

## Users and Groups

# Remove multiple user accounts

4padPointRule2.eps ↵

You can remove several user accounts from a network at the same time. For example, if you want to delete a workgroup or even an entire domain.

You can delete the accounts along with home directories or just the account information. Or you can temporarily disable the accounts.

768008\_PointRule2.eps ↵

### 1 Log in as root on any computer on the network.

If you don't log in as **root**, you can type the **root** password when you start UserManager.

1PointDashedRule3Black.eps ↵

### 2 Double-click UserManager in /NextAdmin.

427113\_PointDashedRule3Black.eps ↵

### 3 Choose User submenu-arrow8.tiff ↵ Bulk Delete.

794249\_PointDashedRule3Black.eps ↵

### 4 Choose one of the options in the Delete Accounts window

;../Reference/Tools/UserManager/UserManagerPanels/DeleteAccountsWindow.rtf;↵.

UserManager lists all the accounts for the option you choose.

For example, if you're removing an entire workgroup, you can choose the group method to list all the accounts in the workgroup.

If you're removing users from several areas of the network, you might choose

an ID number range that includes the lowest and highest ID number on your list.

964182\_PointDashedRule3Black.eps ↵

**5 Select the accounts you *don't* want to delete and click Remove Selection.**

**CAUTION** Before continuing, be sure the list in the Delete Accounts panel includes only those accounts you want to delete. If you delete an account by mistake, you'll have to restore it manually.

973739\_PointDashedRule3Black.eps ↵

**6 Click one of the Delete or Disable buttons.**

If you want to delete all the account information and the files in the all home directories, click Delete Accounts and Homes.

If you want to delete only the account information—for example, if other users on the network need access to files in the home directories—click Delete Accounts Only.

If you want to disable the accounts by prepending an asterisk to the encrypted password information, click Disable Accounts Only.

713736\_PointDashedRule3Black.eps ↵

Avoid reassigning the same user names and ID numbers to future users. Otherwise, you may have problems with e-mail.

**TIP:** If the users you're deleting are owners of files in directories throughout the file system, you can use the FileManager or a Terminal shell to find and remove them. UserManager only removes files in the users' home directories.

2PointRule.eps ↵

**Related topics** (*click a* LinkDiamond.tiff ↗)

706575\_pt-Xref-Rule2.eps ↗

### Concepts

Need basic information about groups?

;AboutUsersAndGroups.rtf;;↗ **About users and groups**

727921\_pt-Xref-DashedRule2.eps ↗

### How to

You can examine all the user accounts in the NetInfo database before or after you delete accounts.

;../NetInfo/ExamineUserAccount.rtf;;↗ **Examine user accounts**

If you want to quickly disable a single account or restore an account that you've disabled you can use NetInfoManager.

;DisableUserAccount.rtf;;↗ **Disable a user account**