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

   Refer to Figure 12-1.

4. **In the Details pane, right-click the user who forgot her password and then choose Reset Password from the contextual menu.**

   A dialog box appears allowing you to change the password.

5. **Enter the new password in both password boxes.**

   Enter the password twice to ensure that you input it correctly.

6. **(Optional) Select the User Must Change Password at Next Logon option.**

   If you select this option, the password that you assign will work for only one logon. As soon as the user logs on, she will be required to change the password.

7. **Click OK.**

   That's all there is to it! The user's password is reset.

Disabling and Enabling User Accounts

To temporarily prevent a user from accessing the network, you can disable his account. You can always enable the account later, when you're ready to restore the user to full access. Here's the procedure:

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.**

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 enable or disable; then choose either Enable Account or Disable Account from the contextual menu to enable or disable the user, respectively.**

Deleting a User

People come, and people go. And when they go, so should their user account. Deleting a user account is surprisingly easy. Just follow these steps: