

## **Disable or Delete a User Account in Win 7**

A disabled User's account is no longer available but all of it's settings, folders and files remain in place.

A deleted User's account has all it's settings removed and cannot be restored. You can choose during deletion whether or not to retain it's folders and files.

### **Disable a User's Account**

- 1. Click Start...rightclick Computer and select Manage.**
- 2. Click Local Users and Groups.**
- 3. Doubleclick the Users folder and doubleclick the User Name of the account to be disabled.**
- 4. In the Properties dialog box, select the Account's disabled check box. Click Ok.**
- 5. Close the Computer Management window. The account no longer appears in the Manage Accounts window of Control Panel.**

### **Enable a Disabled User Account**

- 1. Perform steps 1-3 in the above procedure.**
- 2. In the Properties dialog box, clear the Account's Disabled check box and click Ok.**
- 3. Close the Computer Management window. The account now reappears in the Manage Accounts window of the Control Panel.**

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