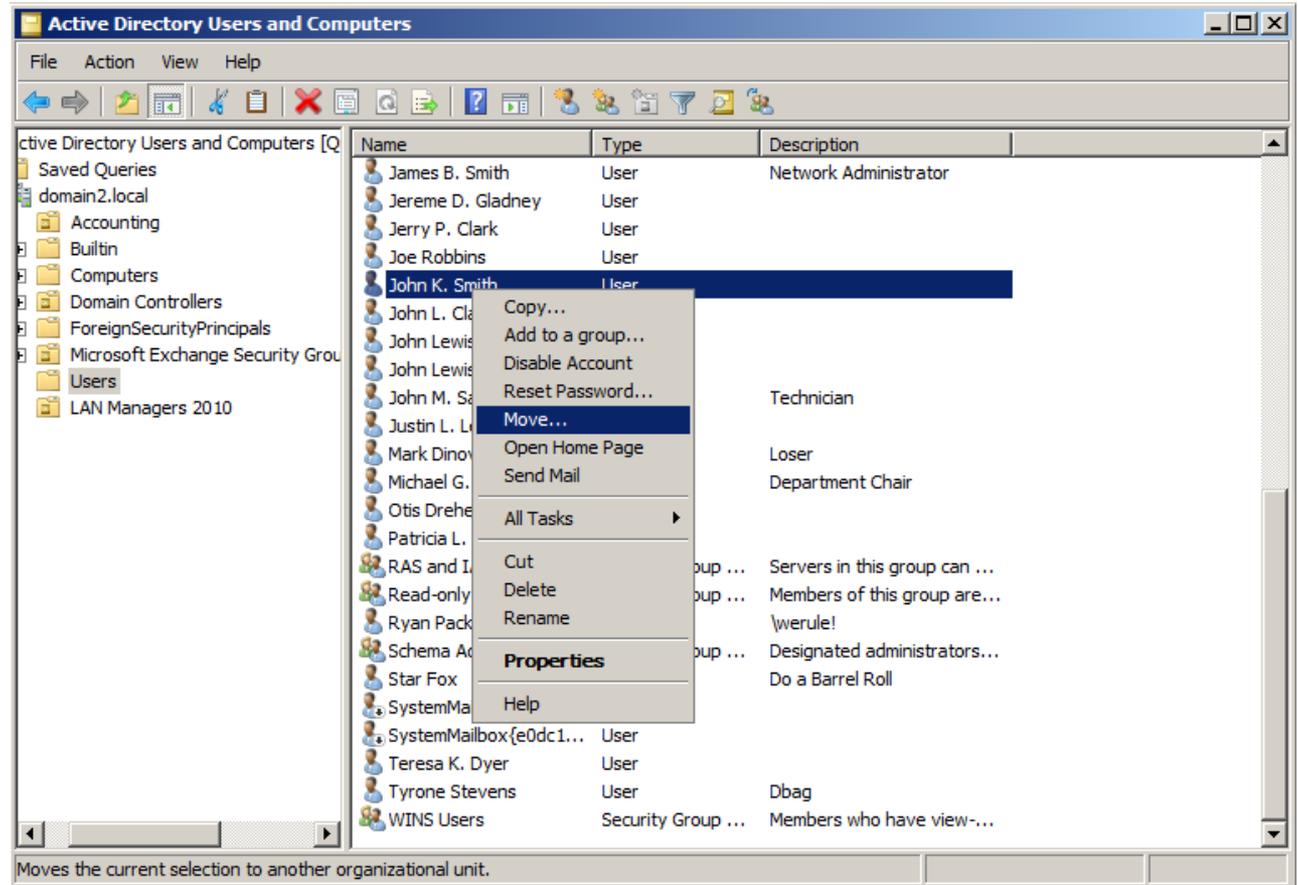# Moving an Account in Active Directory

July 25, 2011

Moving an Account

When we wish to move an account, we will highlight the account name and right click. We will select Move on the popup menu.
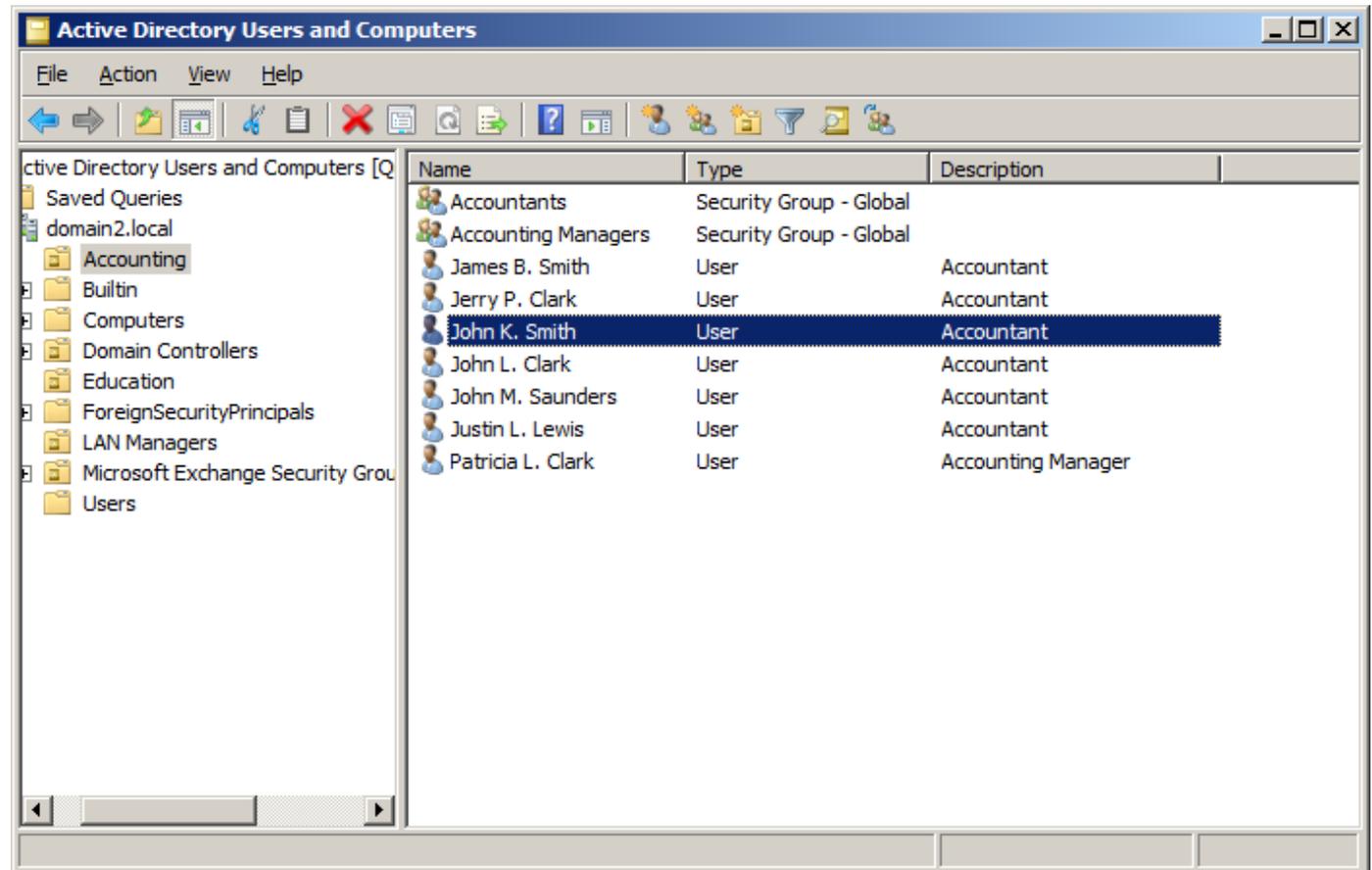
Move to a New Container

After selecting move, the Move window will appear. We will highlight the new container to house the group and choose the OK button. In this example, the user account will now be under the Accounting Organizational Units.
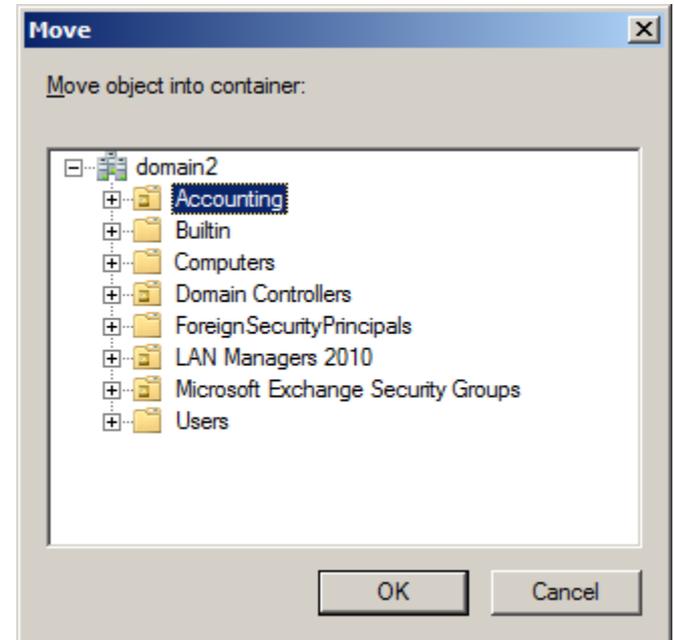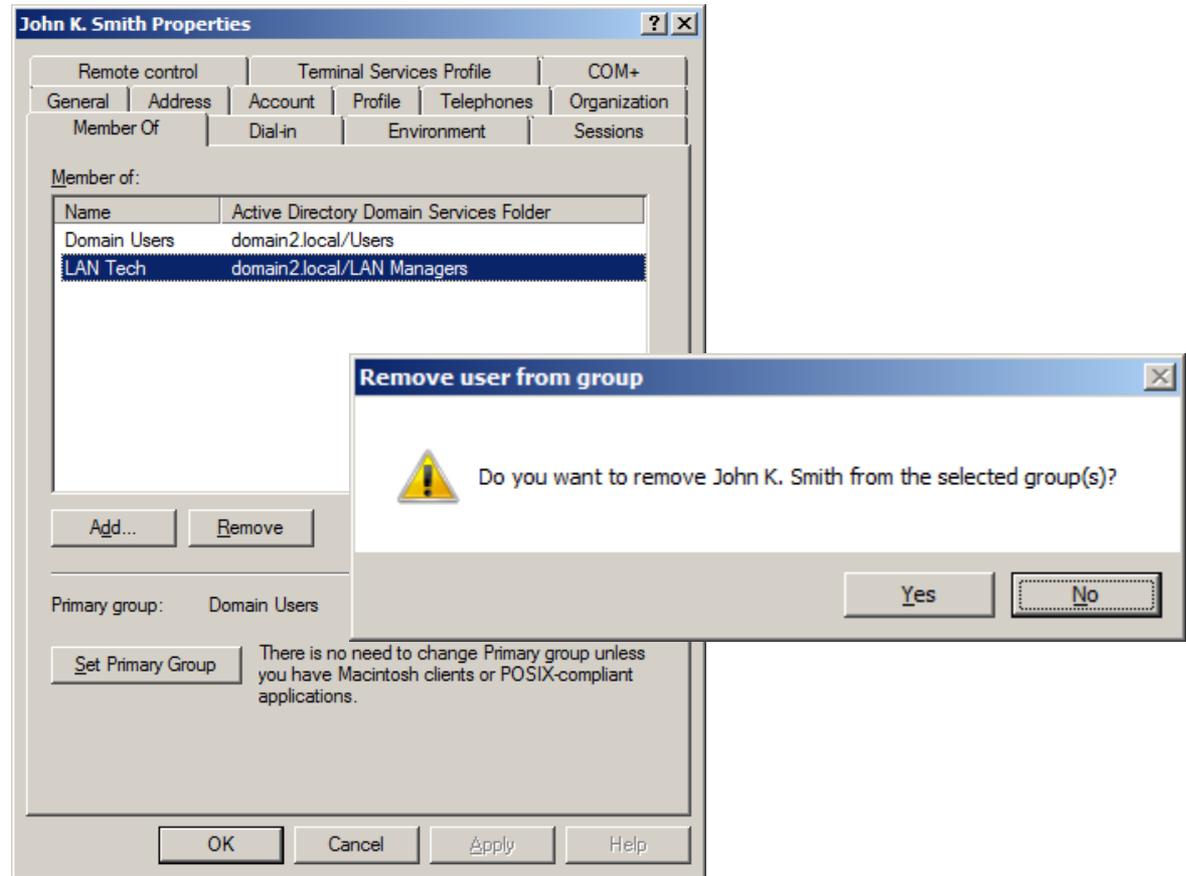
Viewing the Moved Account

The account is now located in the Accounting OU.

Changing the User's Group Membership

We open the user account's Properties window and under the Member Of Tab we highlight the group we want to remove. We push the Remove command button and an alert box will appear, warning us that we are removing a member of a group. We choose the Yes button.
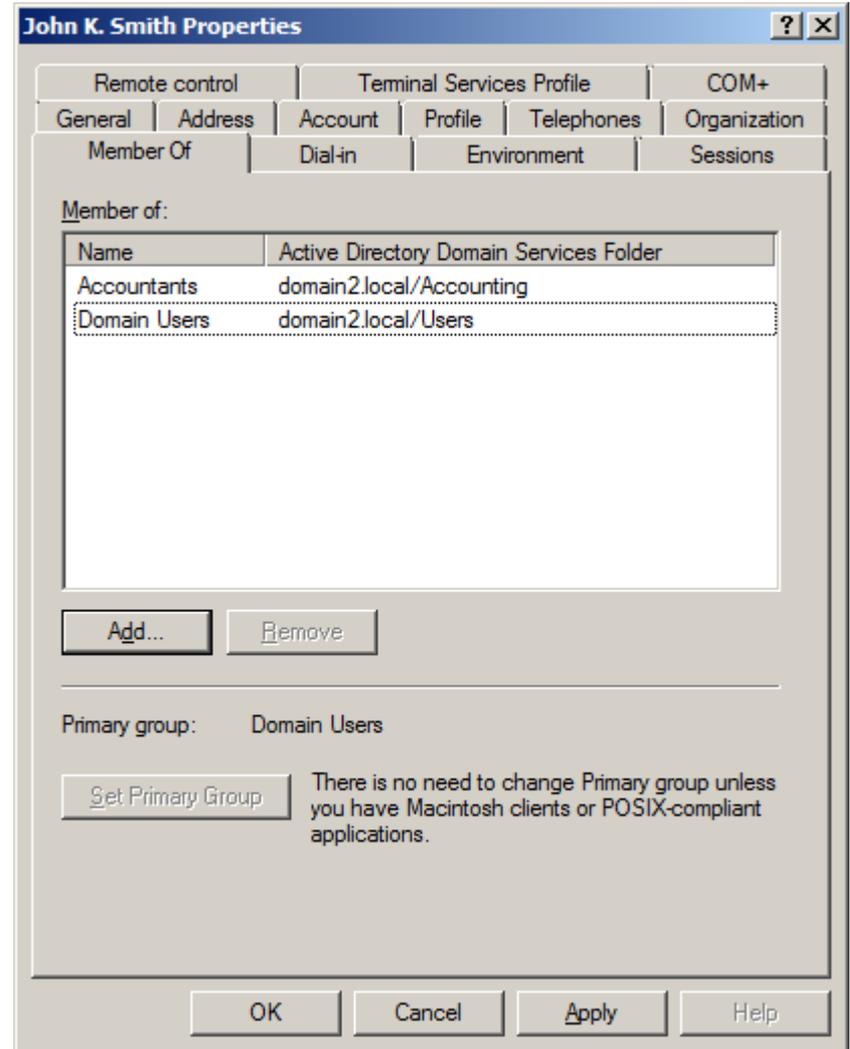
Adding a New Group

To add a user to a new group, we select the Add button and the Select Groups window, we type in the group name such as "accountants". We pick the OK button.
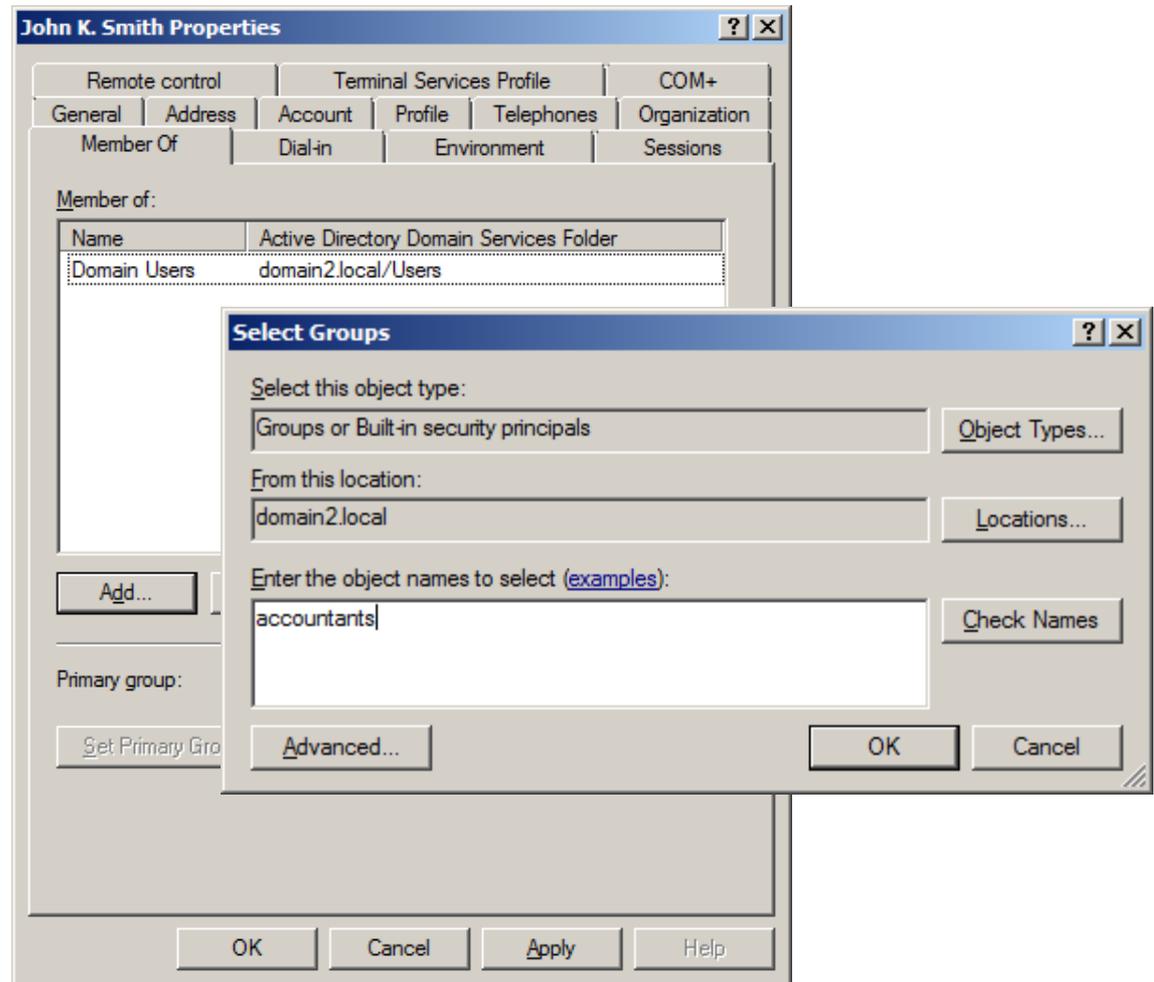
Member of a New Group

Our user is now a member of the accountants group.

Updating the Organization Tab

We input the new job title, department and manager for the account.