

## Click start, then in the rite computer management

### 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 (can acreanshet below)

Iusrmgr - [Local Users and Group	os (Local)\Users]			
Eile Action View Help	2 🖬 S	SevenF	orums.com	
💭 Local Users and Groups (Local)	Name	Full Name	Description	Actions
Users 🔁	🛃 Administrator		Built-in account for administering the computer/domain	Users
Groups	Example Account	Example Account		More Actions
	Guest HomeGroupUsers	HomeGroupUser\$	Built-in account for guest access to the computer/domain	Europele Assount
			Built-in account for homegroup access to the computer	Example Account
	Ser-Name			More Actions

**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)

Example Account Pr	operties
General Member	Of Profile
Example	e Account
<u>F</u> ull name:	Example Account
Description:	
User <u>m</u> ust cha	nge password at next logon
User <u>c</u> annot cl	nange password
Account is disa	
Account is loc	ced out
Seve	nForums.com
	OK Cancel <u>Apply</u> Help

### 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.

# Source Command Prompt"

**NOTE:** This option will use the <u>**net user**</u> command to enable or disable a user account or <u>**domain**</u> account.

**1.** Open a

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
Microsoft Wi Copyright (c C:\Windows\s User account	Command Pror ndows [Vers > 2009 Micr ystem32>net s for \\BRI	ion 6.1.76011 osoft Corporati user NK-PC	nForums	reserved.	
Administrato User-Name The command C:\Windows\s	r completed s ystem32>_	Example Accou	unt Gue	st () (	user names

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 Prom	SevenForums.com	J
Microsoft Windows [Version 6 Copyright (c) 2009 Microsoft	.1.7601] Corporation. All rights reserved.	
C:\Windows\system32>net user User name Full Name Comment	"Example Account" Example Account Example Account	111
User's comment Country code Account active Account expires	000 (System Default) Yes Never	
Password last set	Wed 17, Aug 2011 1:39:03 AM	
Password expires Password changeable Password required User may change password	Never Wed 17, Aug 2011 1:39:03 AM Yes Yes	
Workstations allowed Logon script User profile Home directory	A11	
Last logon	Wed 17, Aug 2011 12:52:31 AM	
Logon hours allowed	A11	
Local Group Memberships Global Group memberships The command completed succes:	*HomeUsers *Users *None sfully.	
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	Name"	/active:yes
(Enable Net user "L	Jser Name" /activ	domain <b>ve:yes /domain</b>		account)
Administr	ator: Command Prompt	SevenFo	orums.co	m
Microsoft Copyright	Windows [Versio (c) 2009 Micros	n 6.1.7601] oft Corporation. A	lll rights reserv	ved.
C:\Window The comma	s∖system32>net u nd completed suc	ser "Example Accour cessfully.	it" ∕active∶yes	
C:\Window	elevetem32)			

### **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 <b>Net</b>	user	local <b>"User</b>	Name"	account) <b>/active:no</b>
(Disable Net user "U	ser Name" /active	domain <b>::no /domain</b>		account)
Administra	ator: Command Prompt	SevenF	orums.com	
Microsoft Copyright C:\Windows The comman C:\Windows	Windows [Version (c) 2009 Microsof s\system32>net use nd completed succe s\system32>_	6.1.7601] t Corporation. er "Example Accoust essfully.	All rights reserved. unt" ∕active:no	

**6.** When finished, close the elevated command prompt.

That's it, Shawn