

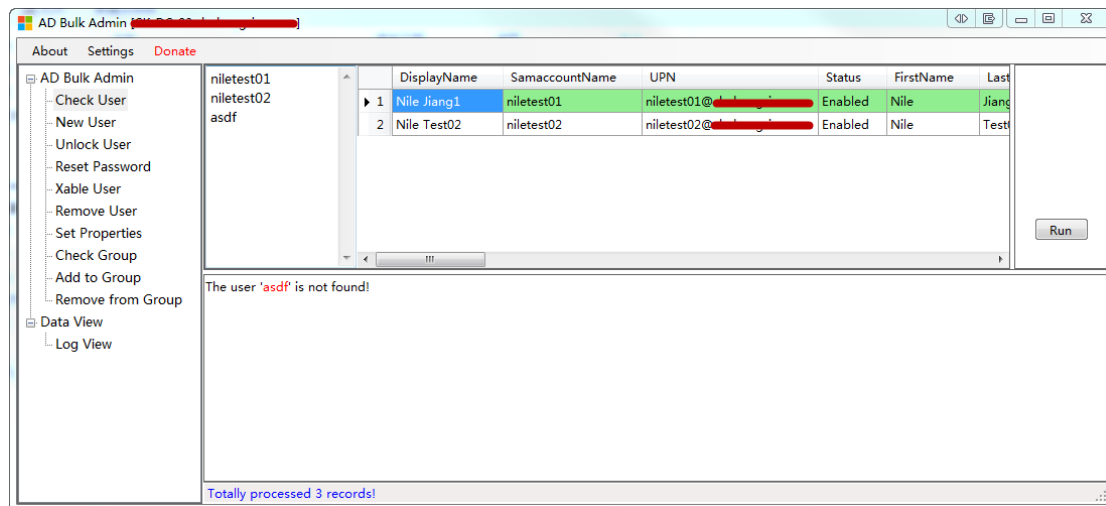
ADBulkAdmin User Guide

-Nile Jiang

Overview

This is a free and easy AD bulk administration tool for AD administrators to manage Active Directory users in bulk. You can use it to check users' attributes, create AD users with specific attributes, unlock users, reset users' passwords, enable or disable users, remove users, set users' properties, check groups, add users to group or remove users from group in bulk.

If you want to customize the features, please send email to me. If you find any bugs when using it, please send email to me too. If you think this tool is helpful, please donate a little, 5, 10, any is OK. That would be a great encouragement and I will appreciate so much.



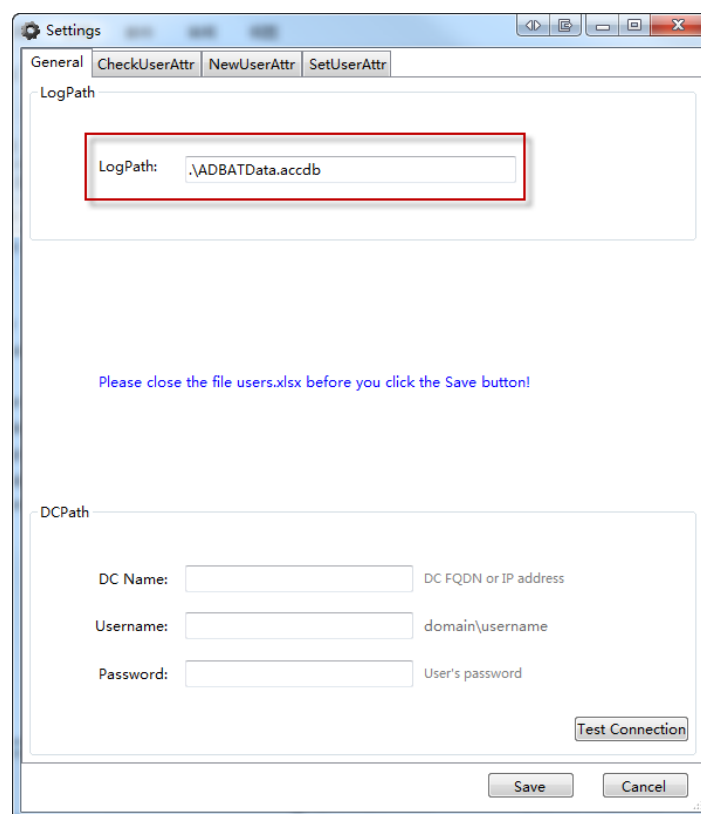
Prerequisite

1. .net Framework 4.0 or higher.
2. Office 2007 or higher. Run ADBulkAdmin.exe in 32 or 64 bit Office folder according to your office version. With Office Excel, you can create users or set properties for users in bulk.
3. Files of the tool: ADBulkAdmin.exe, ADBulkAdmin.exe.config, users.xlsx, ADBATData.accdb. (You must not change the name of these files!)
4. User with necessary AD permissions, and run this tool as administrator.

Operation Manual

1. Unzip the compressed file, make sure the tool ADBulkAdmin.exe, users.xlsx and ADBulkAdmin.exe.config are in the same folder. You can save ADBATData.accdb in the same folder or in a shared path with others. Run ADBulkAdmin.exe as administrator according to your Office version 32bit or 64bit. If your computer has already joined to domain or you run the tool on a domain controller, it can connect to a domain controller automatically, and then you can use it directly. If your computer has not joined to domain yet, you can connect to a domain controller by clicking "Settings". You can set the follow options by clicking Settings:

- 1) You can set a specific path for the database file ADBATData.accdb, It stores the operating logs and the attributes you select. If you have many AD administrators and you want to use the same database file, you can set a share path and put the Access database file in the shared path.



- 2) You can specify a dc you want to use even your computer has joined to domain or not. After setting the specified DC, you can connect Test Connection to test. If you want to use a random DC by default, you can leave the textbox blank and save, then restart the tool.

Settings

General CheckUserAttr NewUserAttr SetUserAttr

LogPath

LogPath: .\ADBATData.accdb

Please close the file users.xlsx before you click the Save button!

DCPath

DC Name: DC FQDN or IP address

Username: domain\username

Password: User's password

Test Connection

Save Cancel

- 3) CheckUserAttr: When you are using the “Check User” feature, you can check the user’s AD attributes you want by saving the options in CheckUserAttr.

Settings

General CheckUserAttr NewUserAttr SetUserAttr

☒ All

☒ First Name(givenName) ☒ Office(physicalDeliveryOfficeName)

☒ Last Name(sn) ☒ Telephone Number(telephoneNumber)

☒ Name ☒ E-mail(mail)

☒ Initials ☒ Web Page(wwwHomePage)

☒ Description

☒ Street(streetAddress) ☒ State/province(st)

☒ P.O.Box(postOfficeBox) ☒ Zip/Postal Code(postalCode)

☒ City(L)

☒ Home(homePhone) ☒ Fax(facsimileTelephoneNumber)

☒ Pager(pager) ☒ IP phone(ipPhone)

☒ Mobile(mobile)

☒ Company ☒ Title

☒ Department ☒ Manager

☒ User Type ☒ ProfilePath(profilePath)

☒ Expired Time(accountExpires) ☒ HomeDrive(homeDrive)

☒ EmployeeID(employeeID) ☒ HomeDirectory(homeDirectory)

☒ EmployeeNumber(employeeNumber) ☒ ExMailboxDB(homeMDB)

☒ LyncAddress ☒ Distinguished Name(distinguishedName)

☒ ProxyAddresses(proxyAddresses)

Save Cancel

- 4) NewUserAttr: When you are using the “New User” feature, you can create new users with the attributes you want to set by saving the options in

NewUserAttr.

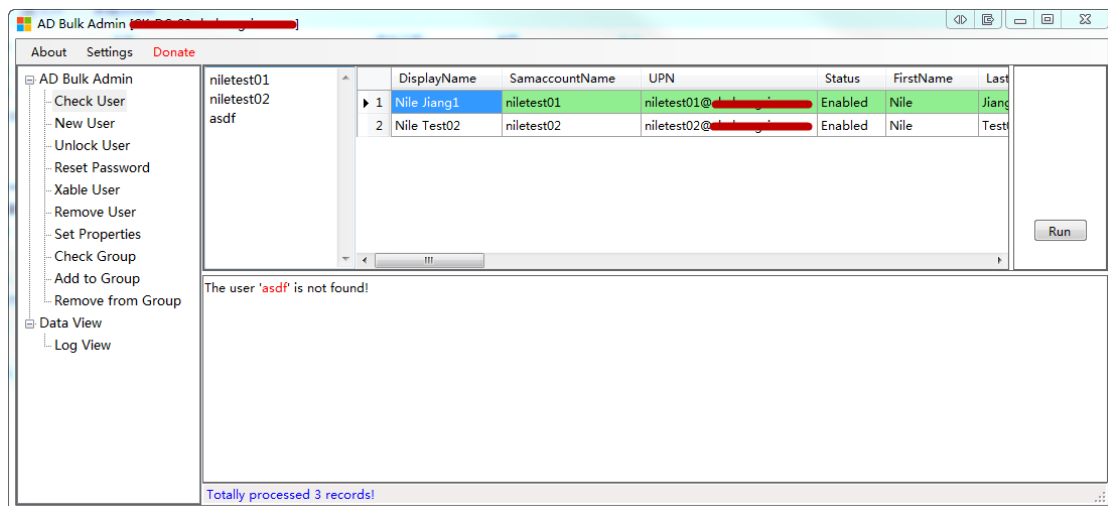
The screenshot shows the 'Settings' window with the 'NewUserAttr' tab selected. The tab is highlighted with a red box. The window contains a list of user attributes with checkboxes. The 'All' checkbox is checked. The attributes are organized into two columns. The left column includes: First Name(givenName), Last Name(sn), Initials, Description, Company, Department, Street(streetAddress), P.O.Box(postOfficeBox), City(L), Home(homePhone), Pager(pager), Mobile(mobile), Expired Time(accountExpires - e.g. 2015-12-31), EmployeeID(employeeID), EmployeeNumber(employeeNumber), ProxyAddresses(proxyAddresses). The right column includes: Force Password Change at Next Logon, Office(physicalDeliveryOfficeName), Telephone Number(telephoneNumber), E-mail(mail), Web Page(wWWHomePage), Title, Manager, State/province(st), Zip/Postal Code(postalCode), Fax(facsimileTelephoneNumber), IP phone(ipPhone), ProfilePath(profilePath), HomeDrive(homeDrive), HomeDirectory(homeDirectory), UPN(XXX.COM), and OU(OU distinguishedName - e.g. ou=deptaa,ou=depta,dc=nile,dc=com). The 'Save' and 'Cancel' buttons are at the bottom right.

- 5) SetUserAttr: When you are using the “Set Properties” feature, you can set users’ properties with the attributes you want by saving the options in SetUserAttr.

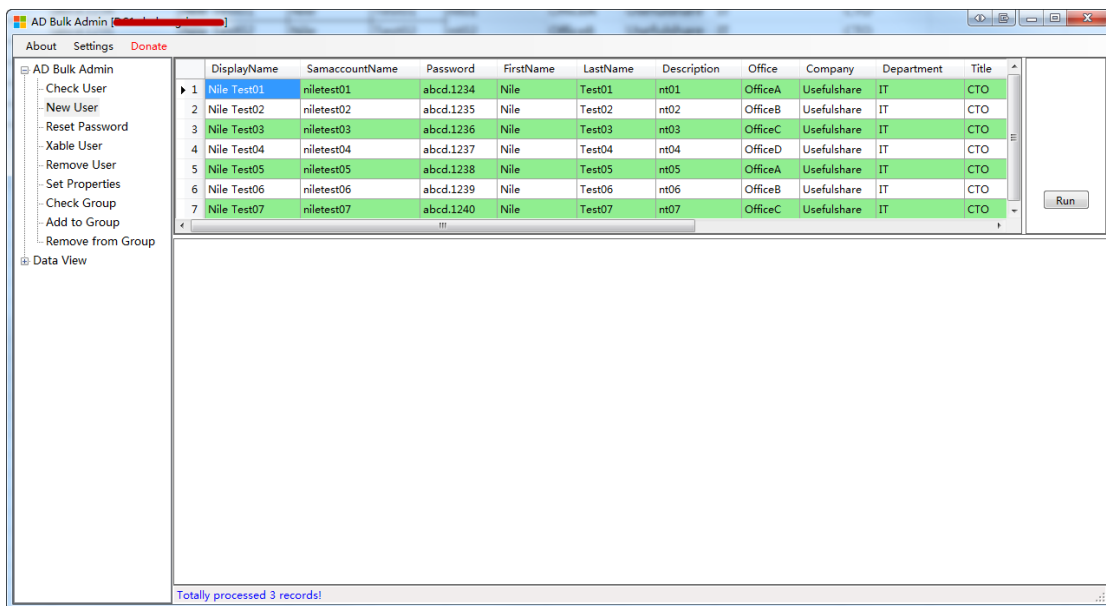
The screenshot shows the 'Settings' window with the 'SetUserAttr' tab selected. The tab is highlighted with a red box. The window contains a list of user attributes with checkboxes. The 'All' checkbox is checked. The attributes are organized into two columns. The left column includes: DisplayName, First Name(givenName), Last Name(sn), Initials, Description, Company, Department, Street(streetAddress), P.O.Box(postOfficeBox), City(L), Home(homePhone), Pager(pager), Mobile(mobile), Expired Time(accountExpires - e.g. 2015-12-31), EmployeeID(employeeID), EmployeeNumber(employeeNumber), ProxyAddresses(proxyAddresses), and NewPassword. The right column includes: Force Password Change at Next Logon, Office(physicalDeliveryOfficeName), Telephone Number(telephoneNumber), E-mail(mail), Web Page(wWWHomePage), Title, Manager, State/province(st), Zip/Postal Code(postalCode), Fax(facsimileTelephoneNumber), IP phone(ipPhone), ProfilePath(profilePath), HomeDrive(homeDrive), HomeDirectory(homeDirectory), and NewOU(OU distinguishedName - e.g. ou=deptaa,ou=depta,dc=nile,dc=com). The 'Save' and 'Cancel' buttons are at the bottom right.

When you are saving the NewUserAttr and SetUserAttr options, the tool will save data to the database file ADBATData.accdb and users.xlsx – sheet [newuser] and [setprop]. **You must make sure the file users.xlsx closed when saving options, or you can't save options successfully.**

2. Check User: Please input the users' samAccountName in the textbox, because samAccountName is unique. Each row with one user, and then you can get the users' common attributes by clicking Run. I think you must know the common attributes of an AD user.



3. New User: You can create new users with New User feature in bulk. You can create new users to the ou you specified if you have checked "OU" in Settings-NewUserAttr and input the OU path like "ou=deptou,dc=domain,dc=com" into newuser sheet in users.xlsx, if not you must create an OU named "tempuserou" first to save new users to this ou. Please input the users' information into Sheet "newuser" in users.xlsx, if you don't want to set the attributes, just leave the data cell blank. You must input the users' samAccountNames, and then you can choose to input the other attribute values as your necessary. **If you don't set the Password value, the tool will use "abcD.1234" as the default password, so you must consider if it meets your password policy and you can customize a new password to meet your password policy by inputting the Password data.**



	A	B	C	D	E	F	G	H	I	J
	SamAccountName	Password	DisplayName	FirstName	LastName	Description	Office	Company	Department	Title
1	niletest01	abcd.1234	Nile Test01	Nile	Test01	nt01	OfficeA	Usefulshare	IT	CTO
2	niletest02	abcd.1235	Nile Test02	Nile	Test02	nt02	OfficeB	Usefulshare	IT	CTO
3	niletest03	abcd.1236	Nile Test03	Nile	Test03	nt03	OfficeC	Usefulshare	IT	CTO
4	niletest04	abcd.1237	Nile Test04	Nile	Test04	nt04	OfficeD	Usefulshare	IT	CTO
5	niletest05	abcd.1238	Nile Test05	Nile	Test05	nt05	OfficeA	Usefulshare	IT	CTO
6	niletest06	abcd.1239	Nile Test06	Nile	Test06	nt06	OfficeB	Usefulshare	IT	CTO
7	niletest07	abcd.1240	Nile Test07	Nile	Test07	nt07	OfficeC	Usefulshare	IT	CTO
8										
9										
10										
11										
12										

For one important thing, if your computer doesn't join to domain, or you don't want the user's UPN to use the default domain name, you must select UNP option in Settings->NewUserAttr and input the UPN value in the Sheet newuser. Then the user's User Principle Name will be nilejiang@nile.com.

	F	G	H	I	J	K	L	M	N
	Mail	Company	Department	Office	Title	TelephoneNumber	Mobile	Description	UPN
1		Usefulshare	IT		CTO				nile.com
2		Usefulshare	IT		CIO				nile.com
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									

After filling the users.xlsx file, you can load the data when clicking New User, and then you can click Run to create new users. But I suggest you check if these users have existed with Check User function first.

For proxyAddresses attribute, if you have selected to input this value in Setting->NewUserAttr, you have to split the multiple values with ';', like:

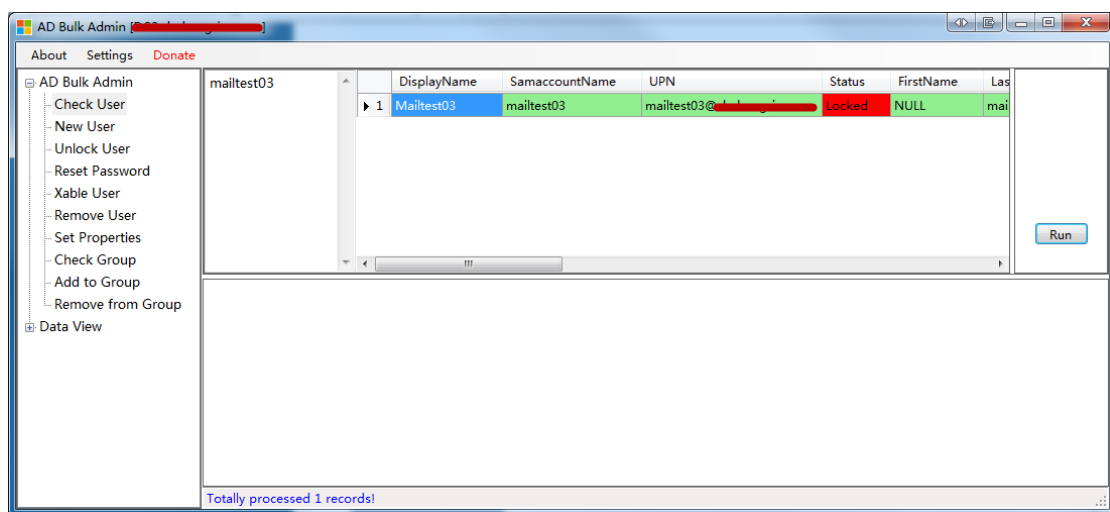
SMTP:niletest@abc.com,smtp:niletest@nile.com

Or

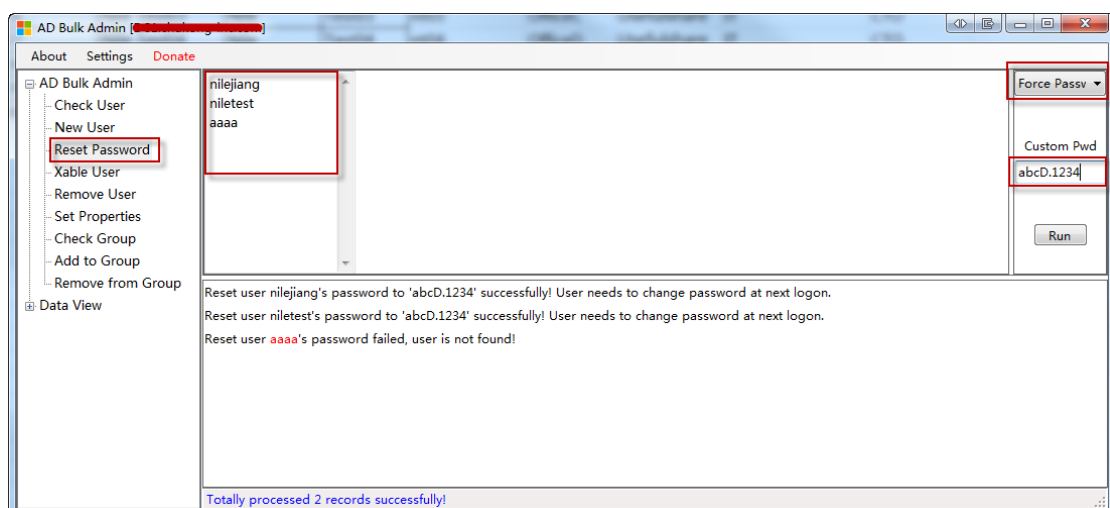
SMTP:niletest@abc.com

If you are using Exchange on-premises, this value should be generated automatically after you enable user's mailbox, no necessary to input.
 For the new user, its Name is the same to the Display Name, you can decide if user must change password at next logon by clicking "Settings->NewUserAttr->Force Password Change at Next Logon".
 For Manager, you need to input the manager's samAccountName like nilejiang.
 For HomeDrive, you just need to input the value like Z:

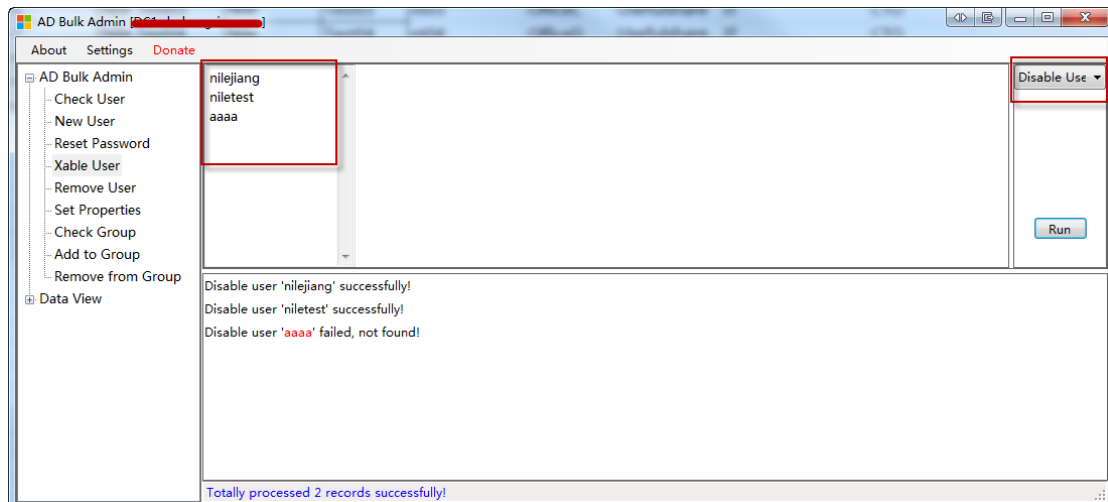
4. Unlock User: You can unlock users which are locked, just input the users' samaccountnames in the textbox and click Run, it will unlock all the users. You can check if the users are locked by Check User feature, if the user is locked, its status will be locked and its color will be red.



5. Reset Password: You can reset user's passwords to the same password by inputting the "Custom Pwd", if not, the password will be reset to "abcD.1234", and you can choose if user must change password at next logon.



6. Disable/Enable User: You can disable or enable users by Xable User feature, just input the user's samAccountNames and choose "Disable User" or "Enable User".



7. Remove User: You can remove users from AD by Remove User feature after you input the users' samAccountNames.
8. Set Properties: You can set the users' properties by Set Properties feature. First you must input the users' samAccountName to Sheet setprop in users.xlsx, then you can input any attribute values of the user as necessary. You can set the common attributes you need by clicking "Settings->SetUserAttr", if you don't need to set the attributes, just leave the data cell blank.

	A	B	C	D	E	F	G	H	I
	SamAccountName	DisplayName	FirstName	LastName	Description	Office	Company	Department	Title
2	niletest01	Nile Test09	Nile	Test09	Test User		Nile	IT	SA
3	niletest02	Nile Test10	Nile	Test10	Test User		Nile	IT	SA
4	niletest03	Nile Test11	Nile	Test11	Test User		Nile	IT	SA
5	niletest04	Nile Test12	Nile	Test12	Test User		Nile	IT	SA
6	niletest05	Nile Test13	Nile	Test13	Test User		Nile	IT	SA
7	niletest06	Nile Test14	Nile	Test14	Test User		Nile	IT	SA
8	niletest07	Nile Test15	Nile	Test15	Test User		Nile	IT	SA
9									
10									
11									
12									
13									

PS: If you want to set the attributes, just input the attribute values, if you want to clear the attributes, just input the word **clear** to the cell of the attribute, if you don't want to deal with the attribute, just leave the cell empty. The clear function is not used for "NewPassword" and "NewOU".

If you choose the attribute **AccountExpires**, you can input the right date to set expire date, input **clear** to set user never expire, leave empty to not change its current setting.

If you choose the attribute **Manager**, you just need to input the attribute with the manager's samAccountName.

If you choose the attribute **NewOU**, you just need to input the attribute with the new OU location like OU=tempuserou,DC=abc,DC=com. If you leave it empty, it will not be changed.

If you choose the attribute **proxyAddresses**, you have to split the multiple address values with **'**, like:

SMTP:niletest@abc.com,smtp:niletest@nile.com

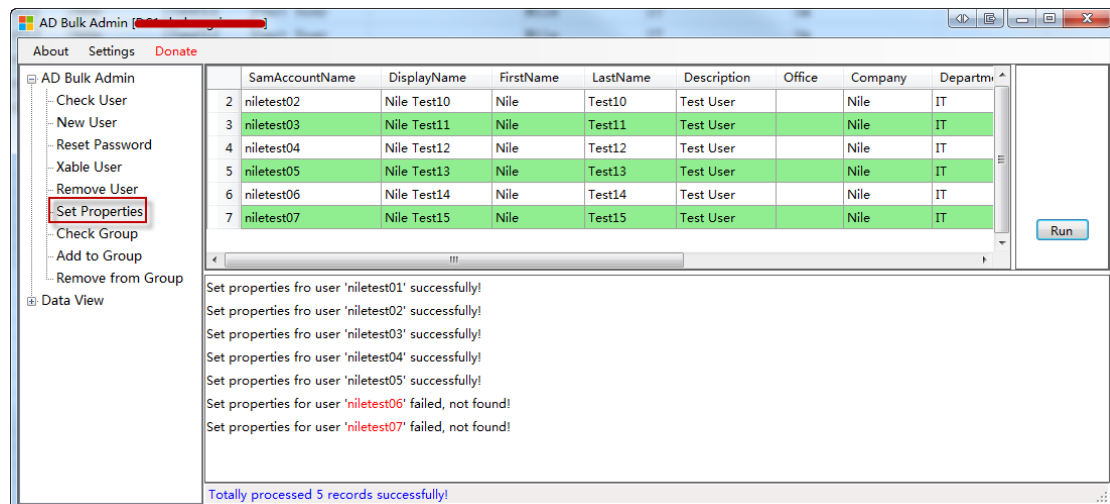
Or

SMTP:niletest@abc.com

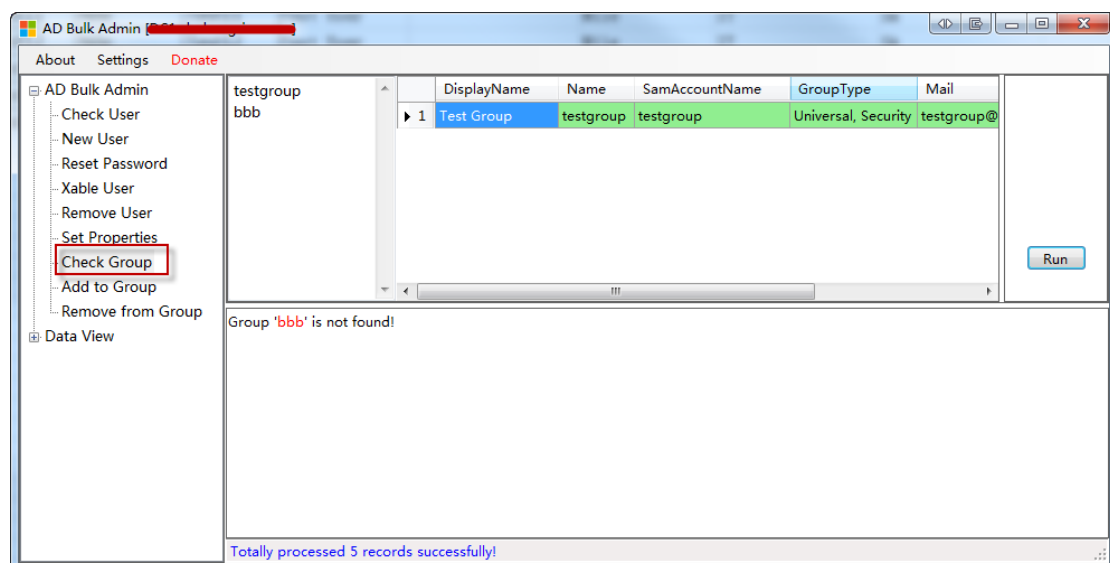
If you are using Exchange on-premises, this value should be generated automatically after you enable user's mailbox, no necessary to input.

If you choose the attribute HomeDrive, you just need to input the drive like Z:

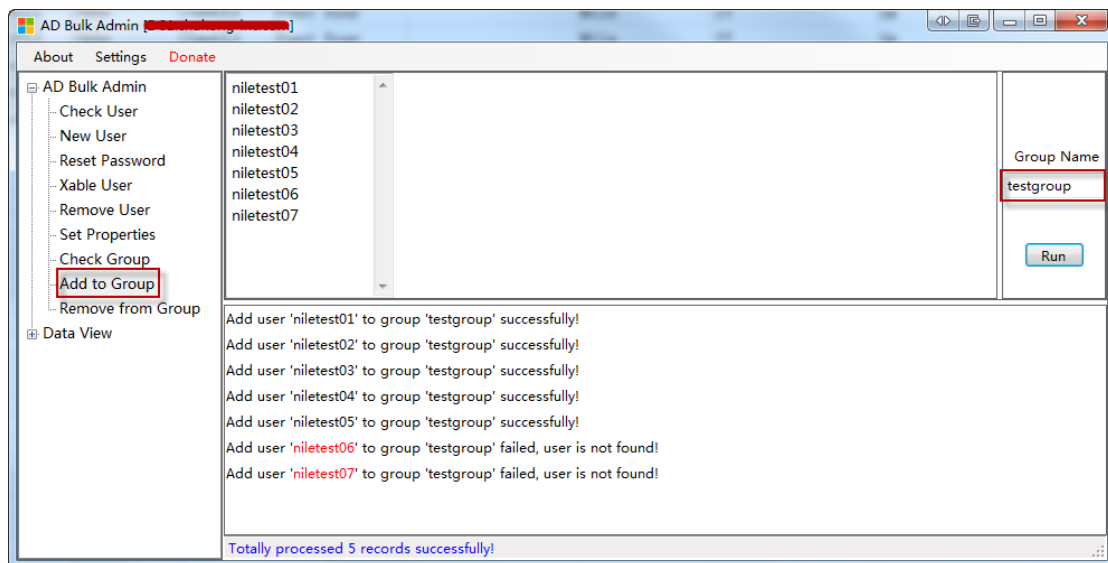
After you input the attribute values in Sheet setprop, you can load the data from Sheet setprop when clicking "Set Properties", then you just need to click Run.



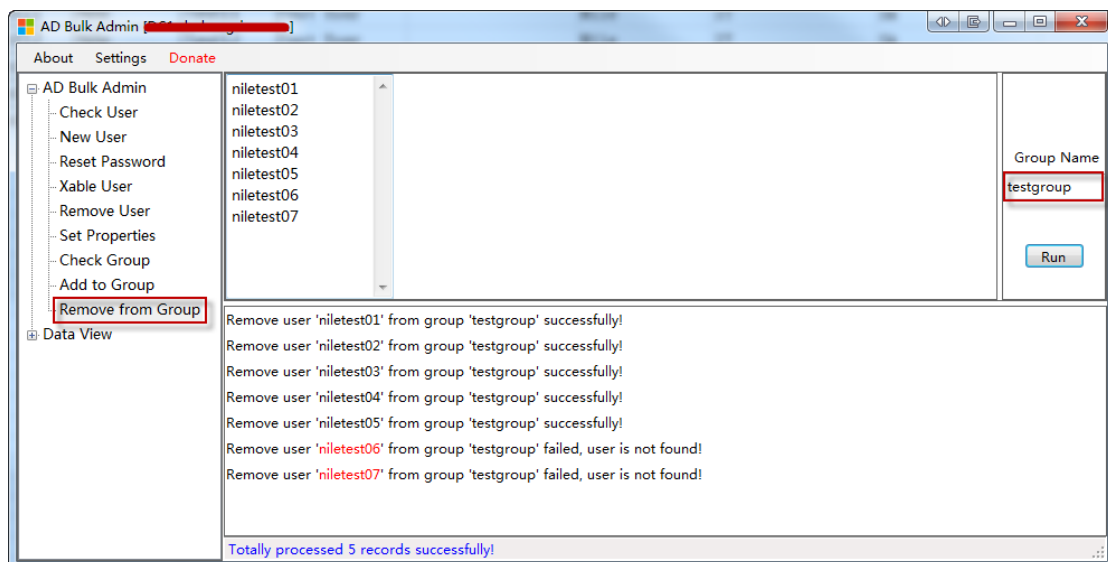
9. Check Group: You can check the group common attributes with Check Group feature, just input the group's samAccountName.



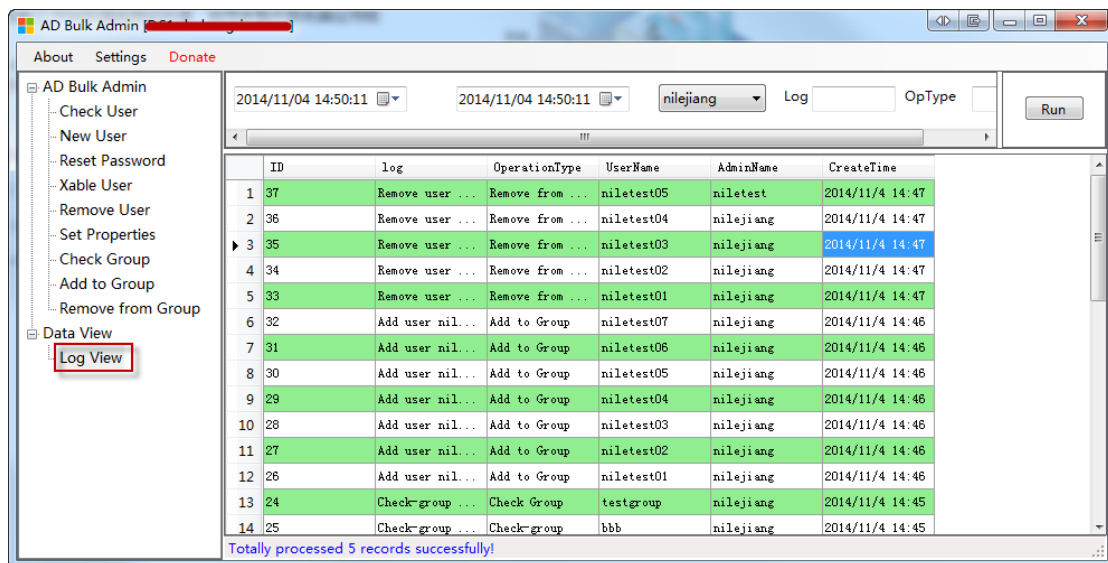
10. Add to Group: You can add users to a group by this feature. First input the users' samAccountName, then input the group's samAccountName on the right side. You will get the result after clicking the button Run.



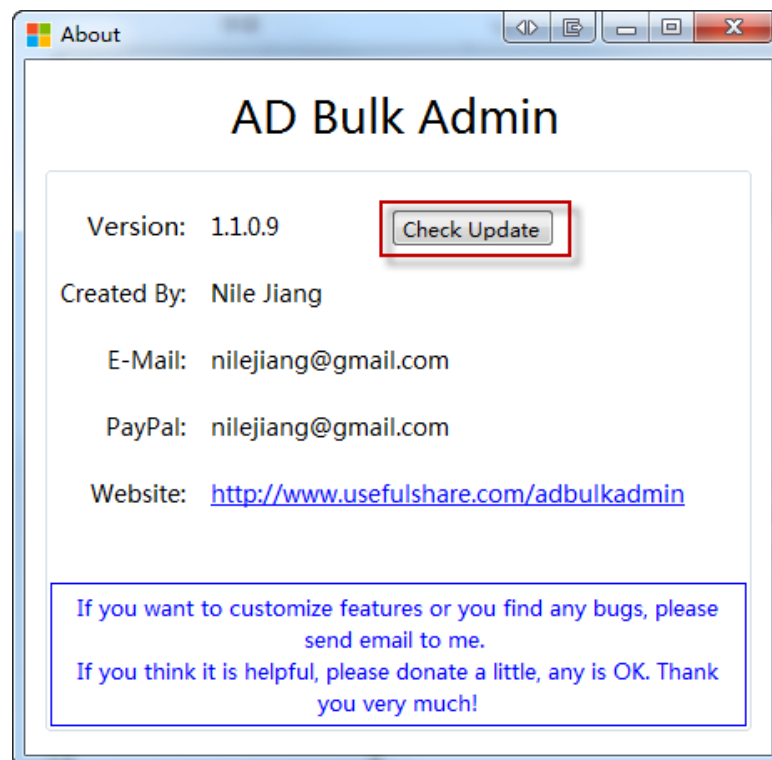
11. Remove from Group: It is the same to Add to Group. You can use it to remove bulk users from a group.



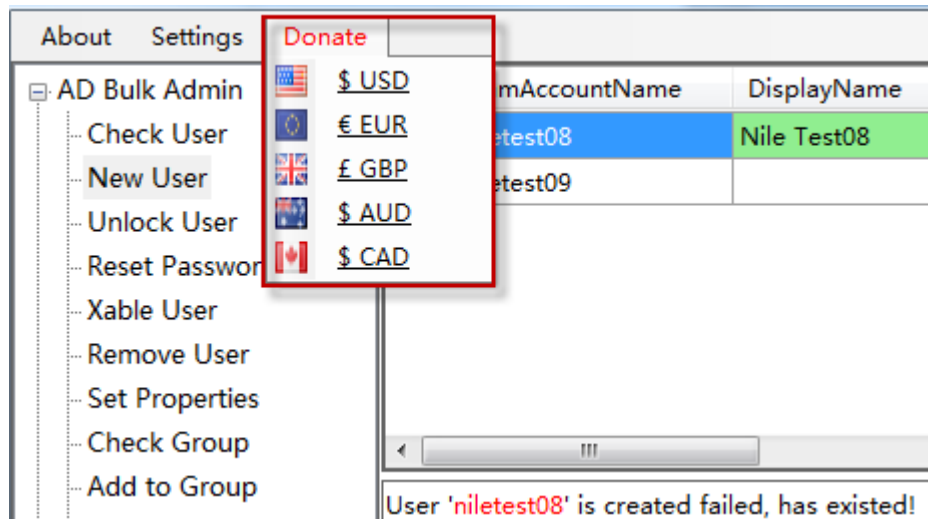
12. Log View: Every operation you did with ADBulkAdmin will generate logs into the database file ADBATData.accdb. You can use Log View to check all the operations you did, and you can search logs by changing the search conditions.



13. Check Update: I will continue updating this tool, please check update when you are free, and make sure you are using the newest one.



14. **Donate:** This is the most important thing! This tool is totally free for everyone who is an AD administrator. We know that there are many attributes for an AD user, I just use the common attributes. If you want to customize some attributes according to your environment, please feel free to contact me. I have customized for many users. If you think this tool is helpful for you, improved your efficiency and accuracy, please donate a little, 1, 5, 10, 15, 20..., any is OK, any is a big encouragement. Thank you!



Hope you like it! Best regards!

Nile Jiang

2015.9.30

Email: nilejiang@gmail.com

Skype: [nilejiang](https://www.skype.com/people/nilejiang)

<http://www.usefulshare.com/adbulkadmin>