Moving an Account in Active Directory

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Moving an Account

When we wish to move an account, we will highlight the account name and right click. We will select Move on the popup menu.

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ctive Directory Users and Computers [Q	Name	Туре	Description	
Saved Queries	James B. Smith	User	Network Administrator	
domain2.local	👗 Jereme D. Gladney	User		
E Builtin	Jerry P. Clark	User		
F Computers	Joe Robbins	User		
Domain Controllers	John K. Smith	liser		
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Users	10hn M. S. Reset Pas	sword	Technician	
LAN Managers 2010	Lustin L. L. Move		(Conniciant	
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	& RAS and I. Cut	pup	Servers in this group can	
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	I yrone Stevens	User Security Crown	UDag Membera who have view	
	wind Users	Security Group	Members who have view	
Moves the current selection to another or	rganizational unit.			

Move to a New Container

After selecting move, the Move window will appear. We will highlight the new container to house the group and choose the OK button. In this example, the user account will now be under the Accounting Organizational Units.



Viewing the Moved Account

The account is now located in the Accounting OU.

Active Directory Users and Computers				
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ctive Directory Users and Computers [Q	Name	Type	Description	
domain2.local	Accounting Managers	Security Group - Global		
 Accounting Builtin Computers Domain Controllers Education ForeignSecurityPrincipals AN Managers 	James B. Smith	User	Accountant	
	John K. Smith	User	Accountant	
	John L. Clark	User	Accountant	
	Justin L. Lewis	User	Accountant	
Microsoft Exchange Security Grou	👗 Patricia L. Clark	User	Accounting Manager	
Users				

Changing the User's Group Membership

We open the user account's Properties window and under the Member Of Tab we highlight the group we want to remove. We push the Remove command button and alert box will an appear, warning us that we are removing a member of a group. We choose the Yes button.



Adding a New Group

To add a user to a new group, we select the Add button and the Select Groups window, we type in the group name such as "accountants". We pick the OK button.

John K. Smith Proper	ties ? X	
Remote control General Address Member Of	Terminal Services Profile COM+ Account Profile Telephones Organization Dial-in Environment Sessions	
Member of:		
Name Domain Users	Active Directory Domain Services Folder domain2.local/Users	
S	elect Groups	? ×
	Select this object type:	
	Groups or Built-in security principals	Object Types
	domain2.local	Locations
A <u>d</u> d	Enter the object names to select (<u>examples</u>):	
	accountants	Check Names
Primary group:		
Set Primary Gro	Advanced OK	Cancel
_		
0	OK Cancel <u>Apply</u> Help	

Member of a New Group

Our user is now a member of the accountants group.

John K. Smith Proper	ties			? ×
Remote control General Address Member Of	Account Dial-in	inal Service Profile	s Profile Telephones onment	COM+ Organization Sessions
Member of:				
Name Accountants Domain Users	Active Direct domain2.loca domain2.loca	ory Domain : I/Accountin I/Users	Services Folder g	
Add <u>R</u> emove				
Primary group: Domain Users Set Primary Group There is no need to change Primary group unless you have Macintosh clients or POSIX-compliant applications.				
0	к	Cancel	Apply	Help

Updating the Organization Tab

We input the new job title, department and manager for the account.

John K. Smith Pr	operties		? ×
Member Of Remote con General Add	Dial-in trol Termin dress Account	Environment al Services Profile Profile Telephone	Sessions COM+ organization
<u>J</u> ob Title: <u>D</u> epartment: <u>C</u> ompany: Manager <u>N</u> ame:	Accountant Accounting Big Company Patricia L. Clark		
Direct reports:	C <u>h</u> ange	<u>P</u> roperties	Clear
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