
WebAD PeopleMinder v2.1 Installation and Configuration Guide

Instructions to Install and
Configure PeopleMinder
v2.1

Web Active Directory, LLC

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Overview

These configuration notes provide direction on configuring PeopleMinder for your environment. At a minimum, you must ensure to create the scheduled task and set up the email options before running PeopleMinder. Refer to the Import the Scheduled Task to Run PeopleMinder Each Day and Tweak Configuration Settings sections for more information.

Installation Support

Send an email to support@webactivedirectory.com or visit <http://www.webactivedirectory.com/> and click the Support tab if you need assistance with issues that arise while installing or configuring PeopleMinder. You can also reference videos for help with the product on the Web Active Directory site at <http://webactivedirectory.com/products/iisadmpwd/>.

System Requirements

Please note the important system requirements detailed below before installing PeopleMinder.

| Requirement | Description |
|---|---|
| Windows Server 2008 and 2008 R2, Windows Server 2012 and 2012 R2 | Web, Standard, Enterprise or Datacenter Edition for Server 2008 or Foundation, Essentials, Standard or Datacenter Edition for Server 2012: Hosts PeopleMinder application. Important Note Please ensure the installation server is not a domain controller and is only a member server in the domain. |
| Microsoft .NET Framework version 4.5.1 | Runs .NET applications. You must install at least version 4.5.1 of the .NET Framework. You can download the framework from Microsoft's download site at https://www.microsoft.com/en-us/download/details.aspx?id=40779 . |
| Windows service account with permissions to run PeopleMinder, write to the file system and connect to Active Directory | Used by PeopleMinder to run the utility, write to the PeopleMinder log file and connect to Active Directory to search for users with expiring passwords. Important Note Your service account must have privileges to run a Windows scheduled task as well. |
| 3 MB disk space | Stores physical files used to run PeopleMinder as well as configuration and log files |

Upgrades from Previous Versions of PeopleMinder

Web Active Directory made changes to update PeopleMinder from a 32-bit application to a 64-bit application with the release of v2.0. These changes cause PeopleMinder to install into a different

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directory than previous versions and you need to follow the guidelines below to properly migrate to the new version.

Upgrade/Migration Procedure

The PeopleMinder upgrade procedure requires a few manual steps as documented below. You need to make a backup copy of your current PeopleMinder installation, uninstall the pre-v2.0 version of PeopleMinder, run the installer package to install the new version of PeopleMinder, and copy your old configuration and log files to the new installation location. This migration process preserves all your current PeopleMinder customizations.

Use the Installation Procedure section on page 5 to install the latest release from scratch if you don't need to preserve any previous settings.

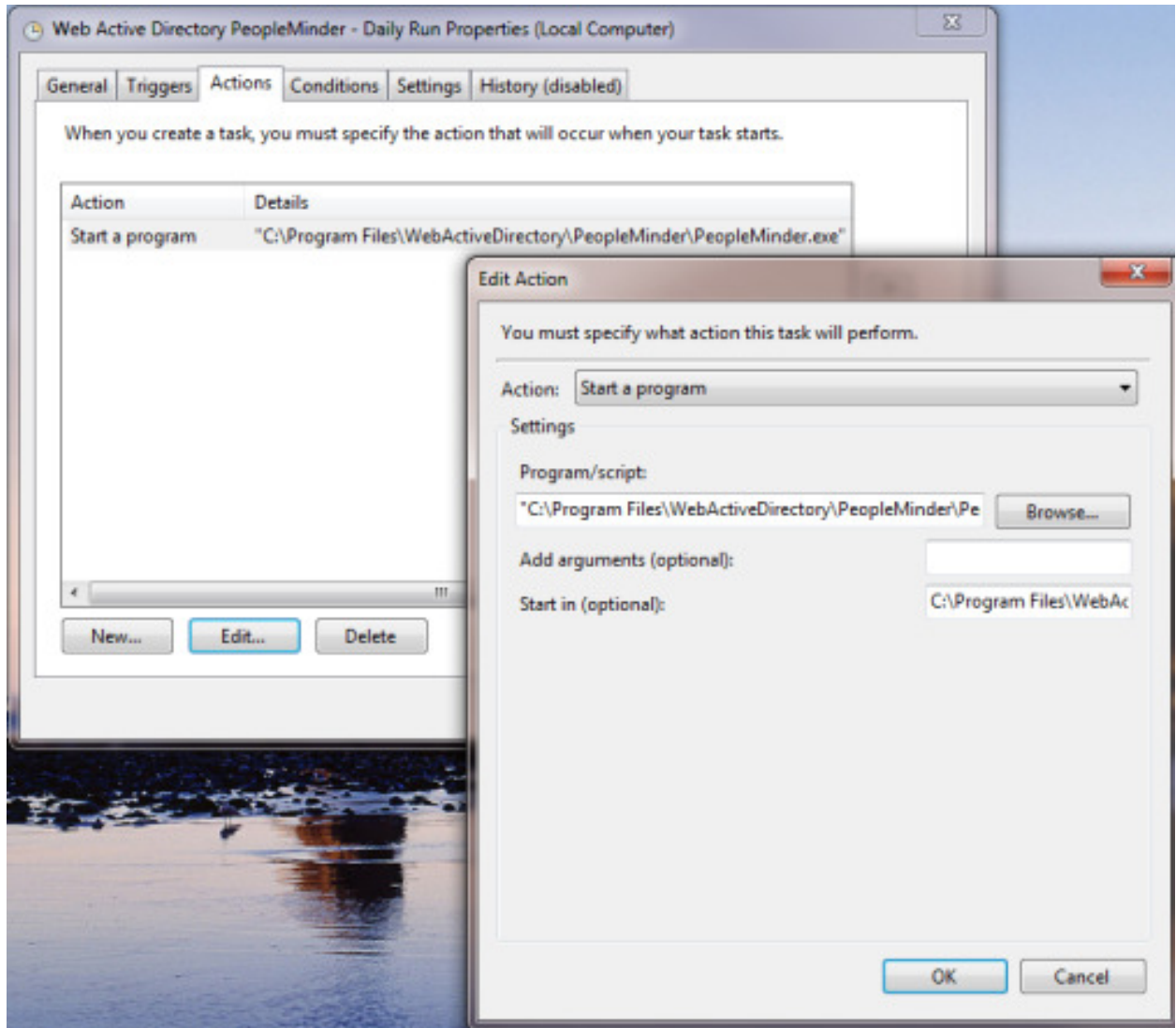
Migration Instructions from pre-v2.0 Releases

To upgrade PeopleMinder from a pre-v2.0 release, follow the instructions below.

1. Use XCOPY (or just Copy and Paste through Windows Explorer) to make a backup of your current PeopleMinder installation, typically located at %Program Files (x86)%\WebActiveDirectory\PeopleMinder. This backup will be used in rare cases to restore a botched migration and also to preserve configuration files that you may wish to re-use.
2. Open the Programs and Features applet from the Windows Control Panel.
3. Locate the current installed version of Web Active Directory PeopleMinder in Programs and Features and uninstall it.
4. Once the uninstallation process completes, follow the Installation Procedure section on page 5 to install the new version of PeopleMinder.
5. After you successfully install the new version of PeopleMinder, copy the PeopleMinder.config and PeopleMinder.log files from the XCOPY location in Step 1 and replace the same files in the new installation location, typically located at %Program Files%\WebActiveDirectory\PeopleMinder.
6. Edit the Window Scheduled Task that runs PeopleMinder and change the path for the Program/Script and Start in values on the Actions tab as shown in the screen shot. The new path

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will be under %Program Files% instead of %Program Files (x86)%.



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Installation Instructions

This section includes installation instructions for new installations of PeopleMinder.

Installation Procedure

The PeopleMinder installer includes an executable component and several resource files. The default installation directory is %Program Files%\WebActiveDirectory\ PeopleMinder.

The PeopleMinder installer contains everything you need to run PeopleMinder. Refer to the System Requirements section on page 2 for more information about prerequisites. The installation takes less than two minutes and leaves you with a clean PeopleMinder installation that is ready for you to use in your environment after a little configuration.

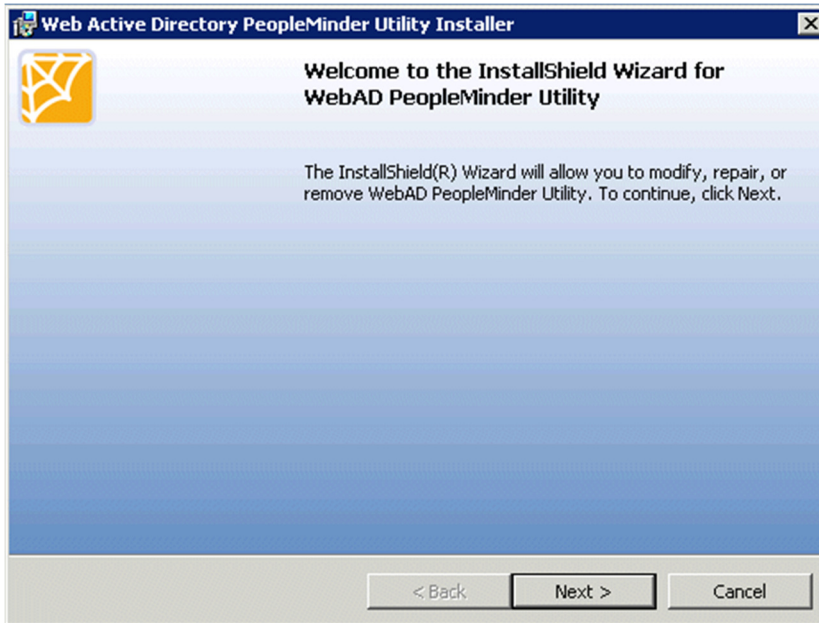
NOTE

You must run the installer as an administrator or the installation will not properly complete all the setup tasks. Even if you are logged in to the installation server as an administrator, the operating system will not run the installation under the administrator account's privileged security context unless you explicitly run it this way. Ensure you right-click the WebAD_PeopleMinderSetup.exe file and choose ***Run as administrator*** to install PeopleMinder under an administrative security context.

1. Unzip the contents of the zip file you downloaded from the Web Active Directory download site to a location on your local installation system.
2. Read the important installation notes contained in the installation guide included with the download package.
3. To begin the installation, run the WebAD_PeopleMinderSetup.exe file that you extracted from the zip file.

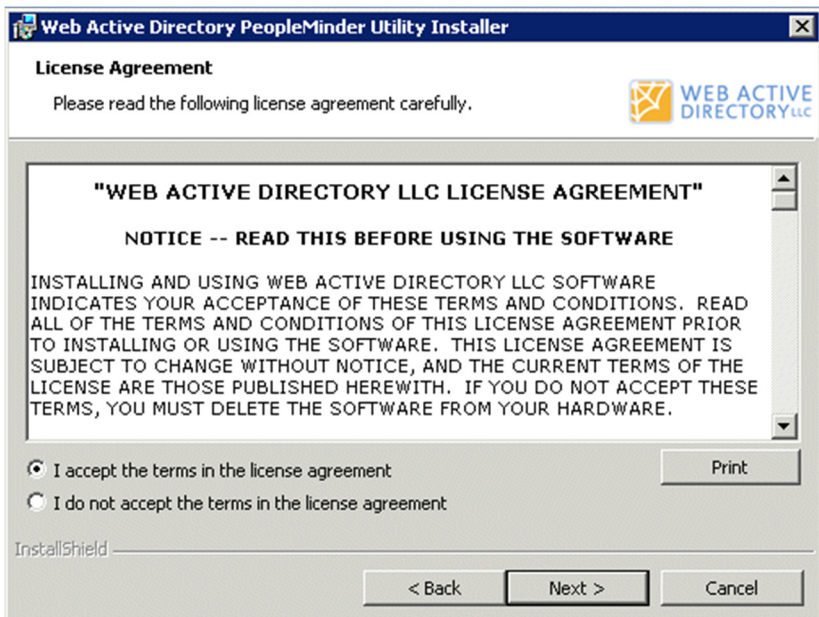
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4. The installer begins and displays the PeopleMinder Installer Welcome Page.



Click Next to continue.

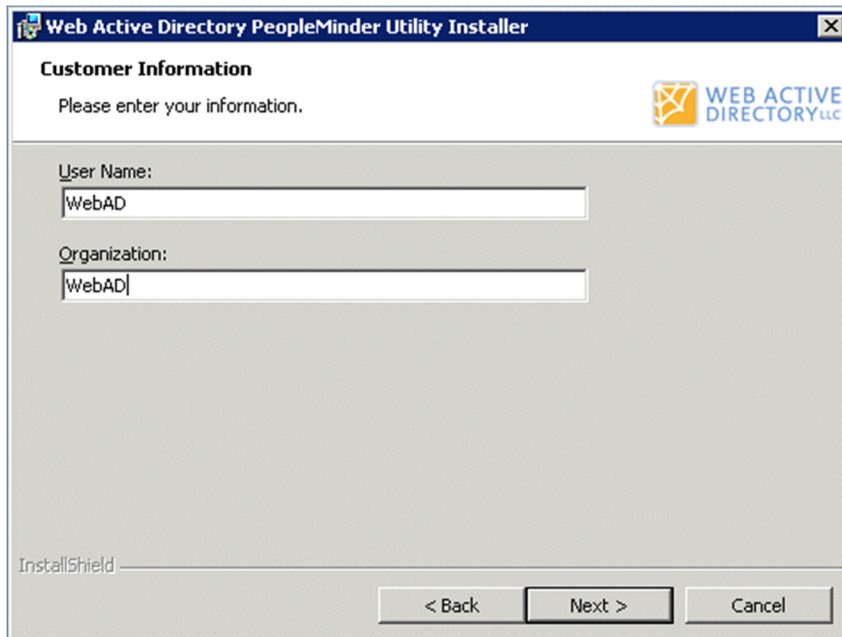
5. Review the license agreement and accept the terms after you review them.



Click Next to continue.

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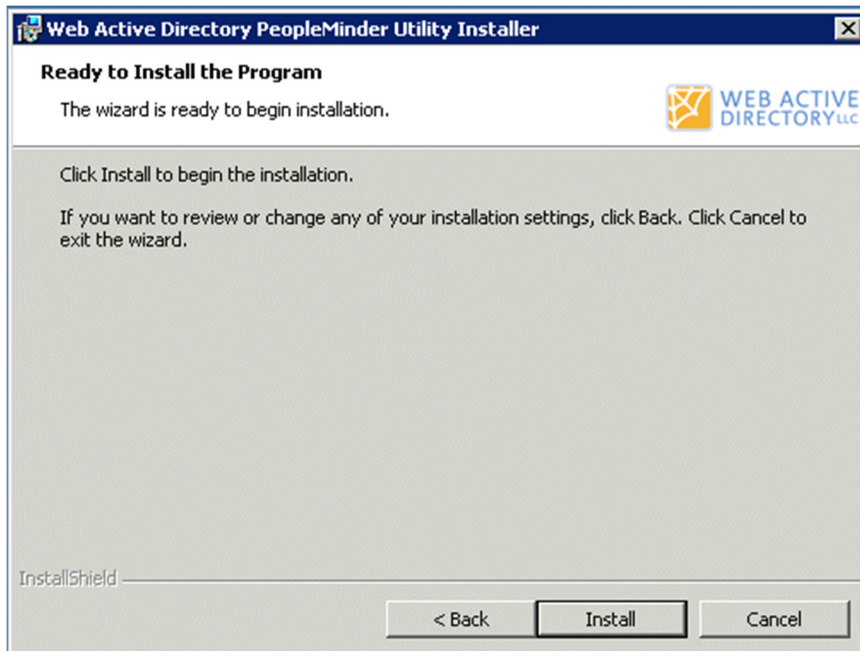
6. Enter the requested customer information.



The screenshot shows the 'Web Active Directory PeopleMinder Utility Installer' window. The title bar includes the application name and a close button. The main window has a header with the 'Customer Information' title and a 'Please enter your information.' instruction. On the right side of the header is the 'WEB ACTIVE DIRECTORY LLC' logo. Below the header, there are two text input fields: 'User Name:' with the value 'WebAD' and 'Organization:' with the value 'WebAD'. At the bottom left, the 'InstallShield' logo is visible. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Click Next to continue.

7. You have entered all the information necessary to install PeopleMinder on your system.

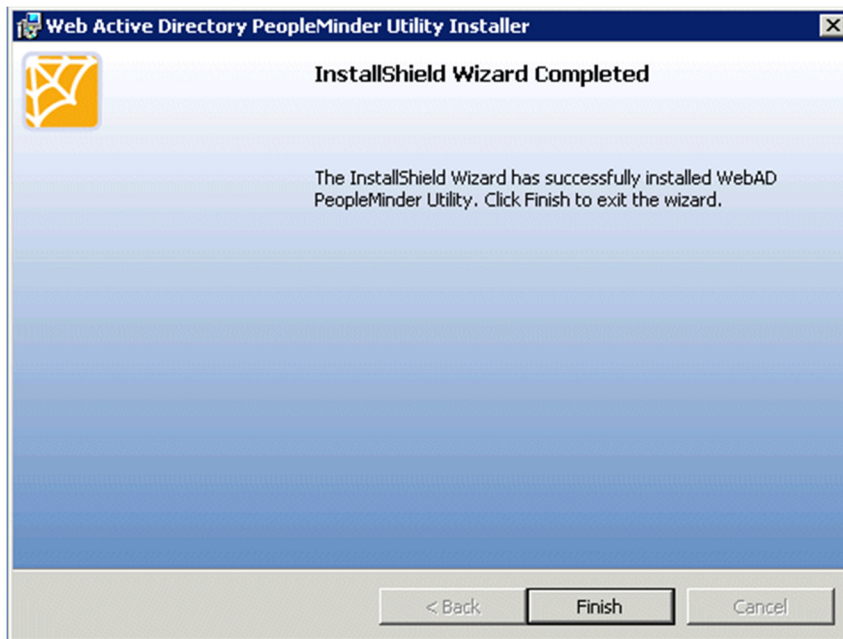


The screenshot shows the 'Web Active Directory PeopleMinder Utility Installer' window at the 'Ready to Install the Program' step. The title bar is the same as the previous screen. The main window has a header with the 'Ready to Install the Program' title and the instruction 'The wizard is ready to begin installation.' The 'WEB ACTIVE DIRECTORY LLC' logo is on the right. Below the header, there is a paragraph: 'Click Install to begin the installation. If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.' At the bottom left, the 'InstallShield' logo is visible. At the bottom right, there are three buttons: '< Back', 'Install', and 'Cancel'.

Click Next to install PeopleMinder.

8. The installer installs the components you need to run PeopleMinder. You will see the Completed Page once the installation completes.

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Click Finish to close the installer.

9. You are now ready to run PeopleMinder. Complete the Post-Installation Tasks to set up the Windows scheduled task to run PeopleMinder daily and to customize your configuration settings for your environment.

Post-Installation Tasks

Once you complete installation of PeopleMinder, perform the following tasks and you will be ready to run PeopleMinder on a scheduled basis to send email reminders to Windows users in your environment whose passwords are expiring.

Import the Scheduled Task to Run PeopleMinder Each Day

You need to import the scheduled task from the ScheduledTasks subdirectory of the PeopleMinder installation directory into your Task Scheduler and set the service account and schedule for running the task. This allows the scheduled task to run PeopleMinder on a daily basis to send out email reminders to users in your environment with expiring Windows passwords. You can also tweak other scheduled task settings if you need.

The *Web Active Directory PeopleMinder - Daily Run.xml* task works for Windows Server 2008 and Windows Server 2012. You can use the Import Task option in the Task Scheduler to import the task. Please create a WebActiveDirectory folder in your Task Scheduler Library to separate PeopleMinder tasks from other tasks.

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NOTE FOR WINDOWS SERVER 2012

You can change the Configure for value to Windows Server 2012 or Windows Server 2012 R2 on the General tab of the task's property sheet.

Tweak Configuration Settings in the XML Configuration File

Set the common configuration values for the options you want to customize before you begin using PeopleMinder. Refer to the PeopleMinder Configuration Values section for more information about setting these values. You can find the configuration file, PeopleMinder.config, in the PeopleMinder installation directory.

Focus on setting the following values first to configure PeopleMinder to send emails in your environment. You also might need to set up SSL and authentication credentials for the SMTP server and those values are documented in the Configuration Element Attribute Values (<Configuration />) section.

- **SMTP Server:** Set the SMTP server you want to use to relay email messages from PeopleMinder to users with Windows account passwords that will expire soon. Use the SmtptServer and SmtptPort attributes of the <Configuration /> element to set these values.
- **From Address:** Set the <FromAddress /> element in the message to an appropriate email address in your environment.

PeopleMinder Command Line Options

The main PeopleMinder executable, PeopleMinder.exe, resides in the PeopleMinder installation root directory typically at %Program Files%\WebActiveDirectory\PeopleMinder. You can pass a number of command line options to the PeopleMinder executable at runtime to customize the application behavior.

PeopleMinder Command Line Values

The following command line parameters allow you to customize the runtime behavior of PeopleMinder. You can also get helpful information about the parameters by typing *PeopleMinder.exe /?* at the command line. This will show the parameters available for you to set when running PeopleMinder. Ensure you preface each parameter using a slash (/) character.

IMPORTANT NOTE

If you run PeopleMinder.exe from the command line with no parameters, the application will run with default configuration settings. Please ensure you set your configuration settings properly before running PeopleMinder in a production environment.

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Command Line Examples

The first example runs PeopleMinder using the configuration values in the PeopleMinder.config file, the application configuration file located in the PeopleMinder directory.

```
C:\Program Files\WebActiveDirectory\PeopleMinder> PeopleMinder.exe
```

The following example sends a test email to TestAddress@YourDomain.com using the configuration values from the PeopleMinder.config file.

```
C:\Program Files\WebActiveDirectory\PeopleMinder> PeopleMinder.exe /testemail  
TestAddress@YourDomain.com
```

The following example shows the license registration page for PeopleMinder.

```
C:\Program Files\WebActiveDirectory\PeopleMinder> PeopleMinder.exe /register
```

| PARAMETER | VALUES EXPLANATION |
|------------------|---|
| ?, h, or help | Shows help information for using command line parameters with PeopleMinder. |
| register | Shows the license registration screen to allow you to register PeopleMinder. Using this parameter causes PeopleMinder to ignore all other parameters. |
| writeblankconfig | Writes a default configuration file with no values set. This allows you to begin with a new configuration file and then set values. |
| testemail | Sends a test email message to the address that follows the parameter. |

PeopleMinder Configuration File

The PeopleMinder configuration file, PeopleMinder.config, contains all the configuration settings that PeopleMinder needs to run. You can make changes to the configuration file to customize PeopleMinder for your environment. This XML file contains configuration settings that customize settings such as which Active Directory containers are searched, how often messages are sent and the content of sent messages.

The configuration file contains a root node called <ConfigurationSet /> and this node can contain multiple <Configuration /> elements. You can have as many <Configuration /> elements as you need in the same configuration file. This allows you to highly customize PeopleMinder by specifying different messages for different OUs, customizing messages for the same sets of users depending on the number of days before their passwords expire, setting different reminder intervals, searching different bind paths, etc.

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To create a new configuration, merely copy an existing `<Configuration />` element—including the opening and closing `<Configuration>` and `</Configuration>` tags—and paste the element below existing `<Configuration />` elements. PeopleMinder processes every `<Configuration />` element in the configuration file in order from top to bottom and this allows you to highly customize the configuration sets to send out messages.

PeopleMinder Configuration Values

Use the configuration values in the PeopleMinder configuration file to customize how PeopleMinder works in your environment. Some values allow you to put in any text while other values require you to choose from a pre-determined set of options. You can even use full HTML markup in your message body!

Restricted Attribute Values

The following attributes only allow you to enter values from a finite set of options. Please ensure you enter the values exactly as specified in the list below or the configuration setting will be ignored or an application error will occur.

| ATTRIBUTE | PERMISSIBLE VALUES |
|-----------------|--------------------|
| MessageMode | Send, Test |
| LoggingLevel | Info, Verbose |
| LoggingMode | Overwrite, Append |
| PasswordAgeUnit | Days, Minutes |

ConfigurationSet Element Attribute Values (`<ConfigurationSet />`)

The `<ConfigurationSet />` element contains several attributes that you can modify to change PeopleMinder's behavior. Note that these attributes apply to all `<Configuration />` elements and you cannot change these values from one `<Configuration />` element to another.

| ATTRIBUTE | DESCRIPTION |
|--------------|--|
| LogFileName | Sets the file name for the log file that contains logging information when PeopleMinder runs. You can set this path as a relative path by only entering a file name and this will put the file into the same directory as PeopleMinder. You can also specify an absolute path with a full path name if you desire. |
| LoggingLevel | Sets the logging level threshold for logging errors during a run. You can set this value to Info or Verbose. The Info level logs less information than Verbose level. Info is the default value. |
| LoggingMode | Sets the logging mode for writing to the log file. You can set this value to Overwrite or Append. Overwrite clears all existing log file content and Append keeps existing log file content and adds new content during a run to the end of the file. Append is the default value. |

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Configuration Element Attribute Values (<Configuration />)

The <Configuration /> element contains attributes and elements that you can modify to change PeopleMinder's behavior. Note that the settings in a <Configuration /> element apply to only this configuration and do not affect other <Configuration /> elements.

| ATTRIBUTE | DESCRIPTION |
|-----------------------------------|---|
| MaximumPasswordAge | Sets the number of time units (typically days and determined by the PasswordAgeUnit configuration value) before a password expires in your domain. This value should mirror the maximum password age value in your Active Directory domain's password policy but you can set it to a different value if you desire. |
| PasswordAgeUnit | Sets the unit of time for measuring password age. Valid values include Days and Minutes. |
| ActiveDirectoryBindPath | Sets the bind path to use when searching Active Directory for expiring accounts. If this value is not set, PeopleMinder searches all user accounts from the root of the domain in which the PeopleMinder server resides. |
| ActiveDirectoryUserName | Sets the name of the service account to use to bind to Active Directory and perform queries to retrieve users with expiring passwords. PeopleMinder binds to Active Directory under the service account running the scheduled task if you do not set this value. |
| ActiveDirectoryPassword | Password for the service account set in the ActiveDirectoryUserName value. You can leave this value blank if you do not set an ActiveDirectoryUserName value. |
| ActiveDirectorySearchString | An LDAP search filter to use to restrict objects searched in the directory. For example, the "(&(objectcategory=person)(objectclass=user))" filter only searches user accounts and excludes contact objects. You can leave this value blank if you desire. |
| ActiveDirectoryUserEmailAttribute | The Active Directory email attribute to use to look up a user's email address, typically the "mail" attribute. |
| SmtpServer | The IP address or DNS name of the SMTP server off which to relay outbound email messages to users when passwords expire. |
| SmtpPort | The SMTP port on the SMTP server. This is typically port 25. |
| SmtpUseSsl | Indicates whether to connect to the SMTP server using SSL. Defaults to false. |

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| | |
|------------------------------|---|
| SmtplibUseDefaultCredentials | Indicates whether to use the credentials of the account running PeopleMinder when connecting to the SMTP server. Defaults to false. |
| SmtplibUserDomain | The domain to use to authenticate to the SMTP server. This value is optional. |
| SmtplibUserName | The Active Directory account username to use to authenticate to the SMTP server. |
| SmtplibUserPassword | The password of the account to use to authenticate to the SMTP server. |

Configuration Element Child Elements

The <Configuration /> element also contains child elements that you can modify.

| CHILD ELEMENT | DESCRIPTION |
|---------------|---|
| Schedule | Sets the number of days to send a message before a user's Windows account password expires. |
| Message | Sets properties for the email message sent to users whose Windows account password is expiring. |

Schedule Element (<Schedule />)

Use the <Schedule /> element to customize the email reminder schedule for a configuration. You may add as many values as you desire to the element to set the reminder schedule for the number of days before the password expires.

| ATTRIBUTE | DESCRIPTION |
|----------------------------|--|
| DaysBeforeExpirationToSend | Sets the schedule for sending reminder messages. You can add as many values as you need here to set the schedule used to send a message before a user's password expires. Note You can use negative values to send reminders after a password expires and use 0 to send a reminder on the day the password expires. |

Examples

This example configuration sends six reminder emails before a password expires, including sending emails 14, seven, five, three, two and one days before the password expires.

```
<Schedule DaysBeforeExpirationToSend="14,7,5,3,2,1" />
```

The following configuration sends seven reminder emails before and after a password expires, including sending emails 14, seven, three, two, one and zero days before the password expires as well as one, three and five days after it expires. Use negative values to send reminders after a password expires and use 0 to send a reminder on the day the password expires.

```
<Schedule DaysBeforeExpirationToSend="14,7,3,2,1,0,-1,-3,-5" />
```

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Message Element (<Message />)

The <Message /> element contains the configuration settings for the email message you want to send to users in this <Configuration /> element. It contains an attribute and several child elements.

| ATTRIBUTE | DESCRIPTION |
|-------------|---|
| MessageMode | Sets the mode for sending messages. You can set this value to Send or Test. The Send mode actually sends an email message and the Test mode writes information about emails that it would send to the PeopleMinder log file. Test is the default value. |

Message Element Child Elements

You can use the %NumberOfDays% variable to display information in the email message about the number of days remaining before a user's password expires. Ensure that you surround the variable name, NumberOfDays, with the % (percent) characters or the value will not be substituted in the message. You can use this variable in the subject or message body.

| CHILD ELEMENT | DESCRIPTION |
|---------------|---|
| Subject | The text of the subject line. |
| FromAddress | The source address that originates the message. This value shows up in the user's email Inbox as the sender of the message. |
| MessageBody | <p>The message body for the email. You can use full HTML markup here as long as the markup is within a <![CDATA[...]] section. You may also use a few variables in the message body to provide information to the message recipient. Each variable must be surrounded at the front and back with the % (percent) character as shown below.</p> <ul style="list-style-type: none">• %NumberOfDays% - The actual number of days before a user's Windows password is set to expire• %Mail% - The recipient's email address• %UserPrincipalName% - The recipient's user principal name• %SAMAccountName% - The recipient's SAM account name |