passwords.

Automatically generated passwords apply only to Notes user IDs and not to Windows NT or Notes internet passwords. The common password option in the Registration Setup dialog (the default) is not observed in this case but remains the same for future single-user registrations.

See also:

[Registering existing Windows NT user accounts](#)

[Notes Registration Defaults](#)

[Mail/ID Registration Options](#)

Notes Registration Defaults

- **Standard (not Internet) registration**, as opposed to internet only registration, in which a mail file and Notes ID are not created.
- **Common password** used for both Windows NT and Notes.
- **Notes internet password** NOT set
- **Local Domino Server used** as the registration server (server on which Public Address Book entry is created) and the mail server (server containing user mail file). Use the local server default only if you are on a machine with a Domino server; otherwise, select remote registration and mail servers.
- **Current Notes ID** used to do the registration (administration ID)
- **No setup profile**
- **New users NOT added to an existing Notes group**
- **Current TCP host domain** used as **internet domain** for internet address construction
- **'FirstName LastName'** used as **Address name format** for internet address construction
- **No name separator** specified for internet address construction
- **Local Notes certifier used** (if one exists)
- **North American security type** (not International)
- **Two year certificate expiration date** (from present) for new user ID
- **No alternate name language**
- **Notes mail type**
- **Mail file created now** (during Notes registration), using the Notes shortname (for example, JSmith.nsf for John Smith), and placed in the \mail subdirectory of the mail servers' data directory
- **No mail database quota or warning threshold** set on mail file
- **No full text index creation** set on mail file
- **Notes user ID file** saved to the Domino directory (not to a file)

See also:

[Registration Setup](#)

[Mail/ID Registration Options](#)

[Registering Notes users with Windows NT User Manager](#)

Registration Setup

The information entered here applies to all users registered during the current User Manager session (unless otherwise noted).

- **Internet registration only (no Notes ID created).** When checked, person documents will be created in the Domino directory with internet passwords, but user IDs and mail files will not be created. This type of registration allows Web, LDAP or NNTP users to gain authenticated access to the Domino Web server without having to run Notes workstation software. Selecting this option will hide dialog controls related to the Notes ID (Certifier ID, Security Type, Certificate expiration date, Alternate name language). It will also hide controls related to mail creation (Internet address controls) and will disable the ([Mail/ID Registration Options](#)) menu option.
- **Use common password.** A single password is supplied for both Windows NT and Notes (and the Notes internet password, if applicable). This option can be overridden for individual users at registration time. Selecting this option will cause the existing NT password for an NT user to be replaced with the common NT/Notes password when users are registered. This option is not observed when existing users are registered with randomly generated passwords.
- **Set internet password in Notes.** Sets an internet password for authenticated access to the Domino Web server. The internet password (entered in the [Enter Notes User Information dialog](#)) is encrypted and set into the internet password field in the person document. The internet password is mandatory if Internet registration only is selected or if the mail type is Other Internet mail ([Mail/ID Registration Options](#)).
- **Registration Server.** The Domino Server on which to create Person documents in the Notes Public Address book. The default is the local Domino Server. Specify a remote server if you are not working on a machine with a Domino Server. Users are assigned the same Notes domain as that of the selected server. You must have a properly certified Notes ID and sufficient access to the specified server to register Notes users.
- **Administration ID.** This is the Notes ID of the administrator registering Notes users. To change, select Administration ID and select a different ID.
- **Profile name.** The name of the user setup profile to be used when the user is created in Notes. Default is None.
- **Assign new users to Notes group.** Select a Notes group to which new Notes users will be added from User Manager. This list box is only enabled if Notes groups exist. **None** is the default.
- **Internet Domain.** The last part of the required internet address for each user registered as a Notes, POP or IMAP mail user. Default is the current TCP host domain (example: @acme.com). The first part of the address is the user name (example: MSmith). The whole internet address is the internet domain string concatenated to the user name string (MSmith@acme.com). This field is displayed only if the mail type is Notes, POP or IMAP and Internet registration only is NOT selected.
- **Address name format.** Choose the address name format you want to use for the first part of the internet address (the user name). Default is 'FirstName LastName' (example: MarySmith). This field is displayed only if the mail type is Notes, POP or IMAP and Internet registration only is NOT selected.
- **Separator.** Choose either None, Underscore, Percent or Equal. This character will separate the name components used in the first part of the internet address (the user name). Default is 'None' (example with 'Underscore': Mary_Smith@acme.com). This field is displayed only if the mail type is Notes, POP or IMAP and Internet registration only is NOT selected.
- **Certifier ID.** To certify users with a different Notes certifier ID, click Certifier ID and select another certifier ID. The default is the current certifier ID specified in the local notes.ini file (if one exists). This field does not display if Internet registration only is selected.
- **Security type.** The type of encryption used. Choose North American or International. This field does not display if Internet registration only is selected.
- **Certificate expiration date.** The date on which the user's certification expires. Default is two years from the present date. This field does not display if Internet registration only is selected.

- **Alternate name language.** An alternate name language in which to specify an alternate user name. If the Certifier ID was enabled for alternate naming and includes alternate language specifiers, this field displays the languages you can use for the alternate user name. If an alternate name language has not been added to the Certifier ID, this field displays none, and the default is none. This field does not display if Internet registration only is selected.

See also:

[Mail/ID Registration Options](#)

[Notes Registration Defaults](#)

[Registering Notes users with Windows NT User Manager](#)

Mail/ID Registration Options

The information entered here applies to all users registered during the current User Manager session (unless otherwise noted):

- **Mail Server.** The Domino Server on which the mail file(s) for the new user(s) will reside. The default is the local Domino Server. Click on Mail Server to specify a remote server if you are not working on a machine with a Domino Server.
- **Mail Type.** Default is Lotus Notes. If you choose Other Internet, Other or None as the mail type, other mail-related fields in the dialog will not be displayed.
- **Mail file directory.** This is the directory in which Notes will create the mail files. The default is the mail subdirectory (off of the Domino data directory). You can enter the full pathname for a mail file (for example, to avoid a non-unique name). This filename will only apply to the next user registered. For subsequent users, only the directory portion of the pathname will be used.
- **Create mail file now.** This radio button creates mail files during Notes user registration.
- **Create mail file later.** This radio button allows mail files to be created in the background by the Administration Process.
- **Set mail database quota.** To limit the size of the mail database. Enter the database size in megabytes, up to 9999 megabytes, in the field that becomes activated when you select this option.
- **Set warning threshold.** To notify the administrator when a user's mail file is almost at its maximum size. Enter the threshold size, up to 9999 megabytes, in the field that becomes activated when you select this option.
- **Create full text index.** Select to create a full text index of the entire mail database.
- **Store User ID.** To indicate how you want to store the user's ID file, select In Address Book or In file or both. Selecting In Address Book stores the user's ID in the Domino Directory. Selecting In file stores the user ID in the specified file. To specify the ID file location and name, click the Set ID Path... button. The ID filename will only apply to the next user registered. For subsequent users, only the directory portion of the pathname will be used. If both check boxes are deselected, Notes user IDs are not created.

See also:

[Registration Setup](#)

[Notes Registration Defaults](#)

[Registering Notes users with Windows NT User Manager](#)

Deleting Notes users/groups with User Manager

1. Choose **Notes** from the User Manager menu bar to display the Notes menu.
2. Choose **Delete/User Synch Options** (if this menu item is disabled, see [Enabling Notes Synchronization Features in User Manager](#)).
3. In the Notes Deletion and User Synch dialog, select the name of the Domino server upon which Notes users/group will be deleted (server containing the Public Address book receiving the change). If you are deleting a group, skip to step 5.
4. Select one of the following options:
 - Don't delete the mail file.
 - Delete just the mail file specified in the Person record.
 - Delete mail file specified in Person record and all replicas.
5. Click **OK** to exit and save the delete options.
6. Delete the user or group account, as instructed by your Windows NT documentation. The corresponding Notes Person or Group document is automatically removed to reflect the change.

When a Notes user is deleted, all references to the user name are removed via the Notes Administration Process on the Domino server. For more information on the steps involved, see Notes documentation on "About how the Administration Process deletes a user name".

If you choose to delete a user's mail file, the Administration Process generates an Approve File Deletion request in the Pending Administrators Approval View of the Administration Requests database. To delete the mail file, you must open the request and in edit mode click **Approve File Deletion**.

The Notes full name or short name must match the Windows NT full name or user name, respectively. Also, Notes users will not be deleted if the user's name is not unique (more than one Notes user is found with the same name) and ambiguous names cannot be resolved.

To use a different Notes administration ID than the last one used in Notes, go to the [Registration Setup](#) dialog before completing these steps.

Adding a Windows NT group to Notes

As you create a new group account in Windows NT User Manager for Domains, you can add the group in Notes at the same time (see [Adding a new Windows NT group to Notes](#)). You can also [add an existing Windows NT group to Notes](#).

When you add a group to Notes from User Manager, you have the option of creating a group document in Notes and the option of registering user members of the group in Notes. If the group is a local group and contains global groups as group members, you have the option of adding these global groups to Notes and registering their user members as Notes users also. Membership of the group (based on the NT group) can be modified before it is added to Notes without affecting the NT group.

To enable group registration:

1. Choose **Notes** from the User Manager menu bar and select **Notes Synchronization Options**. The [Enable Notes Synchronization Options](#) dialog will appear.
2. Select one of the following:
 - **Enable all synchronization operations** or
 - **Select synchronization options to enable** and then **User/Group registration**.
3. Click **OK** to save your changes and exit the dialog.

Note: Consult your Windows NT documentation for information about running and working with User Manager.

See also:

[Registering Notes users with Windows NT User Manager](#)

Adding a new Windows NT group to Notes

1. Make sure that Notes group addition is enabled (see [Enabling Notes Synchronization Features in User Manager](#)).
2. To create a new group account, select **User** from the User Manager menu bar and proceed as instructed by your Windows NT documentation.
3. Supply a password for your Notes ID if necessary.
4. As soon as the group is added to NT, the [Notes Group Registration Options](#) dialog appears. Complete the dialog and then click **OK**.
5. If you selected **Register the users in the NT group into Notes** from the Notes Group Registration Options dialog, the [Choose Registration Options for Selected NT Users dialog](#) will appear. Choose one of the following two options and then click **OK**:
 - Select **Prompt for the name and password of each selected user** to be prompted to provide Notes information manually for each user.
 - Select **Register selected users at once without additional prompts** to use the Windows NT full names as Notes user names and to generate random passwords automatically. You will be prompted only to adjust Notes user name components (first, last and middle initial) for Windows NT users whose full names cannot be parsed correctly (using the **name parsing format** set in The [Enable Notes Synchronization Options](#) dialog).
6. If you chose to manually provide the name and password information of multiple users you are registering, complete an [Enter Notes User Information dialog](#) for each Notes user.
7. When prompted to register the new user accounts in Notes, select Yes. If you select no the new NT accounts will not be registered, but this pending registration information is stored until you exit User Manager. At exit time you can either register the pending users or lose the pending information. You can also register pending user accounts into Notes at any time by selecting **Register Notes Users Now** from the Notes menu in User Manager.
8. (Optional) After registration has begun, press Stop Registration at any time to stop registration after the current user registration is complete. Any users not registered will remain pending.

The new Notes users are registered with [default information](#), unless you have previously modified [Registration setup](#) or [Mail/ID Registration options](#) in the current User Manager session.

See also:

[Adding an existing Windows NT group to Notes](#)

[Registering Notes users with Windows NT User Manager](#)

Adding an existing Windows NT group to Notes

1. Make sure that Notes group addition is enabled (see [Enabling Notes Synchronization Features in User Manager](#)).
2. In the Groupname window, select the group account you want to add to Notes.
3. Choose **Notes** from the User Manager menu bar and then choose **Add Selected Users/Group to Notes**. Supply a password for your Notes ID if necessary.
4. The [Notes Group Registration Options dialog](#) will appear. Complete the dialog and then click **OK**.
5. If you selected **Register the users in the NT group into Notes** from the Notes Group Registration Options dialog, the [Choose Registration Options for Selected NT Users dialog](#) will appear. Choose one of the following two options and then click **OK**:
 - Select **Prompt for the name and password of each selected user** to be prompted to provide this Notes information manually for each user.
 - Select **Register selected users at once without additional prompts** to use the Windows NT full names as Notes user names and to generate random passwords automatically. You will be prompted only to adjust Notes user name components (first, last and middle initial) for Windows NT users whose full names cannot be parsed correctly (using the **name parsing format** set in The [Enable Notes Synchronization Options dialog](#)).
6. If you chose to manually provide the name and password information of multiple users you are registering, complete an [Enter Notes User Information dialog](#) for each Notes user.
8. After name and password information has been set, select Yes when you are prompted to register the selected user accounts in Notes. If you select no, the new NT accounts will not be registered, but this pending registration information is stored until you exit User Manager. At exit time you can either register the users or lose the pending information. You can also register pending users at any time by selecting **Register Notes Users Now** from the Notes menu in User Manager.
9. (Optional) After registration has begun, press Stop Registration at any time to stop registration after the current user registration is complete. Any users not registered will remain pending.

The new Notes users are registered with [default information](#), unless you have previously modified [registration setup](#) or [mail/ID registration options](#) in the current User Manager session.

See also:

[Adding a new Windows NT group to Notes](#)

[Registering Notes users with Windows NT User Manager](#)

Notes Group Registration Options Dialog

The Notes Group Registration Options dialog allows you to set options for the Notes group to be registered.

- **Create Notes group based on the NT group.** Select this option to create a group document in the Public Address book based on the membership of the current NT group. This box is checked by default. Members of the NT group can still be registered as Notes users without selecting this option (**Register the users in the NT group into Notes** below).
- **Notes Group Name.** Default is the name of the corresponding NT group.
- **Group Type.** Default is "Multi-purpose" (see Notes documentation for a complete description of group types).
- **Description.** Default is the description of the corresponding NT group.
- **Register the users in the NT group into Notes.** Checked by default. If this box is unchecked, a Notes group document can still be created by selecting **Create Notes group based on the NT group** (described above), but group members will not be registered as Notes users (no person documents, user IDs, or mail files will be created).
- **Members.** Click this button to check or modify the membership of the Notes group to be created (see [Notes Group Member Selection dialog](#)).

See also:

[Adding a Windows NT group to Notes](#)

Notes Group Member Selection Dialog

The Notes Group Member Selection dialog allows you to check or modify the Notes group membership for the group to be created. Changing the group membership for Notes does not alter the NT group membership.

- **Members: List** shows the members of the new or currently selected NT group that will be registered into Notes and/or included in the new Notes group. One or more list member(s) can be moved to the **Not Members: list** (described below) by double-clicking on the list member(s).
- **Not Members: List** shows the members of the new or currently selected NT group that will not be registered into Notes and/or included in the new Notes group (NT group members in this list remain in the NT group but will not be part of the Notes group). One or more list members can be moved to the **Members: list** (described above) by double-clicking on the list member(s).
- **<-- Add** button moves selected members of the **Not Members: list** to the **Members: list**. This button is enabled only if one or more members from the **Not Members: list** are selected.
- **Remove-->** button moves selected members of the **Members: list** to the **Not Members: list**. This button is enabled only if one or more list members from the **Members: list** are selected.
- **Synchronize groups in members list with Notes also** controls group registration for members in the **Members: list** that are groups (not users). This control is enabled only if the new or selected NT group (whose members are being displayed) is a local NT group AND contains an NT global group as a member in the **Members: list** (for more information about local and global groups in Windows NT, see Windows NT documentation). If this option is selected, the NT global group(s) listed in the **Members: list** will be added to Notes with the same options as the parent group being added. If not selected, the NT global group listed in the **Members: list** will be included in the Notes group document of the parent group, but will not be added to Notes as a separate group (a Notes group document will not be created for it and its' users members will not be registered).

See also:

[Notes Group Registration Options](#)

[Adding a Windows NT group to Notes](#)

Synching Windows NT users with Notes Users

Windows NT user accounts can be "synched" with the corresponding Person documents in the Notes Public Address book. Synching users facilitates other user synchronization operations such as user registration or deletion, which can be initiated by Windows NT or Notes. It also allows users to use a single or common password for NT and for Domino Web Server access (internet password).

Synching an NT and Notes user accounts involves three possible changes to the user's Person document in the Notes Address book.

1. The Net account name field is updated (filled in for the first time or overwritten).
2. The Users name list is appended with the NT full name of the user (if that full name does not already exist in the Users name list). Existing full names are not modified.
3. The Notes internet and NT passwords are replaced with a common password that works for both NT and Domino Web Server access. The internet password is encrypted when set into the Person document in Notes. This common password option is not enabled by default when user synching is enabled (for information on enabling user synching, see [Enabling Notes Synchronization Features in User Manager](#)).

To synch NT and Notes users from User Manager:

1. Make sure that Notes user synching is enabled (see [Enabling Notes Synchronization Features in User Manager](#)).
2. In the Username window, select the user account(s) you want to synch with Notes.
3. Choose **Notes** from the User Manager menu bar and then choose **Synch Selected NT User(s) with Notes**. If a confirmation prompt appears, click **OK**.
4. If you have chosen **Set common password on user synching** in the [Enable Notes Synchronization Options dialog](#), you will be prompted to provide a common password. This password will replace both the NT and Notes internet passwords. Provide and confirm the password, and then click **OK**. If you have selected multiple NT users, a separate password prompt will appear for each NT user selected.

User synching also takes place when an NT user is renamed in User Manager and Notes user synching is enabled. In this case, the Net account name field and the Users name list in the Notes person document are updated, but passwords are not synchronized.

If an error condition is encountered on a user synch (for example, a Person record cannot be found for the NT user), an appropriate error message is returned. Details on errors/status are also entered into the NT Event Viewer application log). User synching will not take place unless an unambiguous, single match can be found in Notes for the NT user.

User synching does NOT register a Notes user (create a person document, Notes ID and mail file); it can only modify information in an existing person document. To add NT users to Notes, see [Registering Notes users with Windows NT User Manager](#).

