

Resetting a users password from the server console with Small Business Server 2003 V 1.00

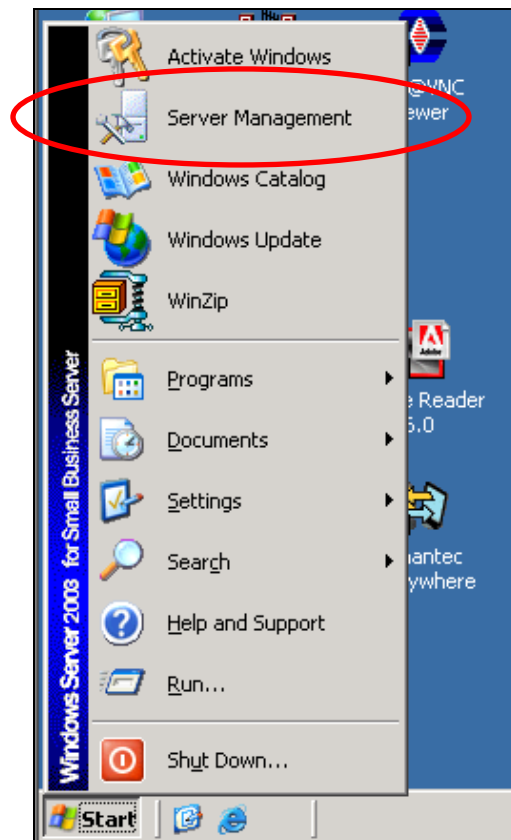
You would reset a user's password for one of three main reasons.

- The user has forgotten their password
- The security of a user account has been compromised
- The user has left the organisation.

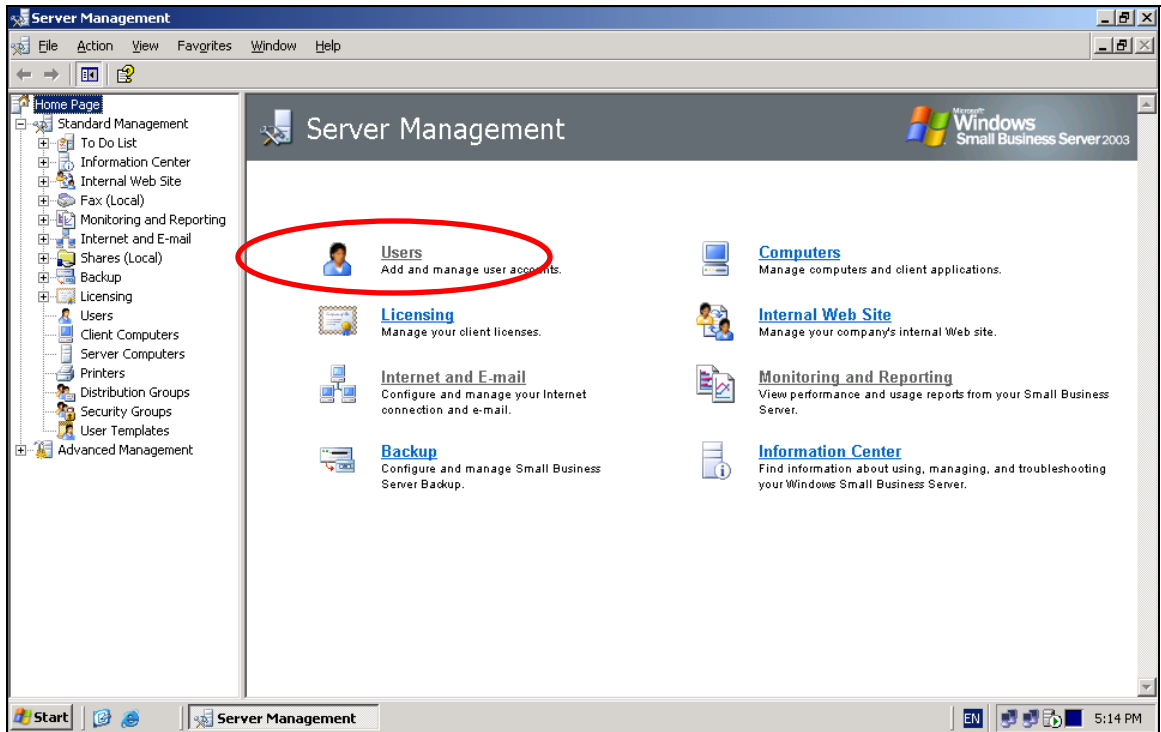
You should not reset any administration account passwords without further knowledge of the effects it can have on the system and what applications rely on the account (e.g. backup, SQL servers/applications etc...)

To reset a users password perform the following :

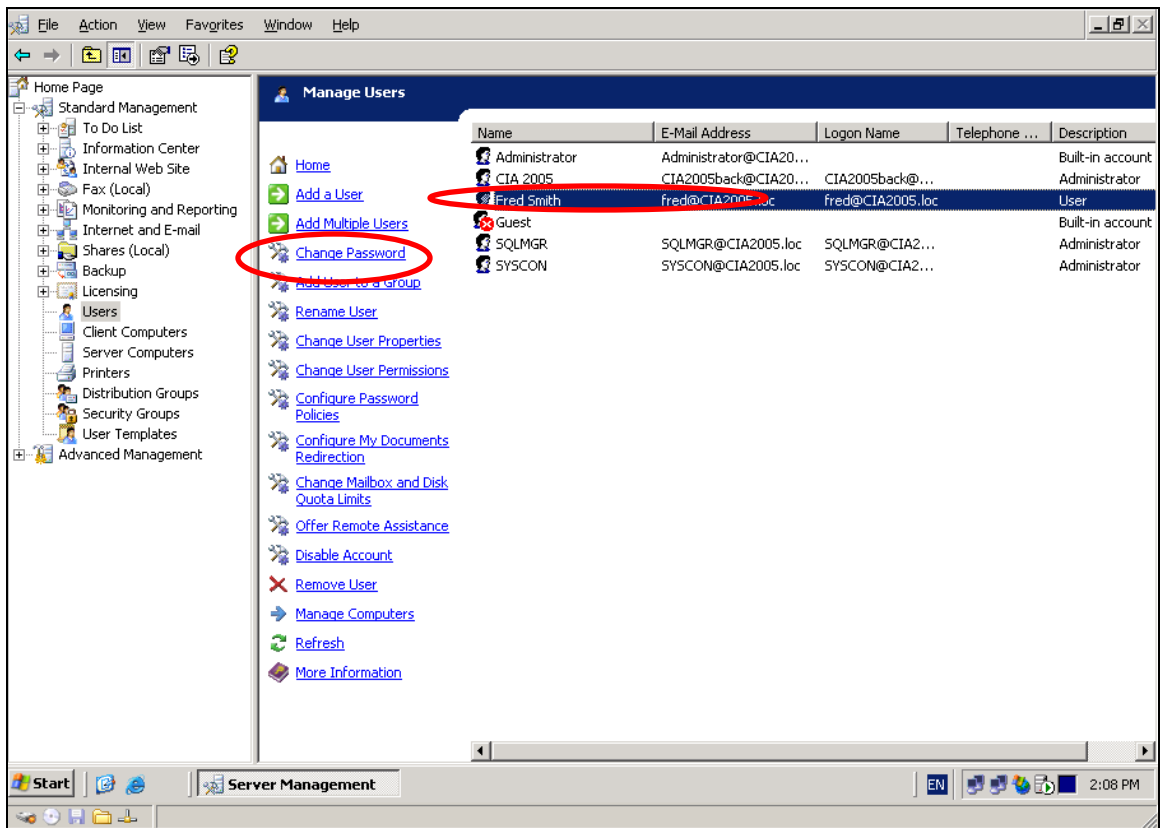
1. Login to the server console as a user who has the rights to change passwords.
Click *Start, Server Management*



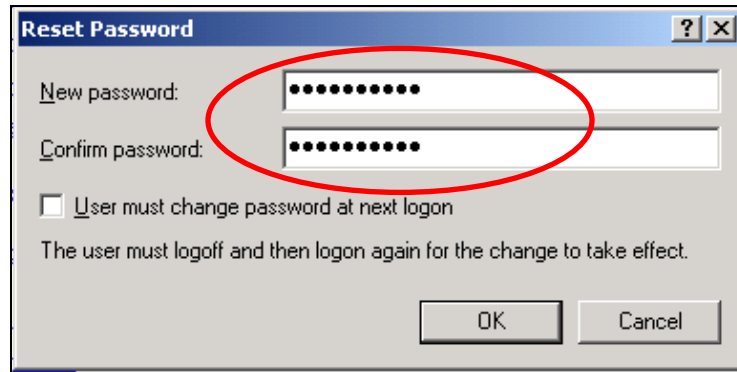
2. Click *Users* from the left hand side window.



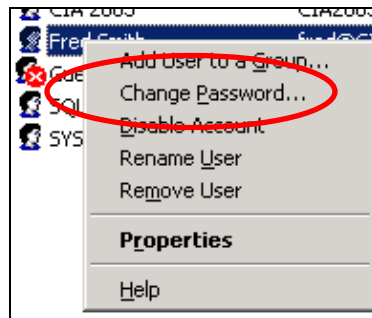
3. Left click the user to highlight it. To the left of the list of users (on the menu), click *Change Password*.



4. Enter the new password, and then enter it again to confirm it. Click *OK* to change the password.



5. You can also right click the user and select *Change Password*.



6. Enter the new password, then enter it again to confirm it. Click *OK* to change the password. You may tick the checkbox to force the user to change their password the first time they log on.

