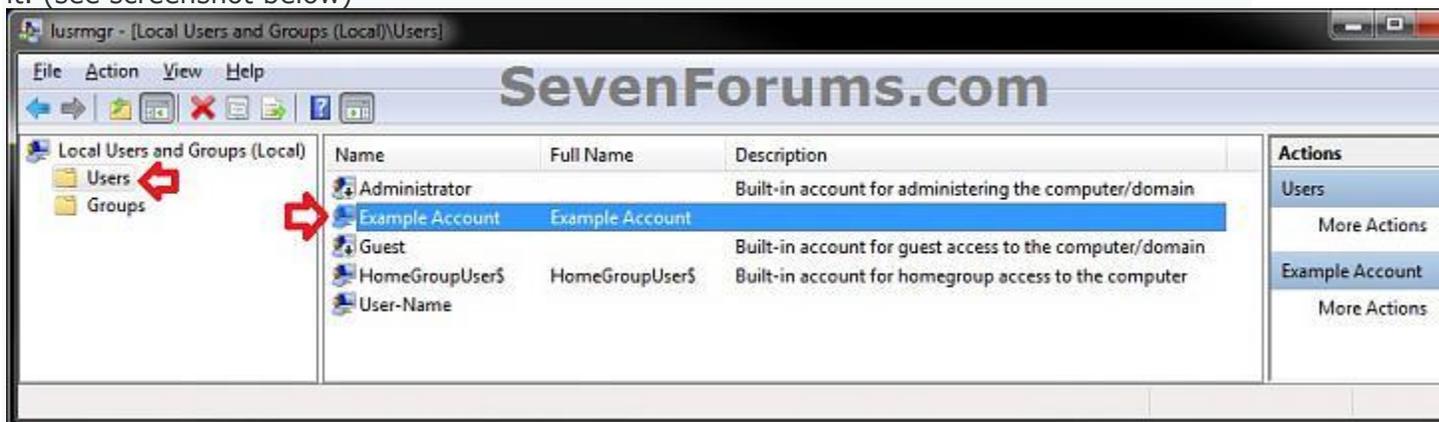


Click start, then in the search bar write **computer management**
Click on computer management

1. Open [Local Users and Groups](#) and click/tap on the **Users** folder in the left pane to open it. (see screenshot below)



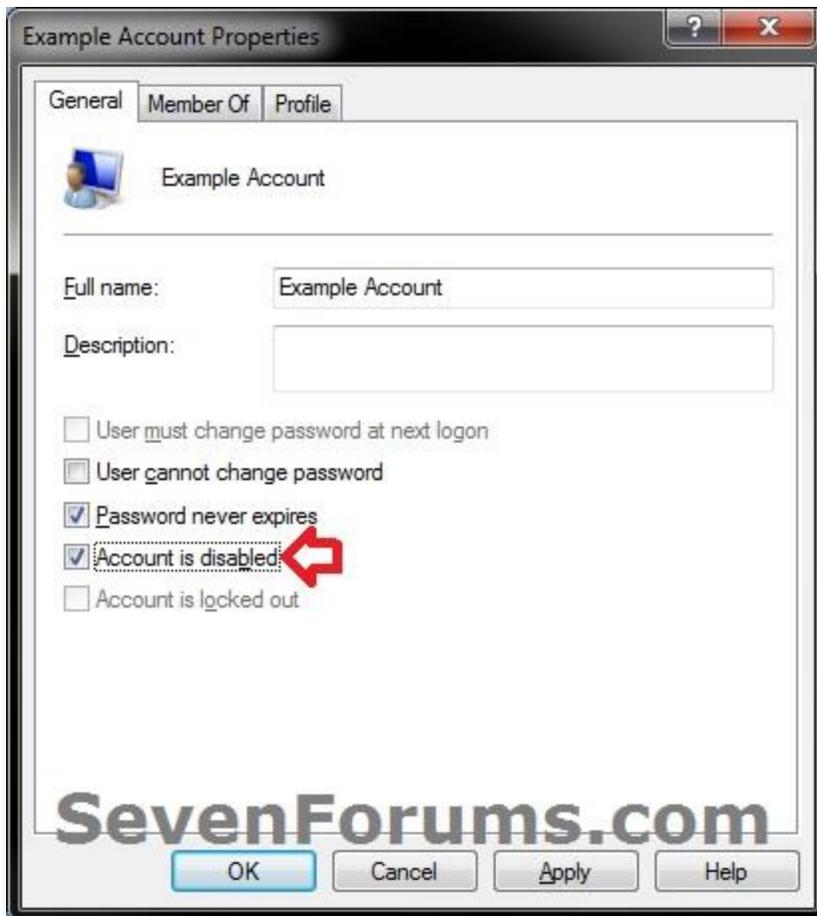
2. In the middle pane of **Users**, double click/tap on the user account name (ex: Example-Account) that you want to enable or disable. (see screenshot above)

3. Do **step 4 or 5** below depending on if you would like to enable or disable the user account.

4. To **Enable** and **Unlock** a **User** **Account**

NOTE: This is the default setting.

A) In the **General** tab, uncheck the **Account is disabled** box, click/tap on **OK**, and go to **step 6** below. (see screenshot below)



5. To Disable and Lock a User Account

A) In the **General** tab, check the **Account is disabled** box, click/tap on **OK**, and go to **step 6** below. (see screenshot above)

6. When finished, close the Local Users and Groups window.

* >>> OPTION TWO <<< *

Enable or Disable User Account in an "Elevated Command Prompt"

NOTE: This option will use the [net user](#) command to enable or disable a user account or [domain](#) account.

1. Open an **elevated command prompt** in [Windows7](#) .

2. To See if a User Account is Disabled or Enabled in a Command Prompt

A) In the elevated command prompt, type either command below and press Enter.

NOTE: This will give you a list of all users accounts either on your local computer or on the domain.

(Accounts on your computer) - Net user
(Accounts on domain) - Net user /domain



```
Administrator: Command Prompt
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Windows\system32>net user

User accounts for \\BRINK-PC

Administrator      Example Account    Guest
-----
User-Name
The command completed successfully.

C:\Windows\system32>_
```

B) In the elevated command prompt, type either command below for the user account (ex: Example Account) that you want to see is enabled or disable, and press Enter.
NOTE: This will allow you to see the **Account active** details and more of the user account. **Yes** = enabled and **No** = disabled. Substitute **User Name** in the command below with the user name (ex: Example Account) of the user account (ex: Example Account) within quotes.

(Account on your computer) - Net user "User Name"
(Account on domain) - Net user "User Name" /domain

```

Select Administrator: Command Prompt SevenForums.com
Microsoft Windows [Version 6.1.7601]
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C:\Windows\system32>net user "Example Account"
User name           Example Account
Full Name           Example Account
Comment
User's comment
Country code        000 (System Default)
Account active       Yes
Account expires      Never

Password last set   Wed 17, Aug 2011 1:39:03 AM
Password expires    Never
Password changeable Wed 17, Aug 2011 1:39:03 AM
Password required   Yes
User may change password Yes

Workstations allowed All
Logon script
User profile
Home directory
Last logon          Wed 17, Aug 2011 12:52:31 AM

Logon hours allowed All

Local Group Memberships *HomeUsers          *Users
Global Group memberships *None
The command completed successfully.

C:\Windows\system32>_

```

3. Do **step 4 or 5** below depending on if you would like to enable or disable the user account.

4. To Enable a Local or Domain User Account

NOTE: This is the default setting.

A) In the elevated command prompt, type either command below for the user account (ex: Example Account) that you want to enable, and press Enter.

NOTE: Substitute **User Name** in the command below with the user name (ex: Example Account) of the user account (ex: Example Account) within quotes.

(Enable local account)

Net user user "User Name" /active:yes

(Enable domain account)

Net user "User Name" /active:yes /domain

```

Administrator: Command Prompt SevenForums.com
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Windows\system32>net user "Example Account" /active:yes
The command completed successfully.

C:\Windows\system32>_

```

5. To Disable a Local or Domain User Account

A) In the elevated command prompt, type either command below for the user account (ex: Example Account) that you want to disable, and press Enter.

NOTE: Substitute **User Name** in the command below with the user name (ex: Example Account) of the user account (ex: Example Account) within quotes.

(Disable local account)
Net user user "User Name" /active:no

(Disable domain account)
Net user "User Name" /active:no /domain



```
Administrator: Command Prompt
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Windows\system32>net user "Example Account" /active:no
The command completed successfully.

C:\Windows\system32>_
```

6. When finished, close the elevated command prompt.

That's it,
Shawn