# Automatically Disable Inactive Accounts in Active Directory: AD Pro Toolkit

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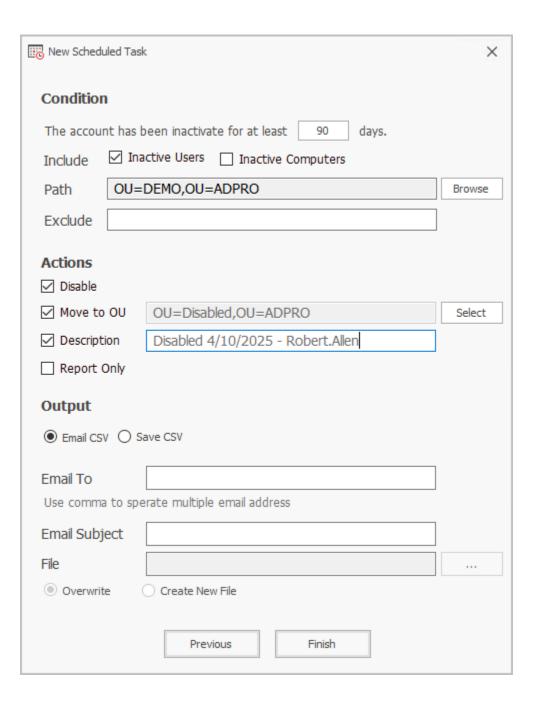
### Overview

Automatically disable inactive user or computer accounts in Active Directory using the <u>AD Pro Toolkit</u> built-in schedular. You can define the inactivity time (default 90 days) and choose from a serious of actions to run against the inactive accounts.

## How to Automatically Disable Inactive AD Users (or computers)

- 1. Open the AD Pro Toolkit
- 2. Click on "Scheduler" then click "Add"
- 3. Select "Inactive 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 details for identifying inactive accounts.

- Inactivity time: The account is inactive for at least x days. Default is 90 days, you can change this to any time you need. This uses the lastLogonTimestamp to identify stale accounts.
- Include: Choose to find inactive users, computers or both.
- Path: Select an OU or choose the entire domain



• **Exclusions:** Add accounts to exclude from being automatically disabled. Use the accounts samaccountname, separate accounts with a comma.

## **Actions**

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

- **Disable**: Check this box to auto disable accounts
- Move to OU: Enables moving accounts to another OU
- **Description:** Adds a description to the account
- **Report only**: Report only mode sends an email with the identified accounts, but no actions are run.

