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

For new IT Support Officer

cultural infusion building harmony

Network Admin

Document Control

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

Contents	
1.0 Disable a User Account from Active Directory	3
2.0 Disable a User Account from EXCHANGE SERVER 2010/13/16	5

1.0 Disable a User Account from Active Directory

1. Frist 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)

Active Directory Users and Computers					
File Action View Help					
(≠ ⇒) 2 🗊 4 🗉 💥 🗉 0 🖦 🛛 🖬 🖏 📚 🖆 🍸 🖉 🕸					
Christian Computers [media-server.PAN.loce] Name A Type					
🗄 🚞 Saved Queries	💄 Maisam Bakhshi	User			
🖃 🏥 PAN.local	📕 Mark Sadka	User			
🖃 🗐 Active Computers	👗 Mary Arhondonis	User			
Accounting	Length Michael De Bruin	User			
General System	👢 Mohsen Kazemi	User			
HR .	Muhammad Abdullah	User			
Media	Nadifo Mohamed	User			
School	🕺 Nagaveni Vani	User			
Upstairs	Natasha Erle	liser			
E Builtin	Nav Kumaresen	licer			
Computers	Raveen Kimarcan	licer			
		User			
Admin Accounts	Marman Challal	User			
Disabled Users		User			
⊡ Distribution Groups □		User			
Non-Admin Users	S Patrick Matyevich	User			
Ancestry Atlas Test users	VII JIN	User			
🗄 🧰 Ci Groups	Samanpreet Singh	User			
In Tormer Employees	👗 Rhys Sellars	User			
Generic Usernames	Soberto Ferrer	User			
Mikening User	💑 Ronnie Hibma	User			
II Persona Controllers	🕹 Ryan Stubbings	User			
Domain Controllers	👗 SAID MOHAMED MAHAMOUD	User			
Foreign Security Principals	👃 Sarangaa Kulathayendran	User			
E S Microsoft Exchange Security Groups	👃 Savina Chan	User			
Pictosoft Exchange Security Groups Pictosoft Exchange Security Groups	💄 Tristan Atkins	User			
	👢 Vanessa Xiong	User			
Services Lisers	🙎 Victor Loo	User			
Shared Mailboxes	👢 Yulija Borysova	User			
Shared Hallboxes	1 z1	User			
Ilsers	1 z2	User			
	1 Z 23	Liser			
	1 74	User	_		

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

	- 192.168.0.1 - Remote Desktop Connection					
If the Action Very Help Image: Second Computers Image: Second Computers Image: Second Configure Image: Second Configure Image: Second Configure Image: Second Configure Image: Second Configure <td colspan="6">📴 Exchange Management Console</td>	📴 Exchange Management Console					
Image: Second Exchange Image: Second Exchange Image: Second Exchan	File Action View Help					
Image: Sever Conjust File Addin View Help Image: Sever Conjust Arbit Directry User Conjust Image: Sever Conjust Arbit Directry User Image: Directry User Early Us	👍 🐟 🛛 🎓 📻 🛛 👩 📻 📴 Active Directory Users a	nd Computers				
Compared Fishing e Compared by the same of concerns (media server PAN loss Served Queries S	File Action View Help					
Image: Control of the server PANLock Anter A the Computers (media-server PANLock) Anter A the Computers (media-server) Cubur (media-server) Cub	Microsoft Exchange	🖌 🗠 🗠 🛛 📼 🖓 🐁 🏎 📼	· 🗟 😘			
Server Configures Active Directory User and Computers (media-server, PANLoce Nem a 10 (contact) Descrit Mailtonia Active Computers Active Computers Active Computers Balax Mailtonia Active Computers Balax User Culture Mailtonia Computers Bradie Vinter User Culture Mailtonia Computers Control test Bradie Vinter User Culture Mailtonia Control test Control test Bradie Vinter User Culture Mailtonia Control test Bradie Vinter User User Culture Mailtonia Control test Bradie Vinter User User Culture Deshold control test Bradie Vi	Granization Confic		<u>⊿</u> ≪			
Respont Confuge Image: Second Confuge Ance User Image: Second Confuge Image: Second Confuge Reader Munice User Culture Image: Second Confuge	E Server Configuratic	Computers [media-server.PAN.loca Name A		Type	Descri 🔺	
Image: Second Computers	E 👢 Recipient Configura E 🎬 Saved Queries	Alex		User		
 	Mailbox	S Amrita Mai	חו 	User		
Image: Source Log Computers Image: Computers Computers Computers Column Image: Computers Image: Computers Column Column Column Column Image: Computers Image: Computers Column Column Column Column Image: Computers Image: Computers Image: Column Column Column Column Image: Computers Image: Column Image: Column Column Column Column Column Image: Column Image: Column Image: Column Column Column Column Column Column Image: Column Image: Column Image: Column Image: Column Image: Column Column Column Column Image: Column	Builtin	CI Alex Dei	ncer	User	Culture 1	
Schull Beller Cultural Infusion Cultur	Picconnected M 🗉 🦳 Computers		machov	User	Cultur	
Image: Solution of Control Image: Solution of Control <td>Move Request 🖂 🖬 Cultural Infusion</td> <td>CI Camero</td> <td>n Magusic</td> <td>licer</td> <td>Cultur</td>	Move Request 🖂 🖬 Cultural Infusion	CI Camero	n Magusic	licer	Cultur	
Image: Second	Toolbox	5 CI Peter M	ousaferiadis	User	Cultur	
Image: Service Superset Image: Service Superset <td>Disabled Users</td> <td>CI-Pooja H</td> <td></td> <td>User</td> <td>Cultur</td>	Disabled Users	CI-Pooja H		User	Cultur	
Image: Second	E Distribution Gro	ups Cristiano M	lunir	User		
Image: Second Prices Open Second Prices Cuts Works User Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices Image: Second Prices	E S Ancestry (I	Has Test users	iorean	User		
Image: Service Subset Image: Service Subset <td< td=""><td></td><td>👢 Curtis Moy</td><td>es</td><td>User</td><td></td></td<>		👢 Curtis Moy	es	User		
Image: Second	🗉 🧊 former Emp	loyees 🛛 🕹 Danyon Ha	rris	User		
Image: Second	🕀 💼 Generic Use	ernames 🕹 David Niem	ann	User	Cultur	
Image: Security Principals Iman Golkar User Iman Golkar User User Iman Golkar Iman Golkar Iman Golkar Iman Golkar Iman Golkar Iman Golkar Iman Golkar Iman Golkar Iman Golkar Iman	🕀 🖬 Intern Volur	nteer staff 🛛 🕹 Eyal Chipki	ev Copy	User		
Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Service Accounts Image: Servic	🖬 Melbourne l	Users S Hope Carr	Add to a group	User		
B Foreign-Security Principals Image Service Scounds Image Service	E Domain Controllers	S Houtan Lai	ija Disable Account	User		
Image of the Record Soft Soft Age Southy Groups User User Image of the Record Soft Soft Age Southy Groups User Age of the Record Soft Soft Age Soft Age of the Record Soft Soft Soft Soft Soft Soft Soft Soft	Foreignsecurityprin Service Av	cipais Siman Golka	r Reset Password	User		
Image: Service Subset of all operations Image: Service	E S Microsoft Exchange	Security Groups	de Move	User		
Image: Servers Image: Server	PAN International	Maha Jami	Send Mail	User		
All Tasks All Ta	🕀 🖬 Servers	Maria Jalii	at	User		
Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared Malboxes Image: Shared	🕀 💼 Services Users	Mark Dave	All Tasks 🕨	User		
Image: Servers Image: Notable Dem Delete User Image: Window Servers Notable Dem Delete User Image: Window Servers Notable Dem Delete User Image: Window Servers User User Cultur Image: Window Servers User User Cultur Image: Window Servers User User Cultur Image: Window Servers User User Image: Window Servers Image: Window Servers User Image: Window Servers Image: Window Servers Image: Window Servers Window Servers User Image: Window Servers Image: Window Servers Window Servers User Image: Window Servers Image: Window Servers Window Servers User Image: Window Servers Image: Window Servers Window Servers Image: Window Servers Image: Window Servers Image: Window Servers Window Servers User Image: Window Servers Image: Window Servers Window Servers User	🕀 🧰 Shared Mailboxes	Nahi Zame	ni Cut	liser		
Image: Series Image: Series Image: Series User Image: Series Image: Series User Image: Series Image: Series Image: Series User Image: Series Image: Series Image: Series Image: Series <t< td=""><td>⊞ Terminal Servers</td><td>X Natalie De</td><td>n Delete</td><td>User</td><td></td></t<>	⊞ Terminal Servers	X Natalie De	n Delete	User		
Image: Construction of the current selection. Osvaldo Brar User Cultur Image: Construction of the current selection. User User Cultur	± Users	🔍 Nivy Balaci	nai Rename	User		
Pouvya Koush Pouvya Koush Pouvya Koush Reza Moleni Help User Rizwan Anwar User Robert McPherson User Rocsanne P User Rocsanne P User Deletes the current selection.		🕺 Osvaldo Br	ar	User	Cultur	
Rezza Moieni Help User Rezza Moieni Help User Robert MPherson User Robert MPherson User Rocsame P User Rocsame P User		👢 Pouya Kou	sh Properties	User		
Raven Anwar User Robert McPherson User Rosenne P User Neletes the current selection. Image: Construction of the current selection.		📕 💄 Rezza Moie	eni Help	User		
Robert McPherson User Robert McPherson User Rocsame P User Deletes the current selection. Image: Construction of the current selection.		🕹 Rizwan An	war	User		
Korsenne P User Kors		🛛 🕹 Robert Mcl	Pherson	User		
Receanne P User		👗 robert.b		User		
Image: Constraint of the current selection.		Second Second	5	User		
Deletes the current selection.	•					
	Deletes the current selection.					

 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



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



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

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

No. 192.168.0.1 - Remote Desktop Connection					_	
Sechange Management Console						^
File Action View Help						
Microsoft Exchange On-Premises (eychange pan local)	👪 Mailbox - En	tire Forest		465 objects	ACC	lons
Granization Configuration	💎 Create Filter				Ma	ilbox
E Server Configuration		1			- 8	Modify the Max
🖃 통 Recipient Configuration	Display Name A	Alias		Organizational Unit	1 3	Eind
Mailbox	MD1	D1		pan.local/Cultural Infusion/Non-Admin Users/Intern Volunteer staff		
Bistribution Group		02		pan.iocal/Cultural Infusion/Ivon-Admin Users/Intern Volunteer starr		New Mailbox
Mail Contact	203	D3		pan.iocal/Cultural Infusion/Non-Admin Users/Intern Volunteer staff		Export List
Maus Descuent	Daicy Chimuta	ci admi	-11	pan.local/Cultural Infusion/Non-Mainin Osers/Intern Volunteer stan	11-	
Tophoy	Daisy Chimweta	cr-admin 1	1	pan.local/Coltural II il usion/Disabled Users		View
and Toolbox	Dang Khoa Le	Dang I		pan local/Cultural Infusion/Non-Admin Lisers/Intern Volunteer staff	Q	Refresh
	A Daniel Brasher	Daniel	3	nan local/Cultural Infusion/Disabled Lisers		Holo
	A Daniel Carter	danielu	-	paniocal/PAN International/Disabled Lisers		neip
	A Daniel Phil	Daniel.		pan.local/Cultural Infusion/Non-Admin Users/Intern Volunteer staff	Da	vid Niemann
	Tarr 20 Daniel Tarr	Daniel.	г	pan.local/Cultural Infusion/Non-Admin Users/Intern Volunteer staff		Fachle Aushine
	Daniel Waterston	Daniel.	N	pan.local/Cultural Infusion/Disabled Users		Enable Archive.
	Anyon Harris	Danyor	ън	pan.local/Cultural Infusion/Non-Admin Users/Melbourne Users	10	Disable
	Carryl Bubner	darryl.l		pan.local/PAN International/Disabled Users	llx	Remove
	👪 Darryl Bubner	ci-darry	4.b	pan.local/Cultural Infusion/Disabled Users		
	David Niemann	Epable Archive		pan.local/Cultural Infusion/Non-Admin Users/Melbourne Users	7 100	Enable Unified I
	🚜 David Niemann	Disable		pan.local/PAN International/Melbourne Users	1 🗣	New Local Move
	👪 David Tazare	Remove		pan.local/Cultural Infusion/Disabled Users	1	New Remote M
	Couderc 🍪 Deborah Couderc	Enable Unified Messaging	ouderc	pan.local/PAN International/Disabled Users	12	
	Beborah Couderc		- shCouderc	pan.local/Cultural Infusion/Disabled Users		, Manage Send A
	department 1	New Local Move Request	ht1	pan.local/Cultural Infusion/Non-Admin Users/Ancestry Atlas Test users	N 19	Manage Full Ac
	department 2	New Remote Move Request	ht2	pan.local/Cultural Infusion/Non-Admin Users/Ancestry Atlas Test users		Constant.
	Developments	Manage Send As Permission	ents	pan.local/Cultural Infusion/Non-Admin Users/Generic Usernames		Send Mali
	Dion Mertzanidis	Manage Full Access Permission		pan.local/Cultural Infusion/Non-Admin Users/Intern Volunteer staff		Properties
	Discovery Search	Constant.	— SearchMailbox{…	pan.local/Users	2	Help
	Don Nguyen	Send Mail	_	pan.local/Cultural Infusion/Disabled Users		(top
	Doriane Foix	Properties		pan.iocal/Cultural Infusion/Disabled Users		
	Douglas Montgoin .	Lista	_ 5.M	partiocal/Collural Infusion/Disabled Osers		
	The 1	Fill Fil		panaologi/Antarothauthauthauthauthauthauthauthauthauthau		
	ALE 2	E1 F2		pan local/Cultural Infusion/Non-Admin Licens/Intern Volunteer staff		
	ALE 3	E2 E3		pan local/Cultural Infusion/Non-Admin Licens/Intern Volunteer staff		
	AF 4	E3		pan local/Cultural Infusion/Non-Admin Licers/Intern Volunteer staff		
	ME 5	E4		pan.local/Cultural Infusion/Non-Admin Users/Intern Volunteer staff		
L	· · · · · · · · · · · · · · · · · · ·	E5				~

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

David Niemann Properties
General User Information Address and Phone Organization Account Member Of E-Mail Addresses Mailbox Settings Mail Flow Settings Mailbox Features Calendar Settings
Properties Polivery Options Message Size Restrictions Message Delivery Restrictions
Description
OK Cancel Apply Help

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

David Niemann Properties	× est
General User Information Address and Phone Organization Account	
Delivery Options	Select Recipient - Entire Forest
Send on behalf	File View Scope
Grant this permission to:	Search: FWD. Find Now Clear Vo
Aud	Display Name Alias Recipient Type Details Primary
	FWD CI FWD User Mailbox FWD.Ci
	Yo
	vo vo
Forwarding address	
Forward to:	ro
Browse	
Deliver message to both forwarding address and mailbox	
Becinients limits	
	Y Y
OK Cancel	
Log UK Lancel Apply Help	1 object(s) selected. 1 object(s) found.
DK Cancel Apply Help	1 object(s) selected. 1 object(s) found Doriane.F pan.local/Cultural Infusion/Disabled Users

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

David Niemann Properties
General User Information Address and Phone Organization Account
Delivery Options
Send on behalf
Grant this permission to:
Forwarding address
Forward to:
FWD.C@culturalinfusion.org.au Browse
Deliver message to both forwarding address and mailbox
Recipients limits
Maximum recipients:
OK Cancel
OK Cancel Apply Help

5. Click ok to exit.

David Niemann Properties 🛛 🗙
General User Information Address and Phone Organization Account Member Of E-Mail Addresses Mailbox Settings Mail Flow Settings Mailbox Features Calendar Settings
Properties Proper
Message Delivery Restrictions
Description
Delivery options control delegated permissions and forwarding.
OK Cancel Apply Help

6. The user email has been forward to <u>Fwd.C@culturalinfustion.org.au</u> which means it has been successfully disable the account.