

1. Log on as an administrator.

You must have administrator privileges to perform this procedure.

2. Choose Start ⇨ Administrative Tools ⇨ Active Directory Users and Computers.

3. In the Active Directory Users and Computers management console that appears, click Users in the console tree.

4. In the Details pane, right-click the user that you want to delete and then choose Delete from the contextual menu.

Windows asks whether you really want to delete the user, just in case you're kidding.

5. Click Yes.

Poof! The user account is deleted.



Deleting a user account is a permanent, nonreversible action. Do it only if you're absolutely sure that you never ever want to restore the user's account. If there's any possibility of restoring the account later, disable the account instead of deleting it. (See the preceding section.)

Working with Groups

A *group* is a special type of account that represents a set of users who have common network access needs. Groups can dramatically simplify the task of assigning network access rights to users. Rather than assign access rights to each user individually, you can assign rights to the group itself. Then those rights automatically extend to any user you add to the group.

The following sections describe some of the key concepts that you need to understand to use groups, along with some of the most common procedures you'll employ when setting up groups for your server.

Creating a group

Here's how to create a group:

1. Log on as an administrator.

You must have administrator privileges to perform this procedure.

2. From Server Manager, choose Tools ⇨ Active Directory Users and Computers.

The Active Directory Users and Computers management console appears.