# Automatically Delete Disabled Active Directory Accounts: AD Pro Toolkit

### **Table of Contents**

Overview	1
How to Automatically Delete disabled Active Directory Users (Or computers)	1
Conditions	2
Actions	3

#### Overview

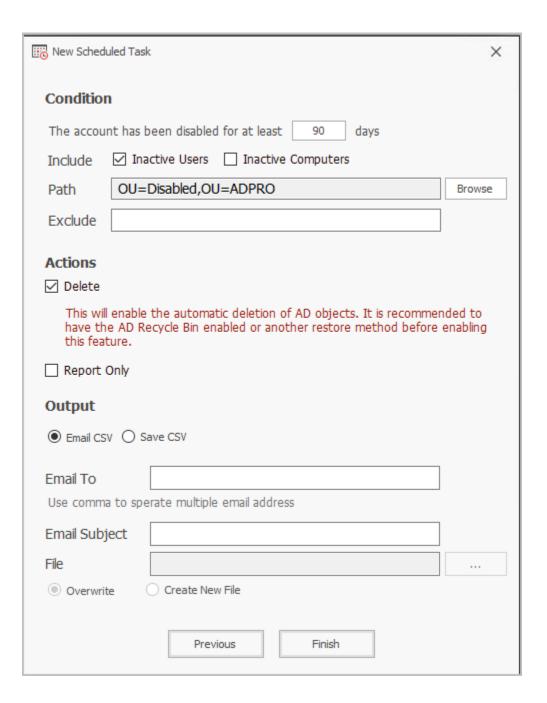
With the <u>AD Pro Toolkit</u>, you can automatically delete Active Directory accounts that have been disabled for a specific time period such as 90 days. You can set how long an account has been disabled before it gets automatically deleted.

**Note.** It is recommended to enable the <u>AD Recycle Bin</u> before enabling the automation of deleting AD accounts. The AD Recycle bin will let you easily restore delete accounts.

## How to Automatically Delete disabled Active Directory Users (Or computers)

- 1. Open the AD Pro Toolkit
- 2. Click on "Scheduler" then click "Add"
- 3. Select "Delete Accounts" from the dropdown
- 4. Enter a task name and set the credentials. Click "Next"
- 5. Set a schedule frequency, daily, weekly or monthly
- 6. Set the conditions (Path is required)
- 7. Select one or more actions
- 8. Choose output options (email or save to csv)
- 9. Click Save.





### **Conditions**

The condition section lets you define what accounts to auto delete.

- **Disable time:** Set the number of days the account has been disabled.
- **Include**: Choose to auto delete users, computers or both.
- **Path:** Select an OU or choose the entire domain. Accounts will only be auto deleted from the selected path.



• Exclusions: Add accounts to exclude from being automatically deleted

### **Actions**

This section you configure what actions to run on the inactive accounts.

- **Delete**: Check this box to enable auto delete of AD accounts.
- **Report only**: Report only mode sends an email with the identified accounts, but no actions are run.

