



FIGURE 12-4:
Verifying the
user account
information.



An alternative way to create a new user is simply to copy an existing user. When you copy an existing user, you provide a new username and password and Windows copies all the other property settings from the existing user to the new user.

Setting User Properties

After you create a user account, you can set additional properties for the user by right-clicking the new user and choosing Properties from the contextual menu. This command brings up the User Properties dialog box, which has about a million tabs that you can use to set various properties for the user. Figure 12-5 shows the General tab, which lists basic information about the user, such as the user's name, office location, and phone number.

The following sections describe some of the administrative tasks that you can perform via the various tabs of the User Properties dialog box.

Changing the user's contact information

Several tabs of the User Properties dialog box contain contact information for the user, such as

- » **Address:** Change the user's street address, post office box, city, state, zip code, and so on.
- » **Telephones:** Specify the user's phone numbers.
- » **Organization:** Record the user's job title and the name of his boss.