Disabling and Enabling a User Account

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Disable and Account

When we are informed that a user will be out for an extended period of time or has left the organization, we should initially disable the account. We do this by highlighting the account name and right click on it. On the popup menu, we choose Disable Account. An alert box will appear and we will choose the OK button.

Active Directory Users and Computers _ 🗆 🗡 File Action View Help i 🖸 🗟 🛛 🖬 🗏 🐮 🛅 🍸 💆 🍇 Active Directory Users and Comput Description Name Type + 📔 Saved Queries Accountants Security Group - Global domain2.local Accounting Managers Security Group - Global Accounting James B. Smith User Accountant Builtin Jerry P. Clark User Accountant + Computers John K. Smith Accountant User Domain Controllers + John L Accountant Education + Copy.... John N Accountant ForeignSecurityPrincipals + Add to a group... Justin Accountant + LAN Managers Disable Account Patrici Accounting Manager Microsoft Exchange Securit + Reset Password.... + Users Move... Open Home Page Send Mail All Tasks Cut Delete Rename Properties X Active Directory Domain Services Help Disables the account for the current selection.

The account is disabled.



Object John L. Clark has been disabled.

Enable an Account

To enable an account after the individual returns to the organization, we right click on their highlighted account name and choose Enable Account. An alert box will appear and we will choose the OK button. The account is enabled.

