

TRAINING MANUAL FOR DISABLE A USER  
FROM ACTIVE DIRECTORY AND  
EXCHANGE SERVER 2010/13/16

For new IT Support Officer



## Document Control

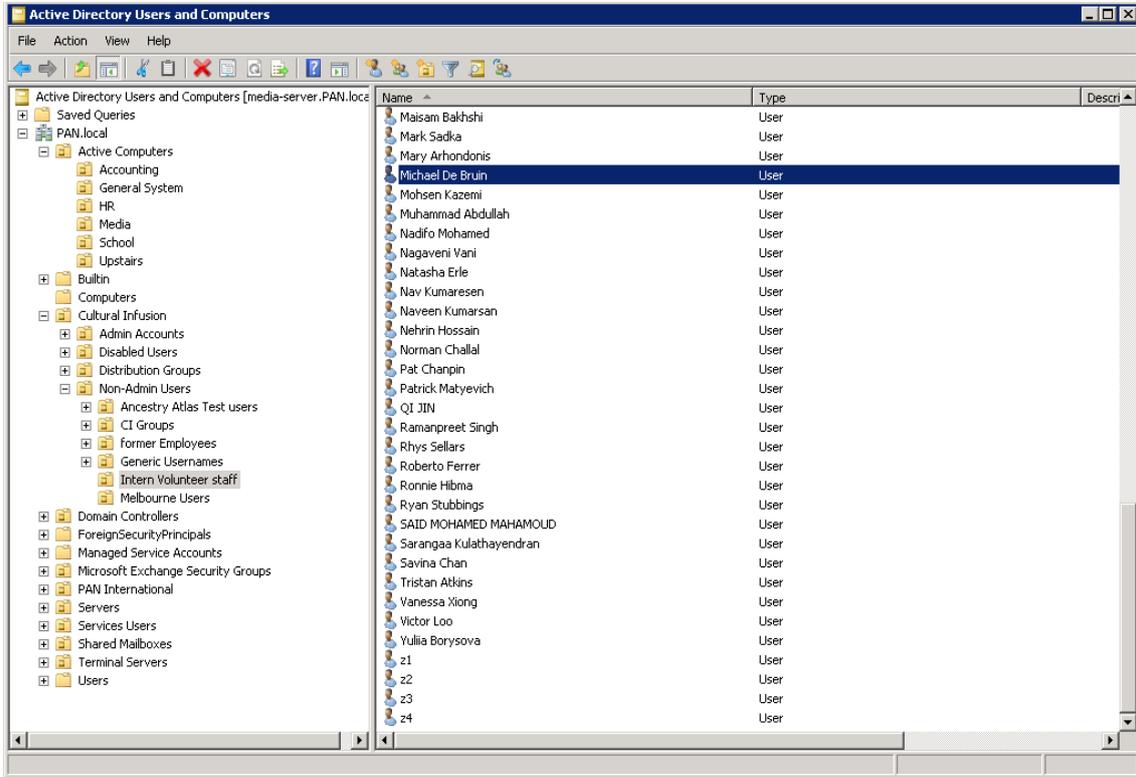
Version	Description of Change	Author	Date
1	Adding	Dexter	14/12/17

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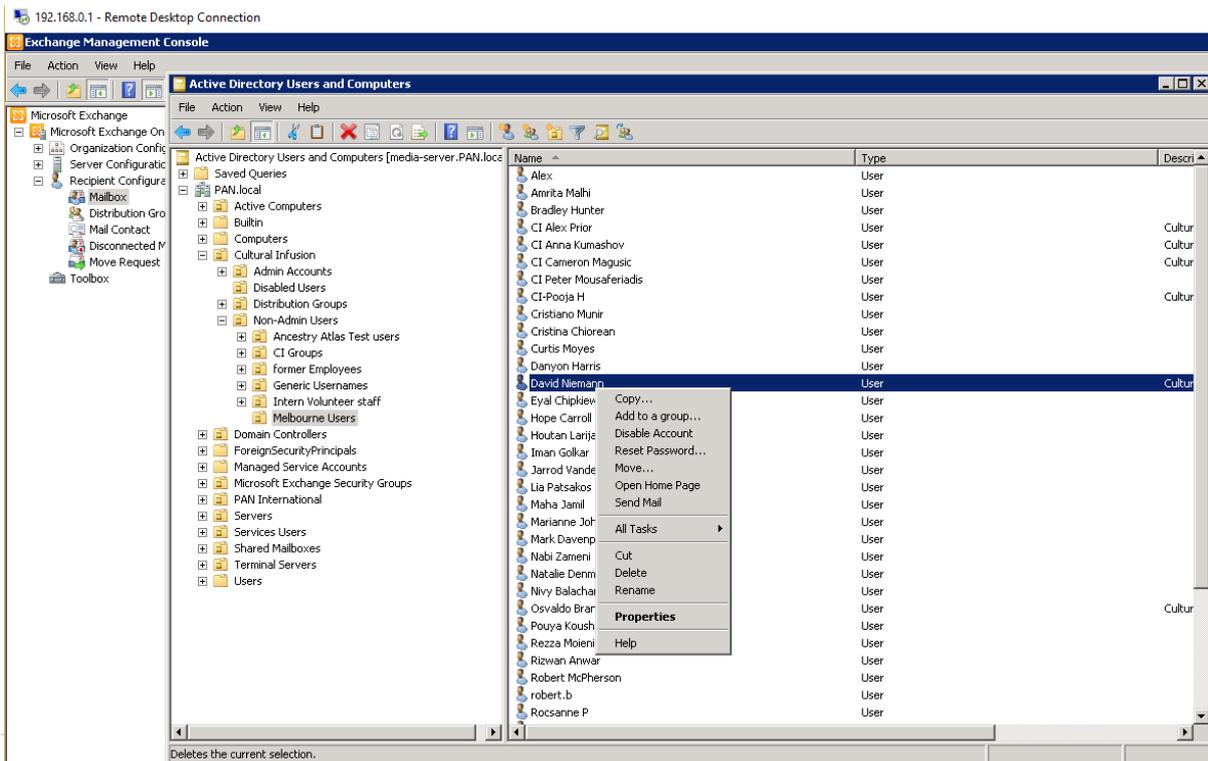
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# 1.0 Disable a User Account from Active Directory

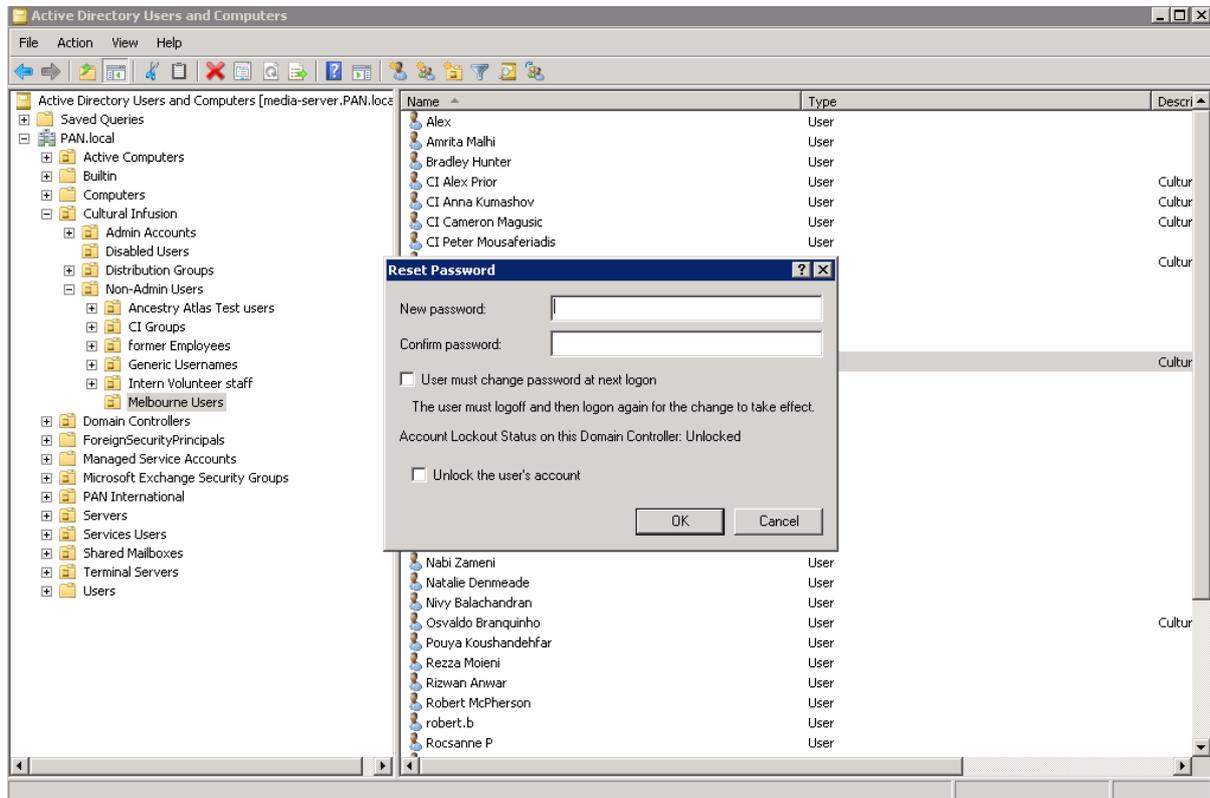
1. First go to Active Directory Users and Computers. Select Intern Volunteer Staff folder. (This will be adding new users in the future when upcoming new employee)



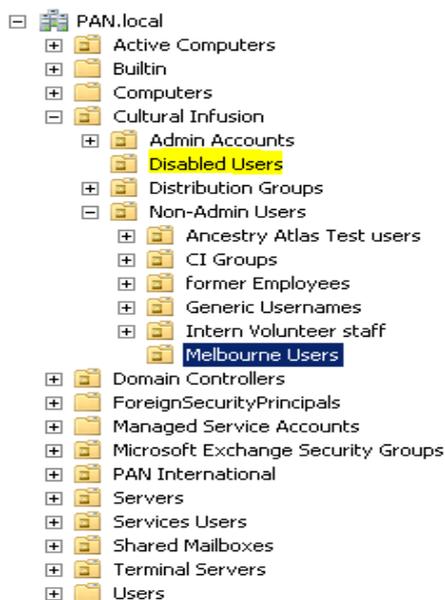
2. Right click the user (I use David Niemann as an example) and click disable.



- Right click the user (I use David Niemann as an example) and click reset the password. Fill it out the as the default password you must fill will be **Zaq@123!** And this will be future default password for disable user. And click ok

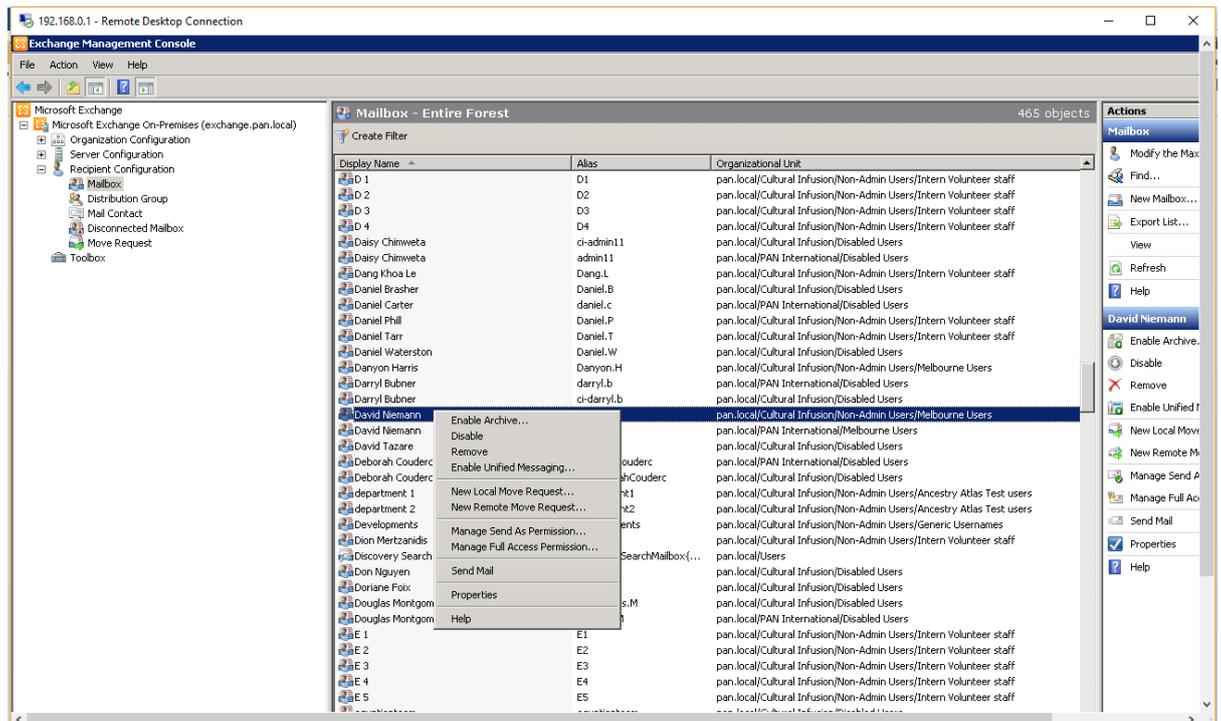


- The user password has been successfully change.
- Drag the David Niemann (as an example) to disabled user folder.

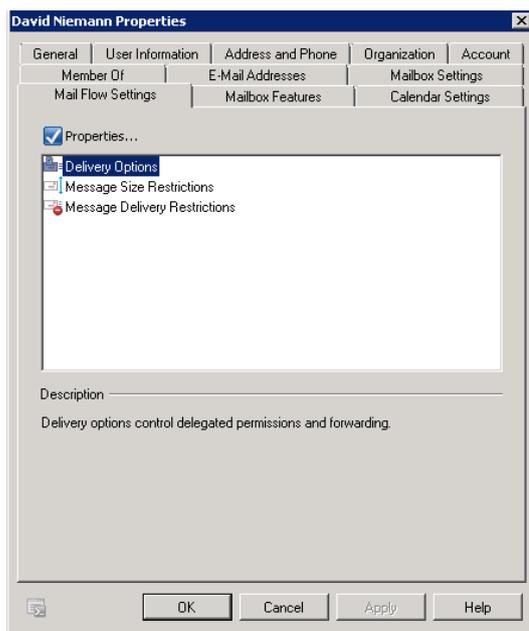


## 2.0 Disable a User Account from EXCHANGE SERVER 2010/13/16

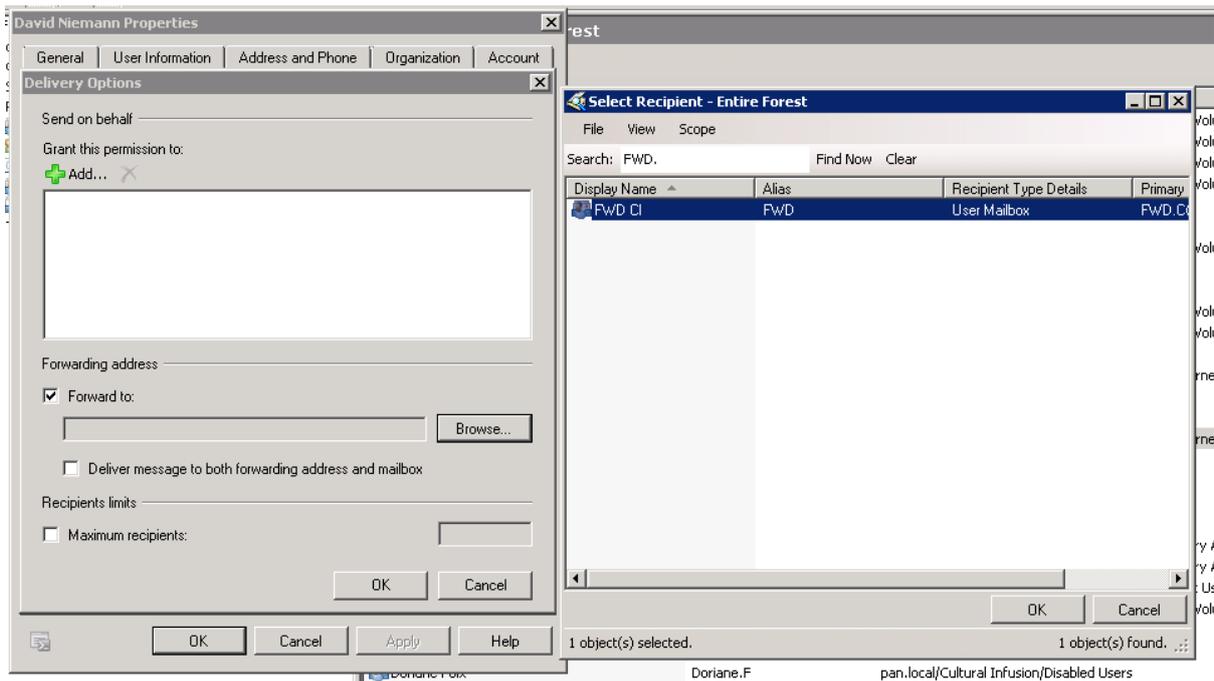
1. First go to Exchange server. Select Mailbox and right click David Niemann to properties. (This is a new user in the future when upcoming new employee as example).



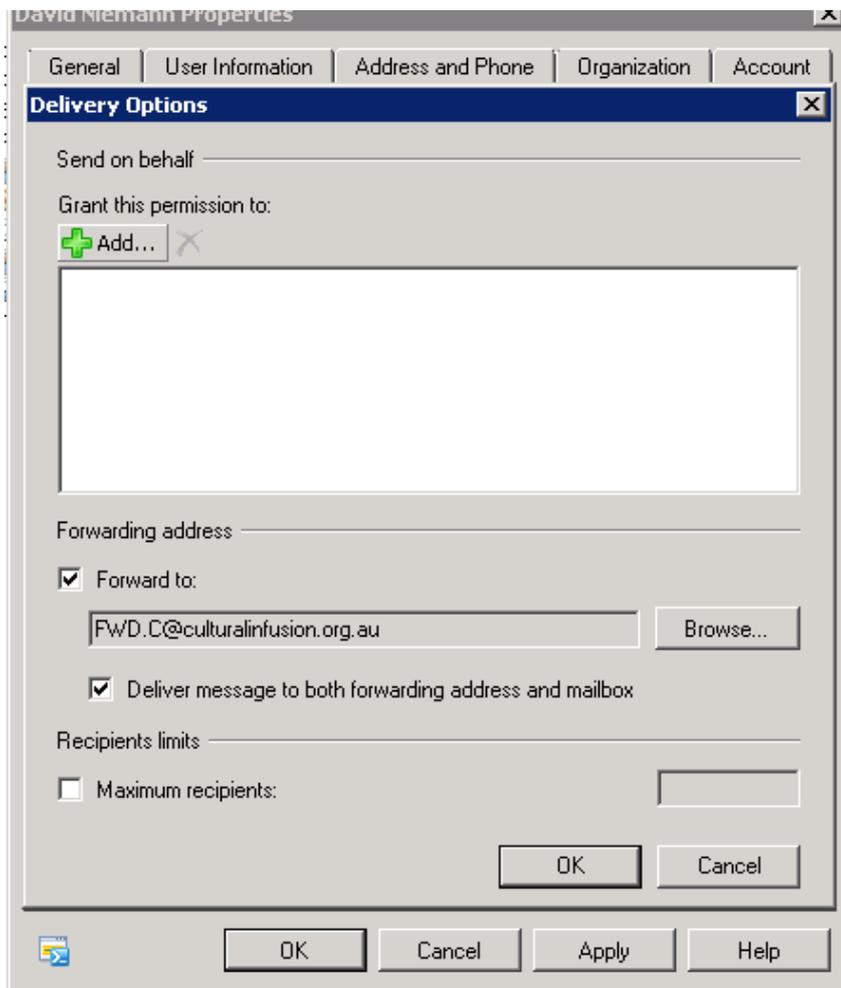
2. Go to mailbox flow settings and click Delivery and click properties.



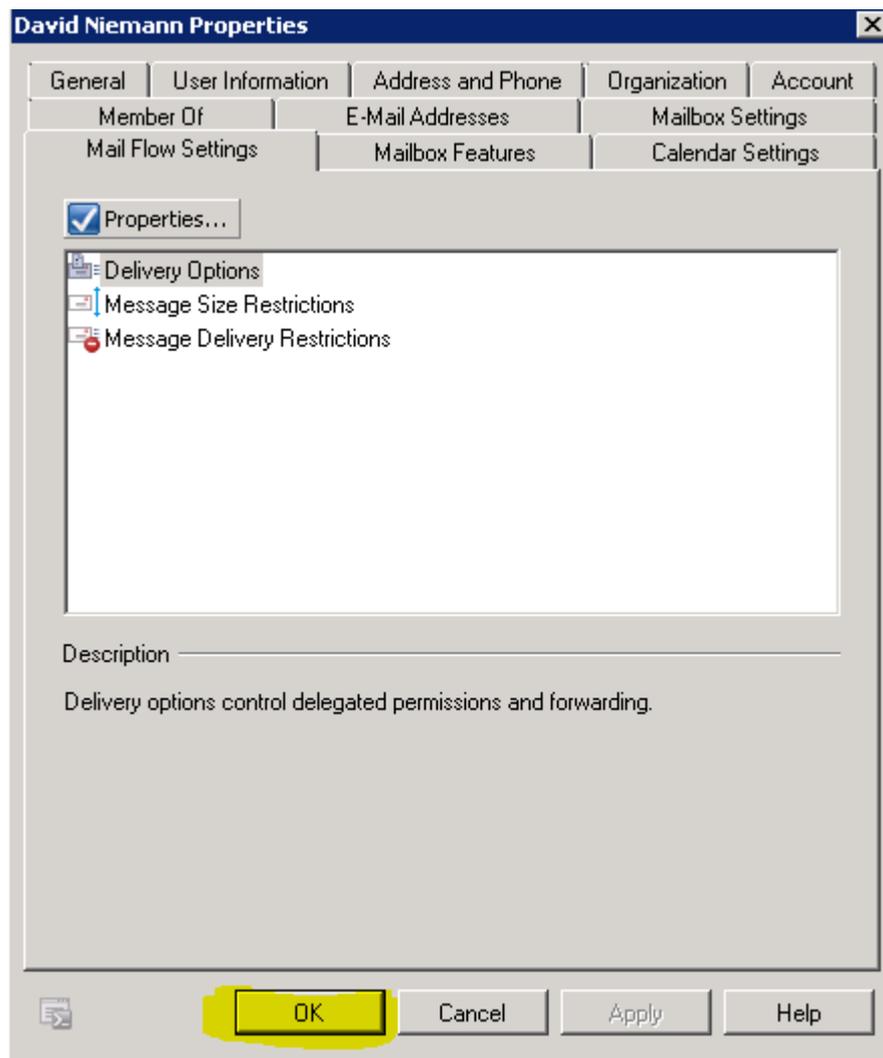
3. Click Browse and search FWD.CI and this will forward to email in the future and click ok.



4. Tick the checkbox Deliver message to both forwarding address and mailbox and click ok



5. Click ok to exit.



6. The user email has been forward to [Fwd.C@culturalinfustion.org.au](mailto:Fwd.C@culturalinfustion.org.au) which means it has been successfully disable the account.