# Disabling and Enabling a User Account

July 25, 2011

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.

The account is disabled.
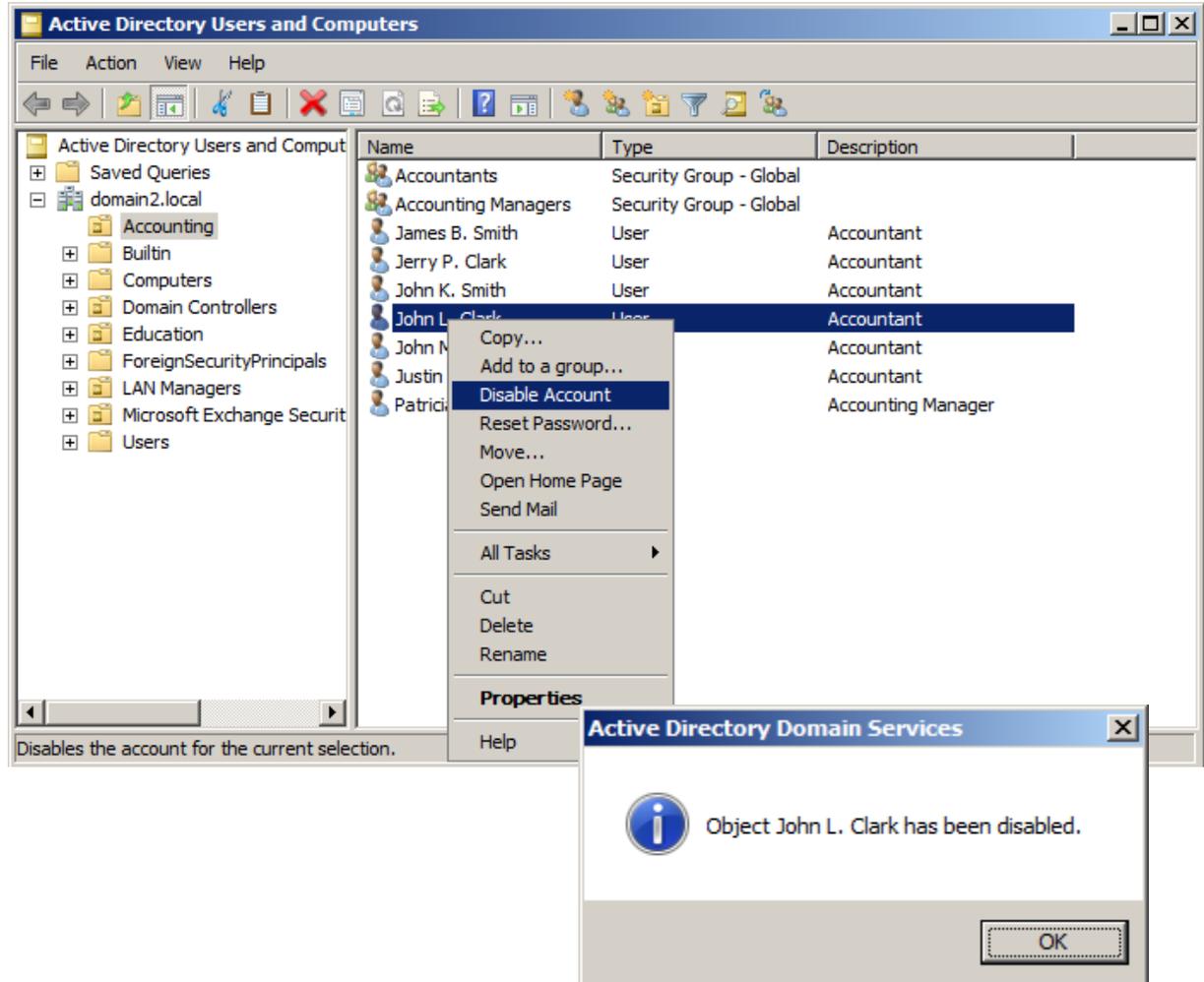
Enable an Account

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.