

Windows Server

How do I create a new user in Active Directory?

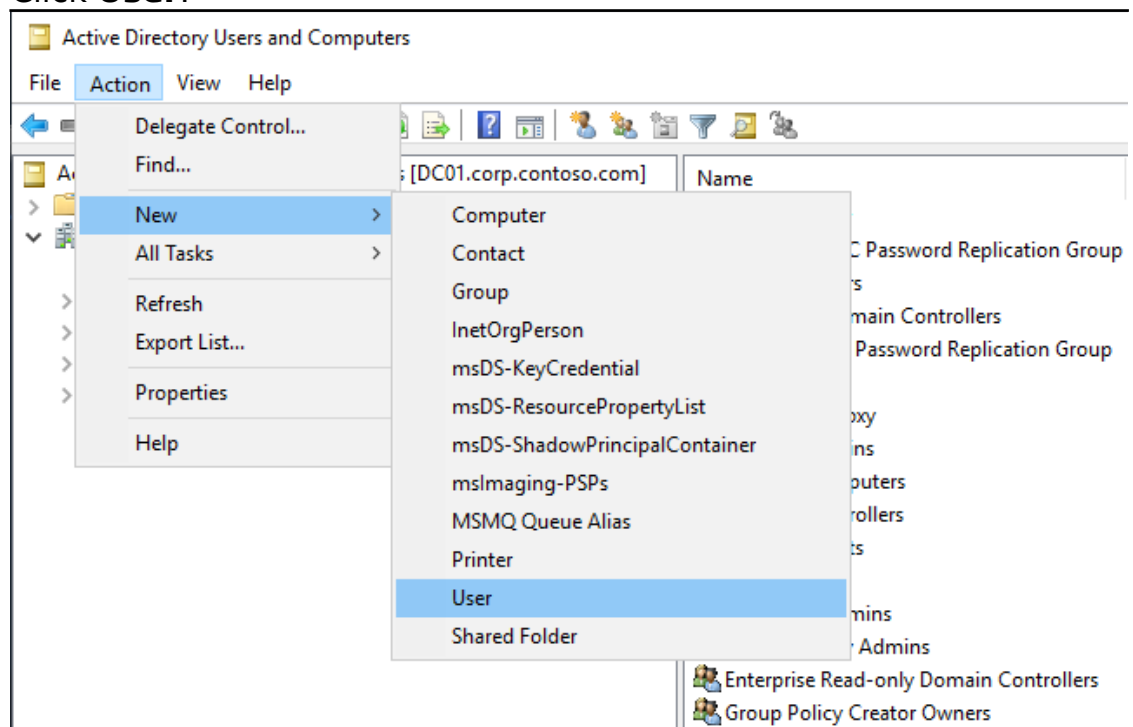
Overview

The purpose of this article is to explain how to create a new user account within Active Directory.

Procedure

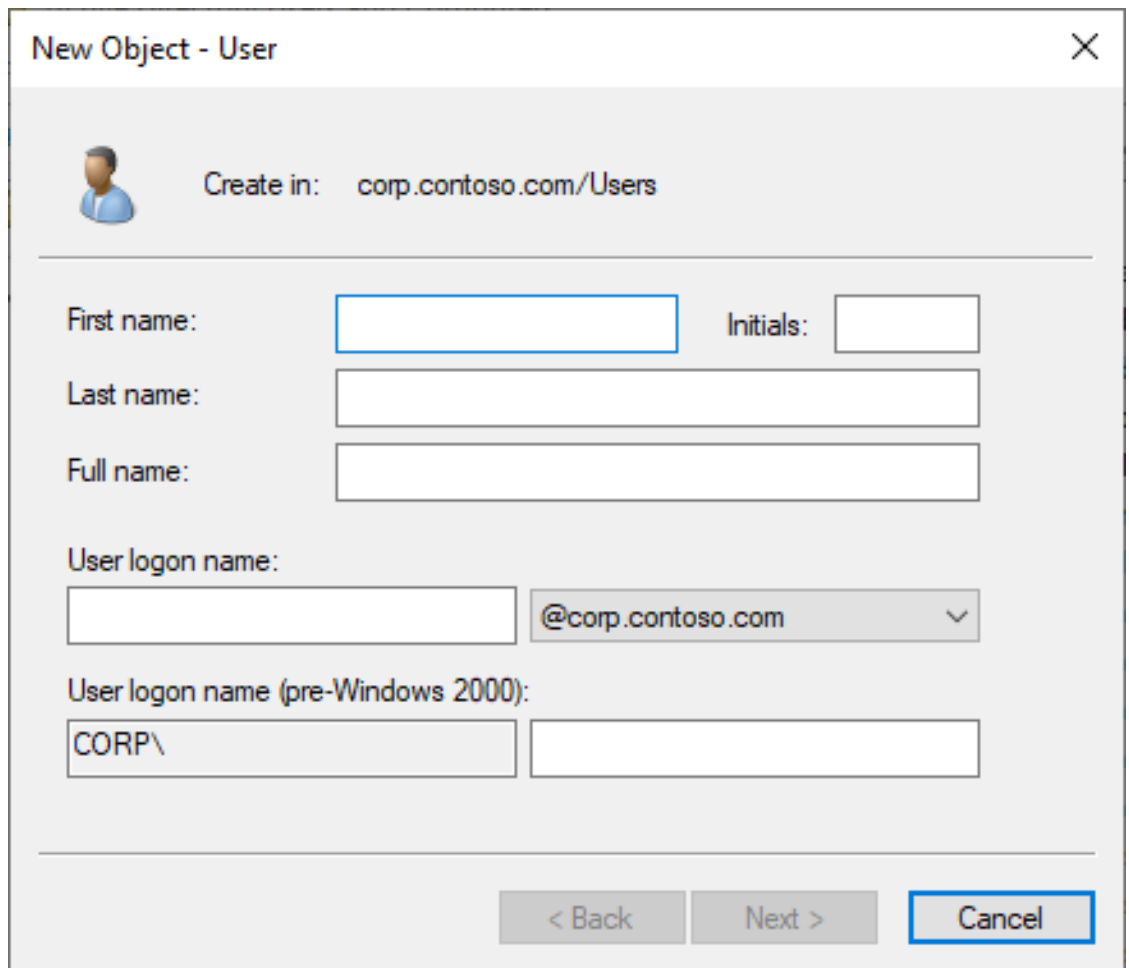
The following screenshots were taken using Windows Server 2019 (v1809). If using a different version of Windows Server these images may contain minor variances.

1. Launch **Active Directory Users and Computers**.
"Active Directory Users and Computers" can be found on the Start Menu under the "Windows Administrative Tools" folder.
2. Locate the Organizational Unit (folder) that will contain the user account.
 - a. Ensure the domain is expanded.
 - b. For small environments this will usually be the "Users" OU.
3. Click the **Action** menu. (Alternatively, right-click the OU from step 2)
 - a. Move the mouse cursor down to **New**, another context menu will appear.
 - b. Click **User**.



- c. The "New Object - User" dialogue will appear.

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New Object - User

Create in: corp.contoso.com/Users

First name: Initials:

Last name:

Full name:

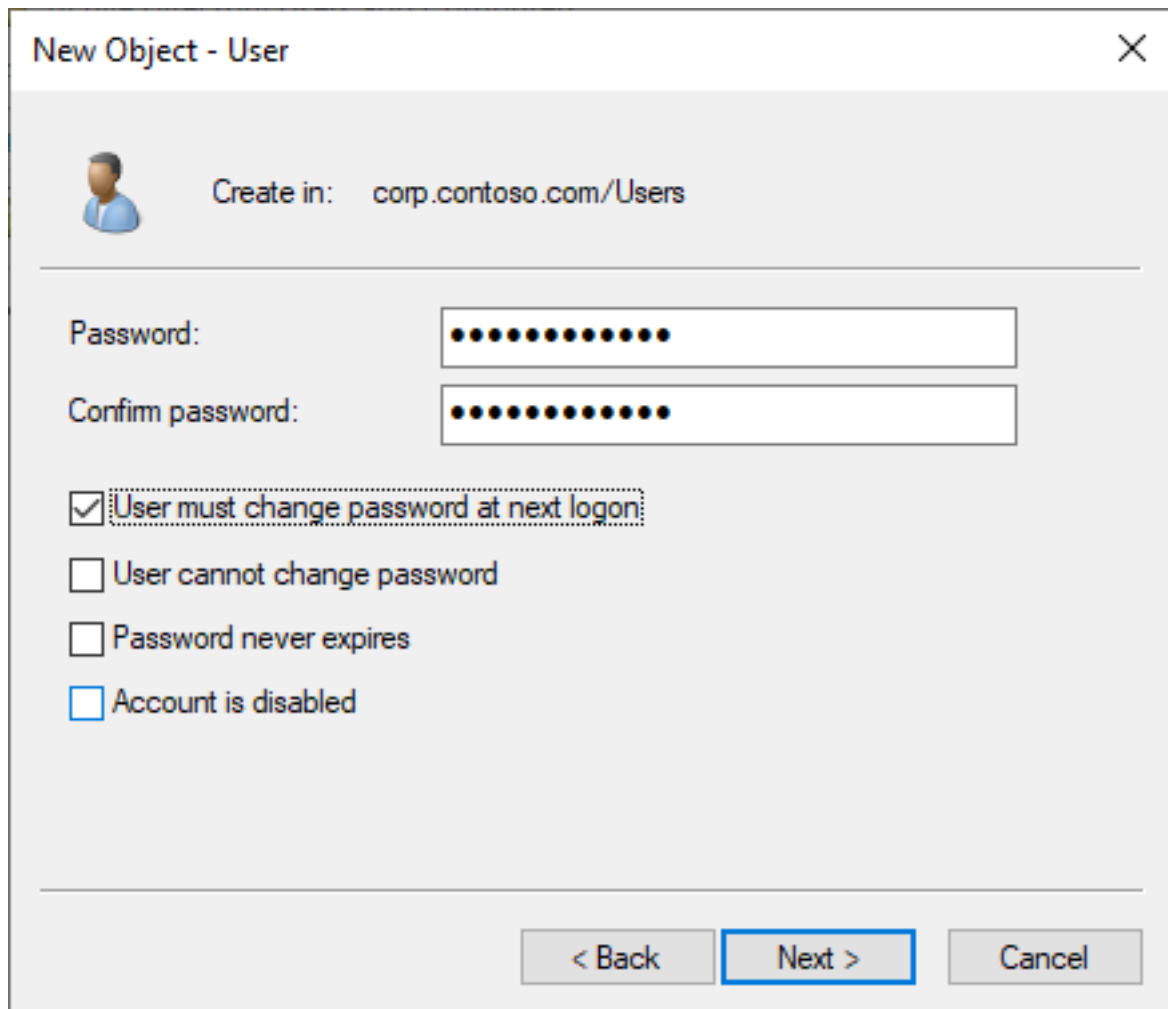
User logon name: @corp.contoso.com

User logon name (pre-Windows 2000): CORP\

< Back Next > Cancel

4. Complete the following fields, then click **Next**:
 1. **First Name**
 2. **Initials** (optional)
This is intended for middle initial(s)
 3. **Last Name**
 4. **Full Name**
This field will begin to auto populate as characters are entered into the First name, Last name, and initials fields.
 5. **User logon name**
User logon names are limited to 256 characters, however to maintain backwards compatibility user logon names should not exceed 20 characters.
5. Enter a **Password**.
After entering the password, type the same password in the **Confirm password** field.

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New Object - User

Create in: corp.contoso.com/Users

Password: [password field]

Confirm password: [password field]

☒ User must change password at next logon

☐ User cannot change password

☐ Password never expires

☐ Account is disabled

< Back Next > Cancel

6. Review and check any of the password options that apply:

a. **User must change password at next login**

This is option should be considered to be checked (enabled). As an administrator you can safely give the new user their password and after a successful login the user will be prompted to immediately change their password. This helps safe guard the password so that only the user knows their password.

b. **User cannot change password**

WARNING: This is not considered a best practice and should be avoided if possible.

Specify this option if you do not want the user to be able to change their own password. This may be useful if creating a service account for which you want to prohibit user interaction.

c. **Password never expires**

WARNING: This is not considered a best practice and should be carefully considered before choosing this option. This may be useful if creating a service account, or an account that will not require human interaction.

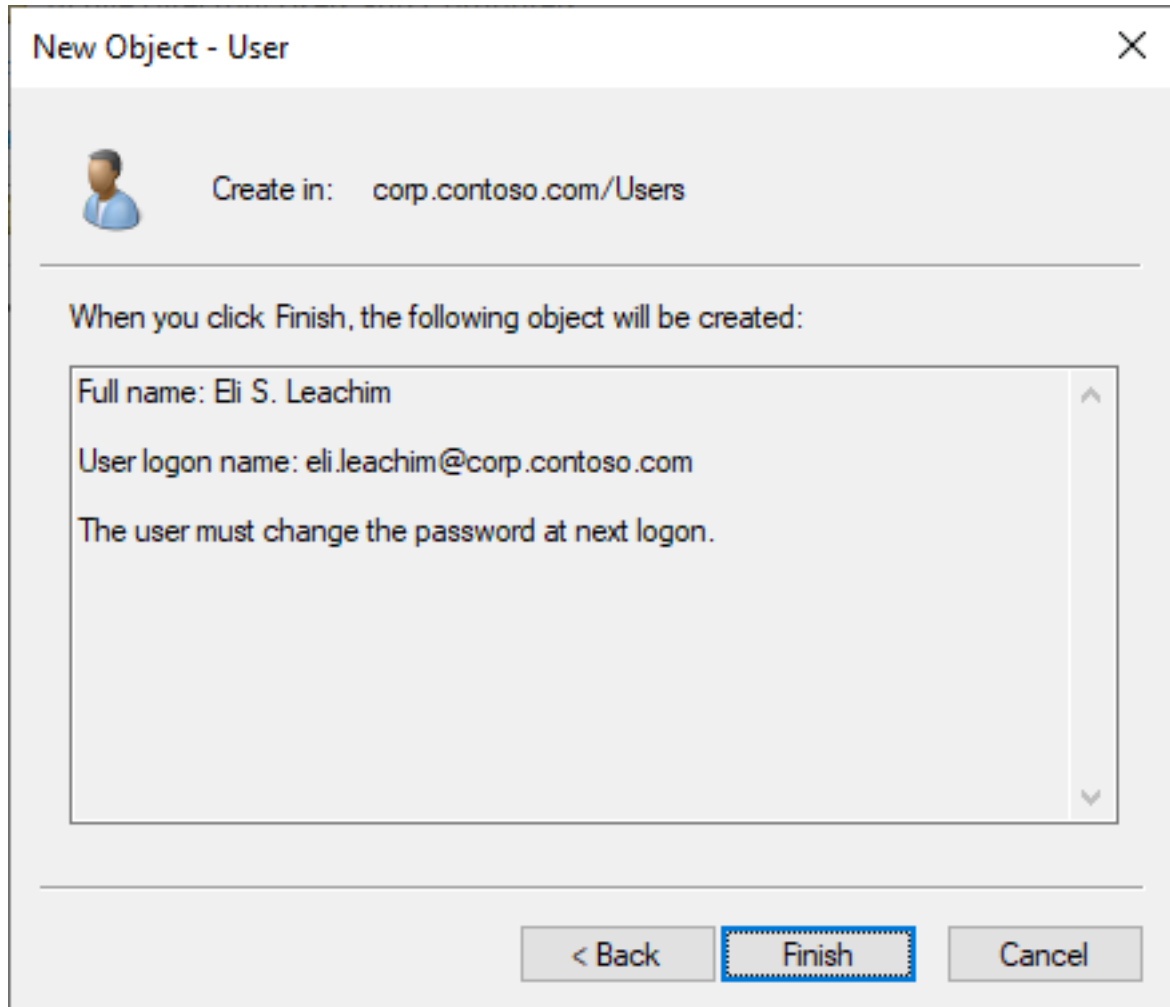
d. **Account is disabled**

Checking this option will cause the User account to be disabled which will prevent login or access of any kind.

This is a good option if you want to pre-create a user account and provide access to the user at a later time.

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7. When you are satisfied with the user's password options, click **Next** to review the new user account.



8. Click **Finish** to have the new user account created.

References

- [Microsoft - SAM-Account-Name attribute](#)
- [Microsoft - NET.EXE ADD command does not support names longer than 20 characters](#)

Unique solution ID: #1002
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