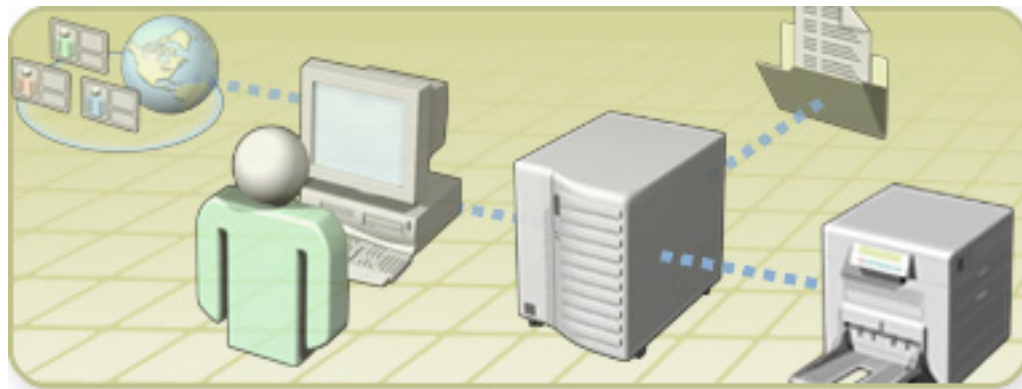


# Module 2: Managing User and Computer Accounts



# Overview

- Modifying User and Computer Account Properties
- Enabling and Unlocking User and Computer Accounts
- Creating a User Account Template
- Locating User and Computer Accounts in Active Directory
- Saving Queries
- Resetting User and Computer Accounts
- Moving Domain Objects

# Lesson: Modifying User and Computer Account Properties

- When to Modify User and Computer Account Properties
- Properties Associated with User Accounts
- Properties Associated with Computer Accounts
- How to Modify User and Computer Account Properties

# When to Modify User and Computer Account Properties

- **Modify user account properties to:**

- Make it easier to use search capabilities to find users
- Match a company's organizational hierarchy
- Determine the group membership of a user account



- **Modify computer account properties to:**

- Assist in asset tracking (Location property)
- Document who manages a computer (Managed By property)




# Properties Associated with User Accounts

The Properties dialog box for a user account contains:

**Suzan Fine Properties** [?] [X]

Published Certificates | Member Of | Dial-in | Object | Security  
Environment | Sessions | Remote control | Terminal Services Profile | COM+  
General | Address | Account | Profile | Telephones | Organization

 Suzan Fine

First name:  Initials:

Last name:

Display name:

Description:

Office:

Telephone number:

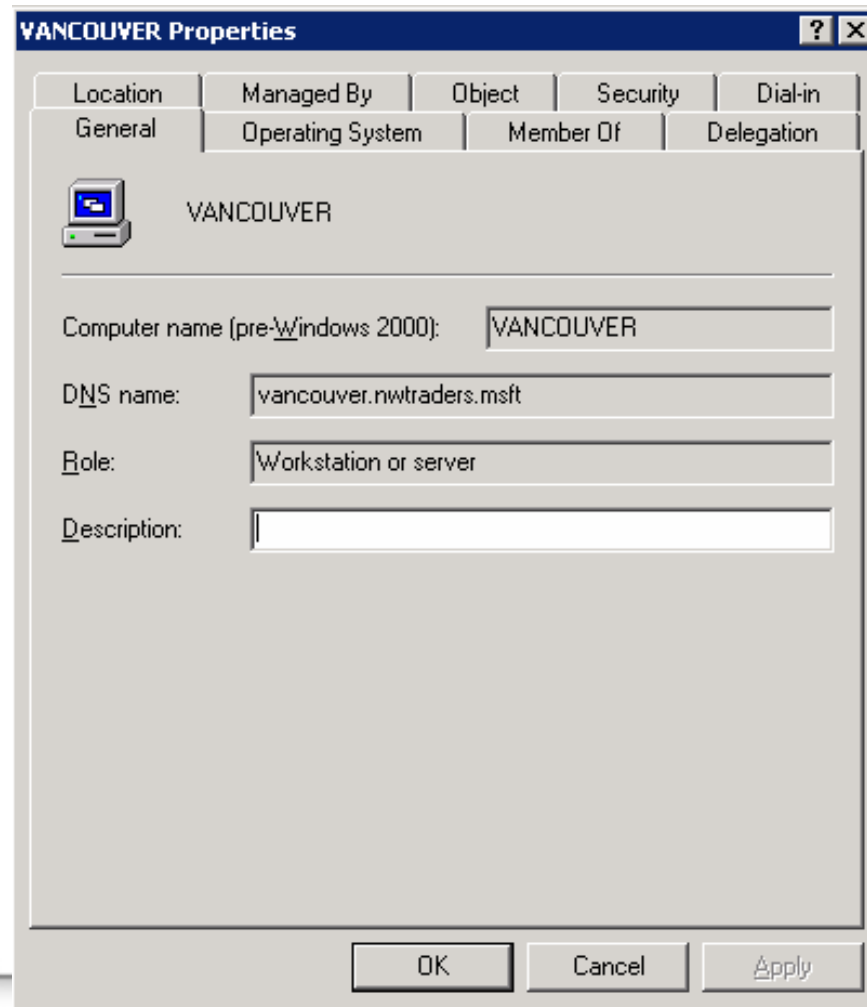
E-mail:

Web page:



# Properties Associated with Computer Accounts

The Properties dialog box for a computer account contains:



# How to Modify User and Computer Account Properties



- In this procedure, you will learn how to:
  - Modify user and computer accounts

# Practice: Modifying User and Computer Account Properties



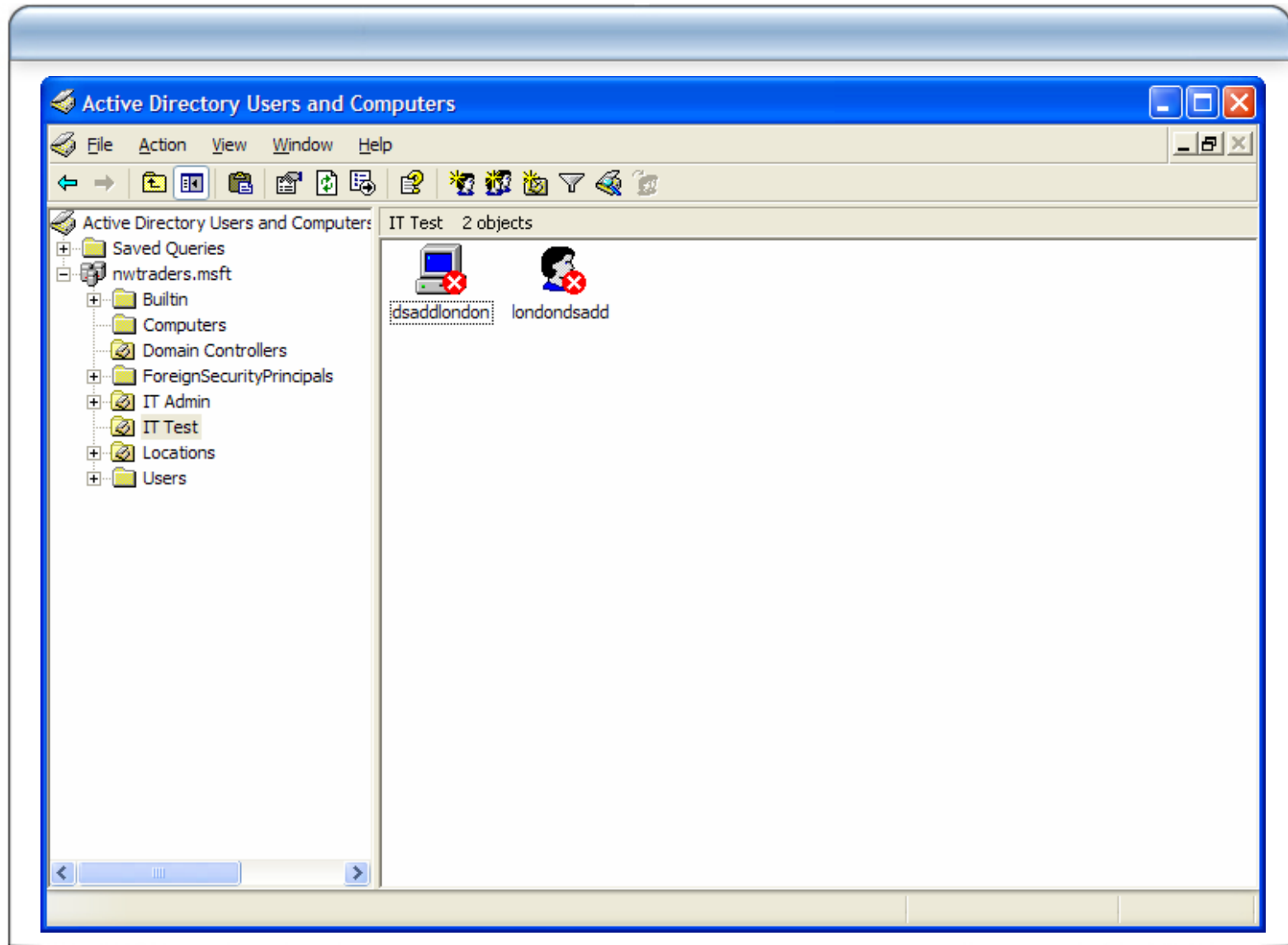
- Scenario: The Systems engineers for NWTraders are working on integrating with Active Directory with the payroll system. You need to create a user in the IT Test Organizational Unit and provide user account properties that the payroll system will use to identify the user
- Scenario: The Systems engineers for NWTraders needs to identify the location of the computer assets by using the location property of the Active Directory computer account properties. You need to create a computer account in the IT Test Organizational Unit and edit the location property to match your city location



# Lesson: Enabling and Unlocking User and Computer Accounts

- Why Enable and Disable User and Computer Accounts?
- How to Enable and Disable User and Computer Accounts
- What Are Locked-out User Accounts?
- How to Unlock User Accounts

# Why Enable or Disable User and Computer Accounts?



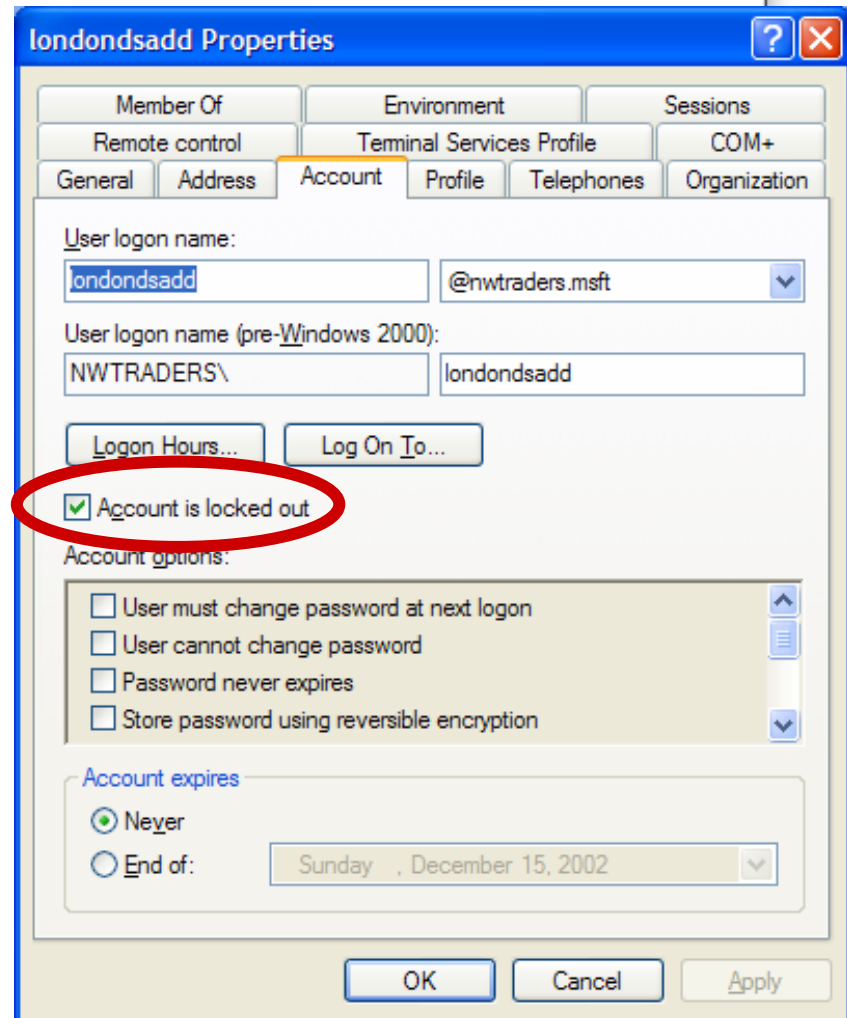
# How to Enable and Disable User and Computer Accounts



- In this procedure, you will learn how to:
  - Enable and disable user and computer accounts

# What Are Locked-out User Accounts?

- The account lockout threshold:
  - Defines the number of failed logon attempts
  - Prevent hackers from guessing user passwords
- An account can exceed the account lockout threshold by too many failed logon attempts:
  - At the logon screen
  - At a screen saver protected by a password
  - When gaining access to network resources



# How to Unlock User Accounts



- In this procedure, you will learn how to:
  - Unlock user accounts

# Practice: Enabling and Disabling User and Computer Accounts



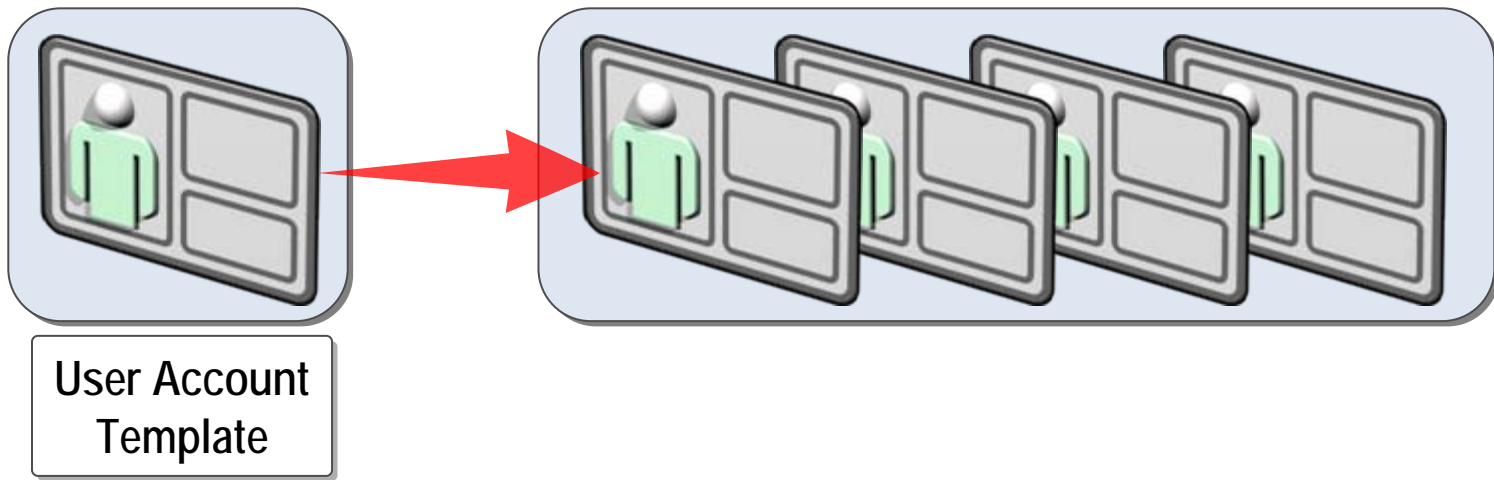
- Scenario: NWtraders is testing active directory and has imported many user and computer accounts. In order to complete the test, you need to enable some user and computer accounts so they can logon to the domain. To maintain security, you need to disable the accounts so that no one logs on to the domain during non testing hours

# Lesson: Creating a User Account Template

- What Is a User Account Template?
- What Properties Are in a Template?
- Guidelines for Creating User Account Templates
- How to Create a User Account Template

# What Is a User Account Template?

- A user account template is a user account that contains the properties that apply to users with common requirements
- User account templates make creating user accounts with standardized configurations more efficient





# What Properties Are in a Template?

Tab	Properties Copied
General	None
Address	Post office box, city, state or province, postal zip code, and country (not street address)
Account	Account options, unlock account, and account expiration (not logon name)
Profile	Profile path and home folder
Telephone	None
Organization	Department, company manager, and direct reports (not title)
Member Of	Groups to which the user belongs



# Guidelines for Creating User Account Templates

- Create a separate classification for each department
- Create a separate group for short-term and temporary employees
- Set user account expiration dates for short-term and temporary employees
- Disable the account template
- Identify the account template

# How to Create a User Account Template



- In this procedure, you will learn how to:
  - Create a user account template

# Practice: Creating a User Account Template

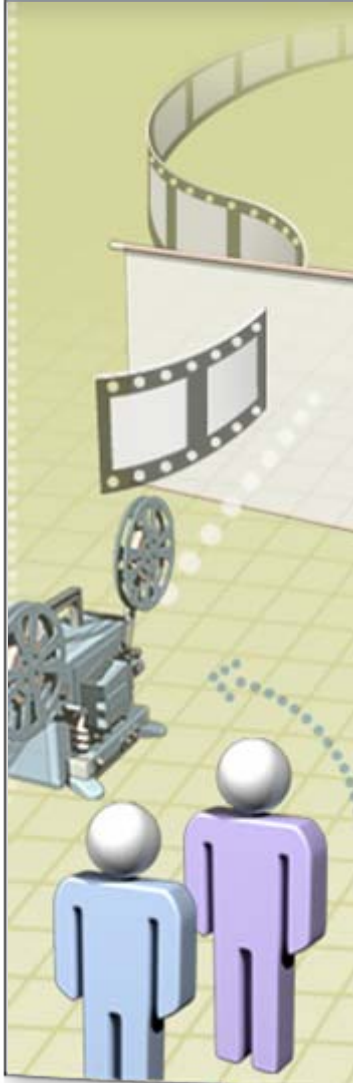


- You need to create accounts for the telemarketing team at Northwind Traders. The telemarketing team has a high turnover of employees. Northwind Traders does not want to rename and reuse accounts. You must create a user account template that meets the needs of the telemarketing team

# Lesson: Locating User and Computer Accounts in Active Directory

- Multimedia: Introduction to Locating User and Computer Accounts in Active Directory
- What is Searching for Active Directory Objects?
- How to Search for Active Directory Object Accounts
- How to Search Using Common Queries
- Using a Custom Query

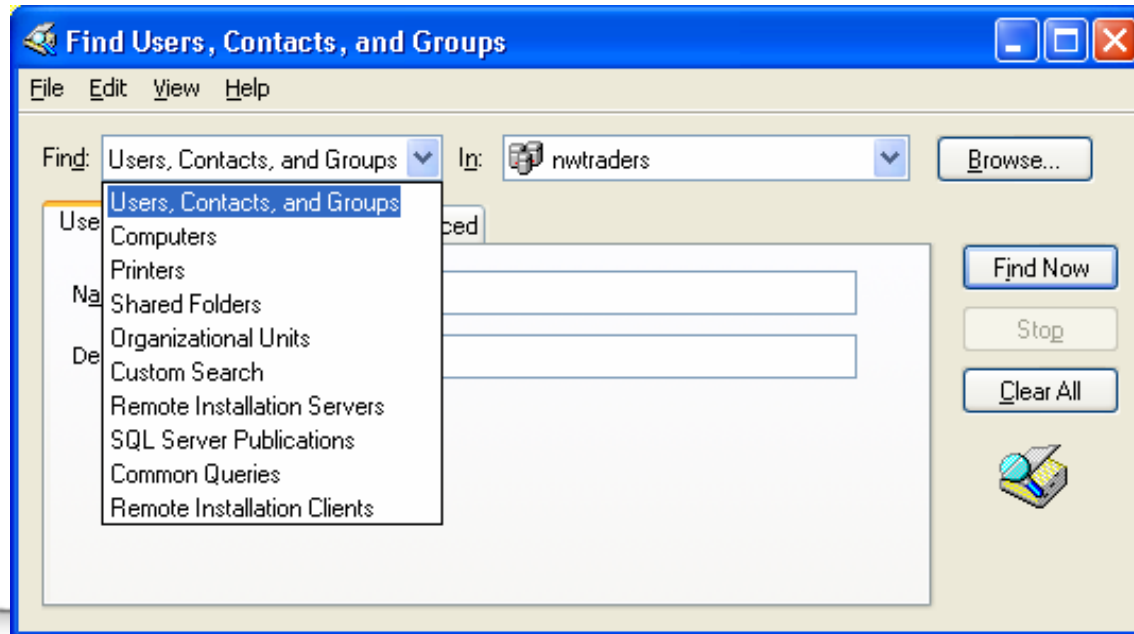
# Multimedia: Introduction to Locating User and Computer Accounts in Active Directory



- This presentation will explain how to locate objects in Active Directory

# What Is Searching for Active Directory Objects?

- Basic query criteria include:
  - Object type
  - Location
  - General values associated with the object, such as name and description



# How to Search for Active Directory Object Accounts



- In this procedure, you will learn how to:
  - Search for Active Directory object accounts

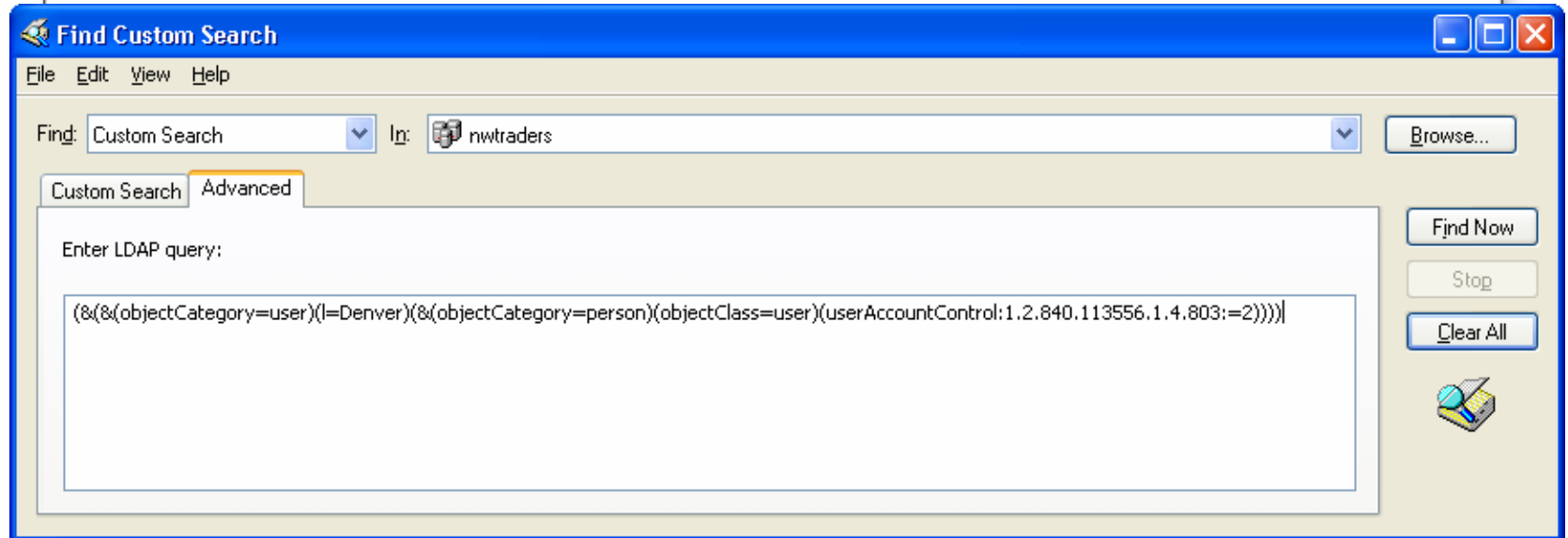


# How to Search Using Common Queries



- In this procedure, you will learn how to:
  - Search using common queries

# Using a Custom Query



# Practice: Locating User and Computer Accounts

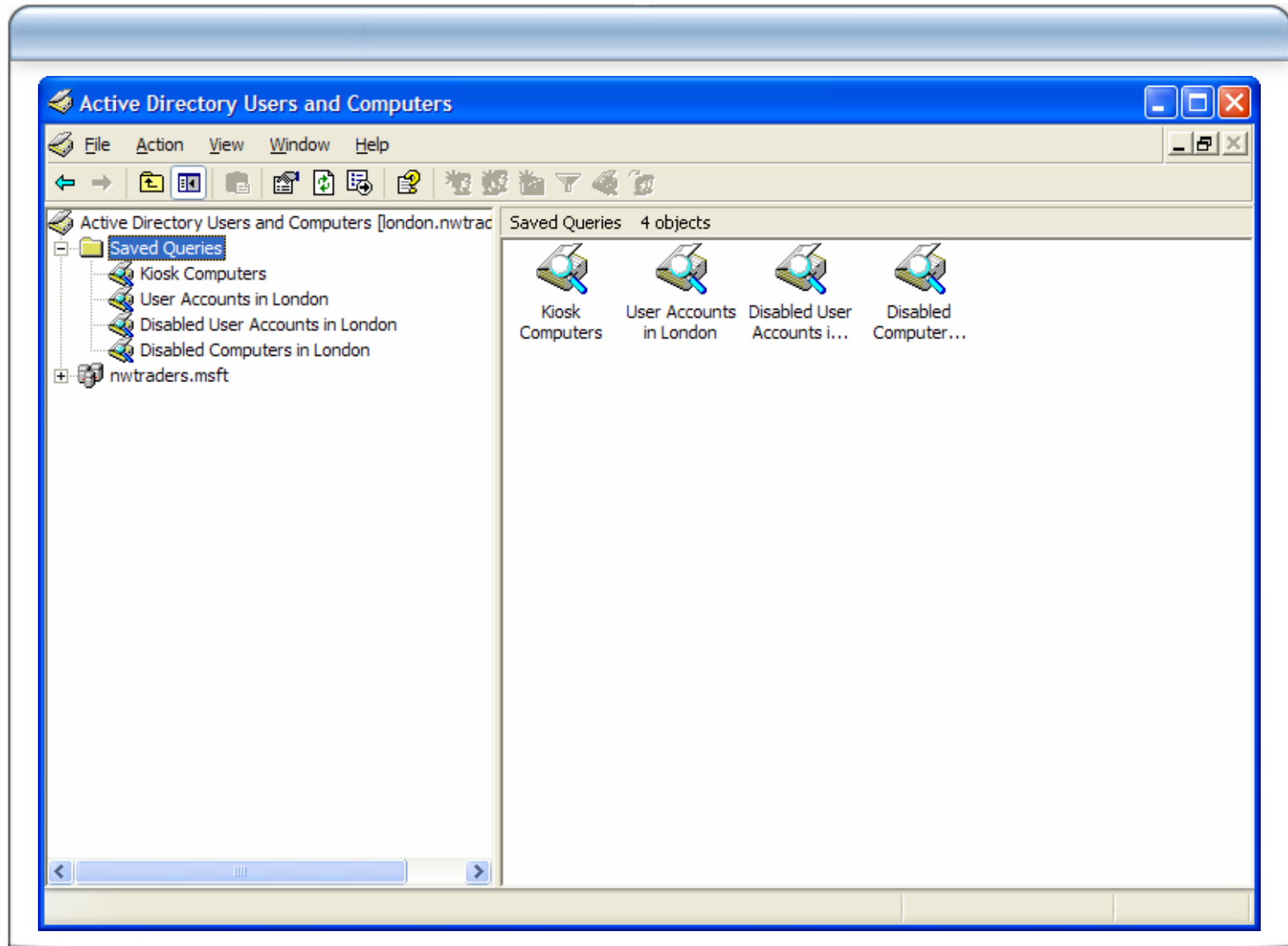


- Scenario: The system engineers are importing hundreds of user and computer accounts. They need you to verify that all user and computer accounts from your city location got successfully imported to Active Directory

# Lesson: Saving Queries

- What Is a Saved Query?
- How to Create a Saved Query

# What Is a Saved Query?



# How to Create a Saved Query



- In this procedure, you will learn how to:
  - Create a saved query

# Practice: Saving Queries



- Scenario: You have found that you often search for the same information. You want to be able to save searches to be used for future use
- Create a saved query for a user account with the following properties
  - Saved Query Name: CityLocation  
Computer Account Disabled
  - Search the NWTraders domain
  - City: *CityLocation*
  - User Account is Disabled

# Lesson: Resetting User and Computer Accounts

- When to Reset User Passwords
- How to Reset User Passwords
- When to Reset Computer Accounts
- How to Reset Computer Accounts



# When to Reset User Passwords

- Reset a password when a user forgets his or her password
- After resetting a password, a user can no longer access some types of information, including:
  - E-mail that is encrypted with the user's public key
  - Internet passwords that are saved on the computer
  - Files that the user has encrypted

# How to Reset User Passwords



- In this procedure, you will learn how to:
  - Reset user passwords

# When to Reset Computer Accounts

- **Reset Computer Accounts when:**
  - Computers fail to authenticate to the domain
  - Passwords need to be synchronized

# How to Reset Computer Accounts



- In this procedure, you will learn how to:
  - Reset computer accounts

# Practice: Resetting a Computer Account

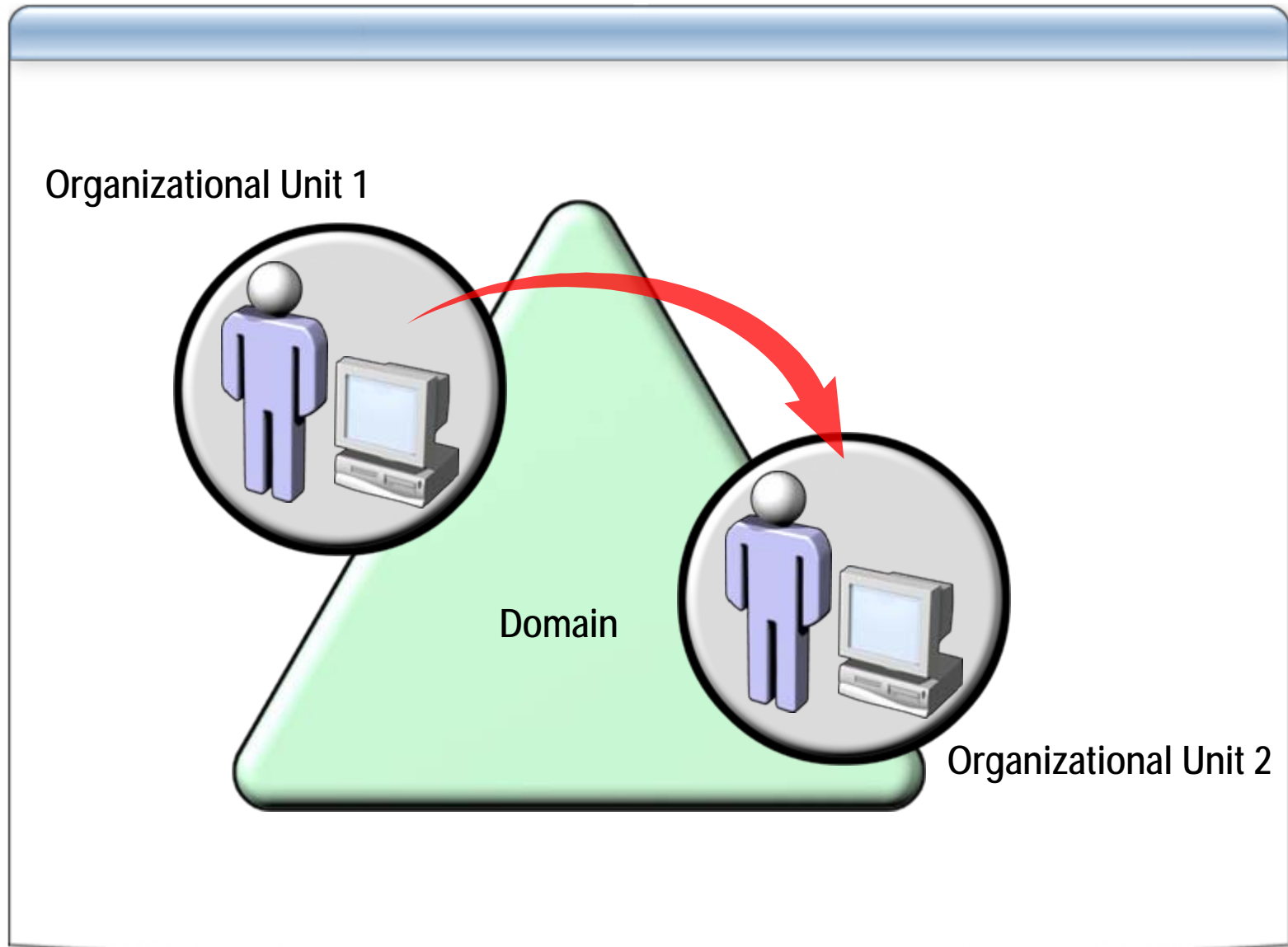


- Scenario: You are notified that a computer in your city was recently restored from a tape backup after the hard drive failed. The user reports that they are no longer able to logon to the domain. You need to reset the computer account so the user can logon to the domain

# Lesson: Moving Domain Objects

- When Do You Move a Domain Object?
- How to Move a Domain Object

# When Do You Move a Domain Object?



# How to Move a Domain Object



- In this procedure, you will learn how to:
  - Move a domain object



# Practice: Moving Active Directory Domain Objects



- Scenario: The System Administrators are testing some advanced reporting functionalities in Active Directory. They want you to create some directory objects and move them from the IT Test Organizational Unit to an Organizational Unit Called IT Test Move

# Lab A: Managing User and Computer Accounts



- The System Engineers for NWTraders have finished importing and testing user and computer accounts and are ready to put these accounts into production. You have been tasks to do the following style
  - Move Users that match your city location to your city location Organizational Unit style
  - Move Computers that match your city location to your city location Organizational Unit style
  - Enable computer or user accounts in for your city