

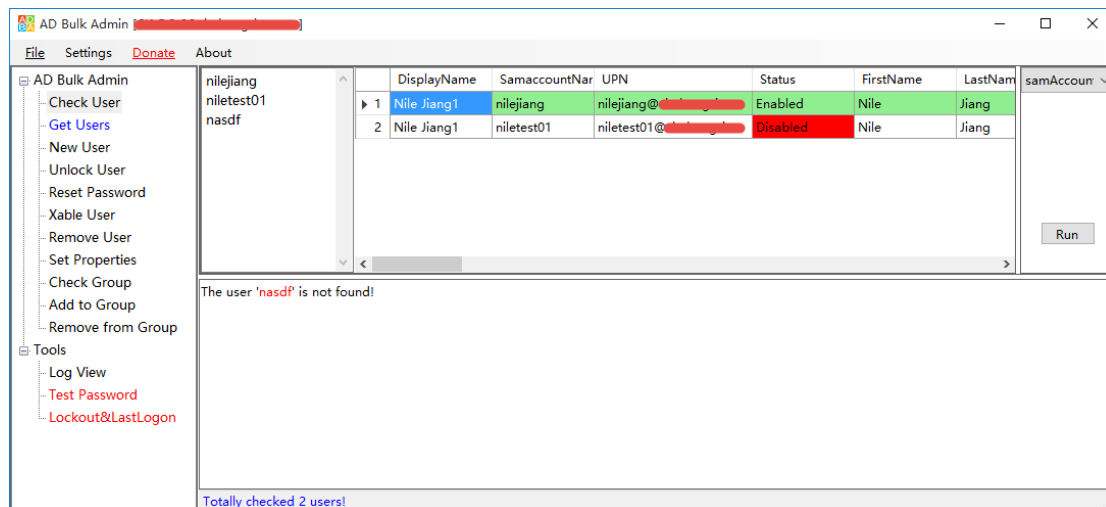
# ADBulkAdmin User Guide

-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, get common user information, 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. In addition, the administrator can contact me to get the full version which will unlock "Test Password" feature after a little pay (Actually any is OK), if you need them. And the payer will get the full version from now on.

If you want to customize some small features or you find any bugs when using it, please send email to me. 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. If you are using Office 2016 and you can't operate Excel, please download and install Microsoft Access Database Engine 2010 Redistributable from <http://www.microsoft.com/en-US/download/details.aspx?id=13255>

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 in 32bit or 64bit folder according to your Office version. If your computer has already joined to domain, 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.

The screenshot shows a 'Settings' window with four tabs: 'General', 'CheckUserAttr', 'NewUserAttr', and 'SetUserAttr'. The 'LogPath' section contains a text box with the value '.\ADBATData.accdb', which is highlighted by a red rectangle. Below this, a blue message states: 'Please close the file users.xlsx before you click the Save button!'. The 'DCPath' section contains four text boxes: 'Domain Name', 'DC Name', 'Username', and 'Password', each with a placeholder text to its right. A 'Test Connection' button is located at the bottom right of the 'DCPath' section. At the very bottom of the window are 'Save' and 'Cancel' buttons.

Settings

General CheckUserAttr NewUserAttr SetUserAttr

LogPath

LogPath: .\ADBATData.accdb

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

DCPath

Domain Name : Domain name, xxx.com

DC Name: DC FQDN or IP address

Username: domain\username

Password: User's password

Test Connection

Save Cancel

- 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 or change the textbox to 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

Domain Name : Domain name, xxx.com

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**

<input checked="" type="checkbox"/> First Name(givenName)	<input checked="" type="checkbox"/> Office(physicalDeliveryOfficeName)
<input checked="" type="checkbox"/> Last Name(sn)	<input checked="" type="checkbox"/> Telephone Number(telephoneNumber)
<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> E-mail(mail)
<input checked="" type="checkbox"/> Initials	<input checked="" type="checkbox"/> Web Page(wWWHomePage)
<input checked="" type="checkbox"/> Description	
<input checked="" type="checkbox"/> Street(streetAddress)	<input checked="" type="checkbox"/> State/province(st)
<input checked="" type="checkbox"/> P.O.Box(postOfficeBox)	<input checked="" type="checkbox"/> Zip/Postal Code(postalCode)
<input checked="" type="checkbox"/> City(L)	<input checked="" type="checkbox"/> Country(co)
<input checked="" type="checkbox"/> Home(homePhone)	<input checked="" type="checkbox"/> Fax(facsimileTelephoneNumber)
<input checked="" type="checkbox"/> Pager(pager)	<input checked="" type="checkbox"/> IP phone(ipPhone)
<input checked="" type="checkbox"/> Mobile(mobile)	
<input checked="" type="checkbox"/> Company	<input checked="" type="checkbox"/> Title
<input checked="" type="checkbox"/> Department	<input checked="" type="checkbox"/> Manager
<input checked="" type="checkbox"/> User Type	<input checked="" type="checkbox"/> ProxyAddresses(proxyAddresses)
<input checked="" type="checkbox"/> Expired Time(accountExpires)	<input checked="" type="checkbox"/> ProfilePath(profilePath)
<input checked="" type="checkbox"/> EmployeeID(employeeID)	<input checked="" type="checkbox"/> HomeDrive(homeDrive)
<input checked="" type="checkbox"/> EmployeeNumber(employeeNumber)	<input checked="" type="checkbox"/> HomeDirectory(homeDirectory)
<input checked="" type="checkbox"/> PwdLastSet	<input checked="" type="checkbox"/> ExMailboxDB(homeMDB)
<input checked="" type="checkbox"/> PwdExpirationLeftDays	<input checked="" type="checkbox"/> Distinguished Name(distinguishedName)
<input checked="" type="checkbox"/> LyncAddress	<input checked="" type="checkbox"/> ExtensionAttribute1

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, but you need to close users.xlsx first.

Settings

General CheckUserAttr **NewUserAttr** SetUserAttr

<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Force Password Change at Next Logon
<input checked="" type="checkbox"/> First Name(givenName)	<input checked="" type="checkbox"/> Office(physicalDeliveryOfficeName)
<input checked="" type="checkbox"/> Last Name(sn)	<input checked="" type="checkbox"/> Telephone Number(telephoneNumber)
<input checked="" type="checkbox"/> Initials	<input checked="" type="checkbox"/> E-mail(mail)
<input checked="" type="checkbox"/> Description	<input checked="" type="checkbox"/> Web Page(wWWHomePage)
<input checked="" type="checkbox"/> Company	<input checked="" type="checkbox"/> Title
<input checked="" type="checkbox"/> Department	<input checked="" type="checkbox"/> Manager
<input checked="" type="checkbox"/> Street(streetAddress)	<input checked="" type="checkbox"/> State/province(st)
<input checked="" type="checkbox"/> P.O.Box(postOfficeBox)	<input checked="" type="checkbox"/> Zip/Postal Code(postalCode)
<input checked="" type="checkbox"/> City(L)	<input checked="" type="checkbox"/> Country(co)
<input checked="" type="checkbox"/> Home(homePhone)	<input checked="" type="checkbox"/> Fax(facsimileTelephoneNumber)
<input checked="" type="checkbox"/> Pager(pager)	<input checked="" type="checkbox"/> IP phone(ipPhone)
<input checked="" type="checkbox"/> Mobile(mobile)	
<input checked="" type="checkbox"/> Expired Time(accountExpires - e.g. 2015-12-31)	<input checked="" type="checkbox"/> HomeDrive(homeDrive)
<input checked="" type="checkbox"/> EmployeeID(employeeID)	<input checked="" type="checkbox"/> HomeDirectory(homeDirectory)
<input checked="" type="checkbox"/> EmployeeNumber(employeeNumber)	<input checked="" type="checkbox"/> UPN(xxx.com)
<input checked="" type="checkbox"/> ProxyAddresses(proxyAddresses)	<input checked="" type="checkbox"/> OU(OU distinguishedName - e.g. ou=deptaa,ou=depta,dc=nile,dc=com)
<input checked="" type="checkbox"/> ProfilePath(profilePath)	<input checked="" type="checkbox"/> ExtensionAttribute1

Save Cancel

- 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, but you need to close users.xlsx first.

Settings

General CheckUserAttr NewUserAttr **SetUserAttr**

☒ **All**

☒ Force Password Change at Next Logon

☒ DisplayName ☒ Office(physicalDeliveryOfficeName)

☒ First Name(givenName) ☒ Telephone Number(telephoneNumber)

☒ Last Name(sn) ☒ E-mail(mail)

☒ Initials ☒ Web Page(wwwHomePage)

☒ Description

☒ Company ☒ Title

☒ Department ☒ Manager

☒ 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) ☒ Country(co)

☒ Expired Time(accountExpires - e.g. 2015-12-31) ☒ ProfilePath(profilePath)

☒ EmployeeID(employeeID) ☒ HomeDrive(homeDrive)

☒ EmployeeNumber(employeeNumber) ☒ HomeDirectory(homeDirectory)

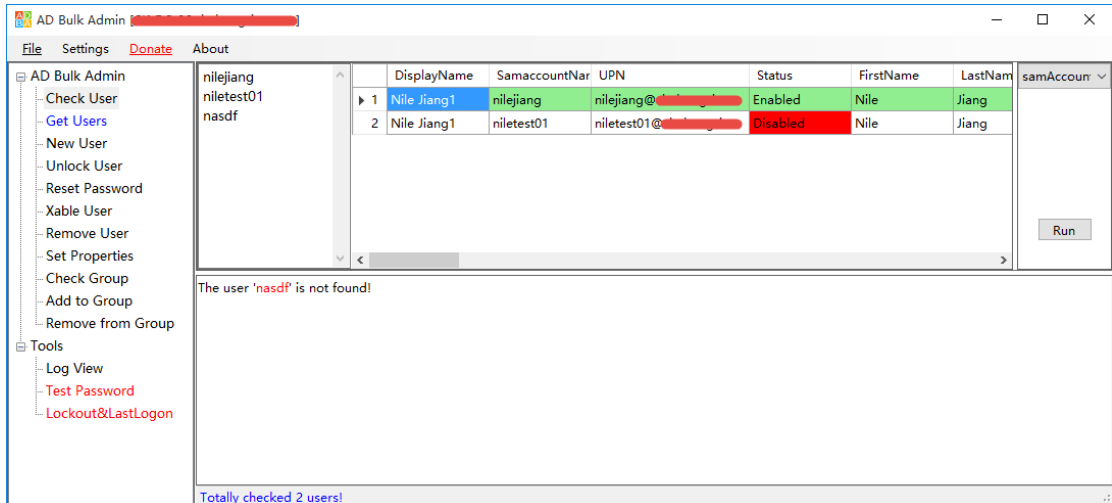
☒ ProxyAddresses(proxyAddresses) ☒ NewOU(OU distinguishedName - e.g. ou=deptaa,ou=depta,dc=nile,dc=com)

☒ NewPassword

Save Cancel

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.**

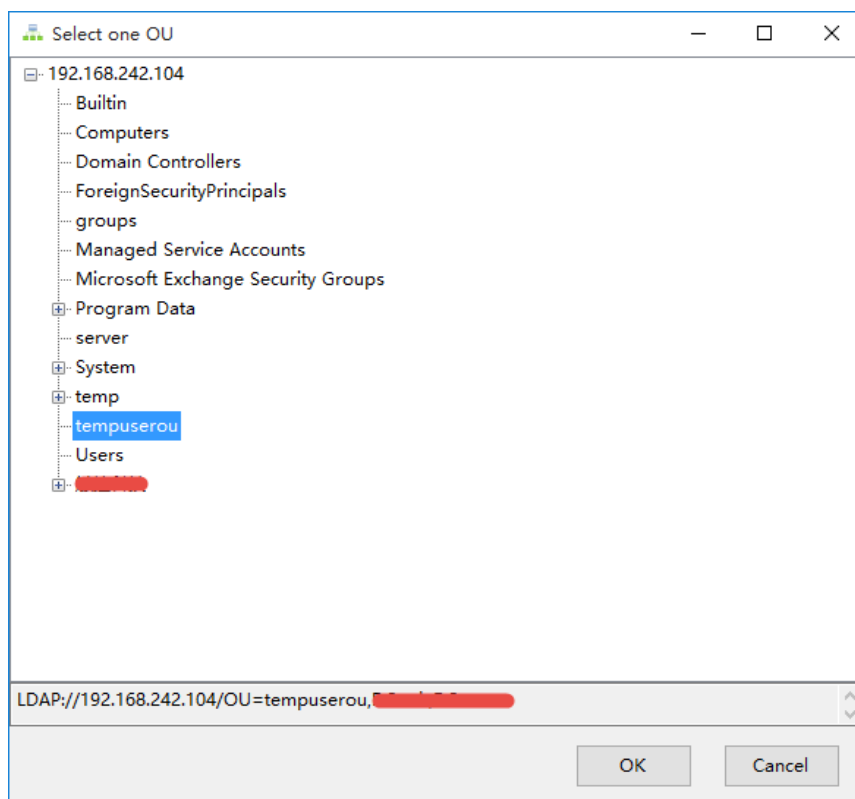
2. Check User: You can input samAccountName, userPrincipalName, mail or displayName to search user. If you select All, it will search all of these attributes and display all results match the value. You also can search via selecting one attribute. Each row with one user, and then you can get the users' common attributes by clicking Run. I think you must know the common attributes of an AD user.



### 3. Get Users: This is a new feature for getting some specific users we want.

#### ➤ Get users from OU

You can get users from any OU after you select this item and click Run. The OU tree window will prompt, just select one OU and click OK, then will display all users in this OU. The displayed attributes according to the CheckUserAttributes.



#### ➤ Get members from Group

With this feature, you can get all the members from one group, you also can search a group you want to get members. Then you just need to click one data row and click OK.

#### ➤ Get all disabled users



- You can get all disabled users in your domain.
- Get all locked users  
You can get all locked users in your domain
- Get PasswordNeverExpires users  
You can get all the users which set to PasswordNeverExpires in Account Option.
- Get PasswordExpirationDays  
A window will prompt after you select this item and click Run, then you just need to input a number indicates the user's password will expire after that days. You also can select the result if includes Password Never Expires users and disabled users.

Max Password Age of your Domain Account Policy: 90 days

Operator: Password Expires left days: 14

☐ Include Password Never Expires Users  
☐ Include Disabled Users

Get

Without user whose Password has never been changed!

I think this feature is very useful for and AD administrator.

4. New User: This is used to create large numbers of users from users.xlsx with the attributes you set. The attributes should be saved from Settings->NewUserAttr first. You can select the common attributes you use, and if you leave the value of the attributes empty, it will not set the user's that attribute either. There are some attributes you need to pay attention to when setting.

- If user needs to Change Password at Next Logon  
This should be selected from Settings->NewUserAttr.

Settings

General CheckUserAttr NewUserAttr SetUserAttr

☒ All ☒ Force Password Change at Next Logon

☒ First Name(givenName) ☒ Office(physicalDeliveryOfficeName)

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

☒ Initials ☒ E-mail(mail)

☒ Description ☒ Web Page(wwwHomePage)

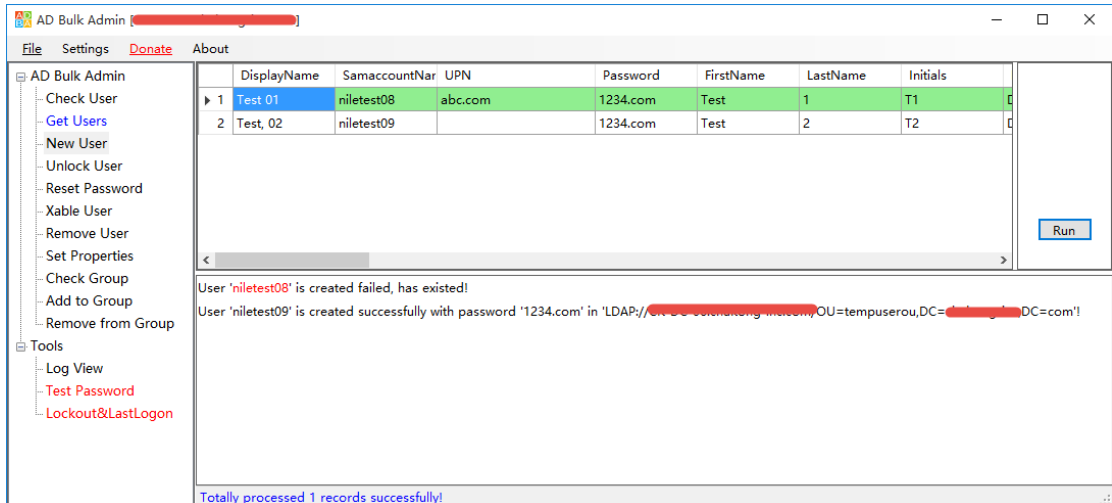
- OU path  
If you have checked OU in Settings. You just need to input the OU path like "ou=deptou,dc=domain,dc=com" in the newuser sheet in users.xlsx. If not or you leave it blank, you must create an OU named "tempuserou" first, it is this tool's default OU path to save new users.
- Password

If you don't set the Password value, the tool will use "abcD.1234" as the default password, so you must consider if it matches your password policy and you can customize a new password to match your password policy by inputting the Password data.

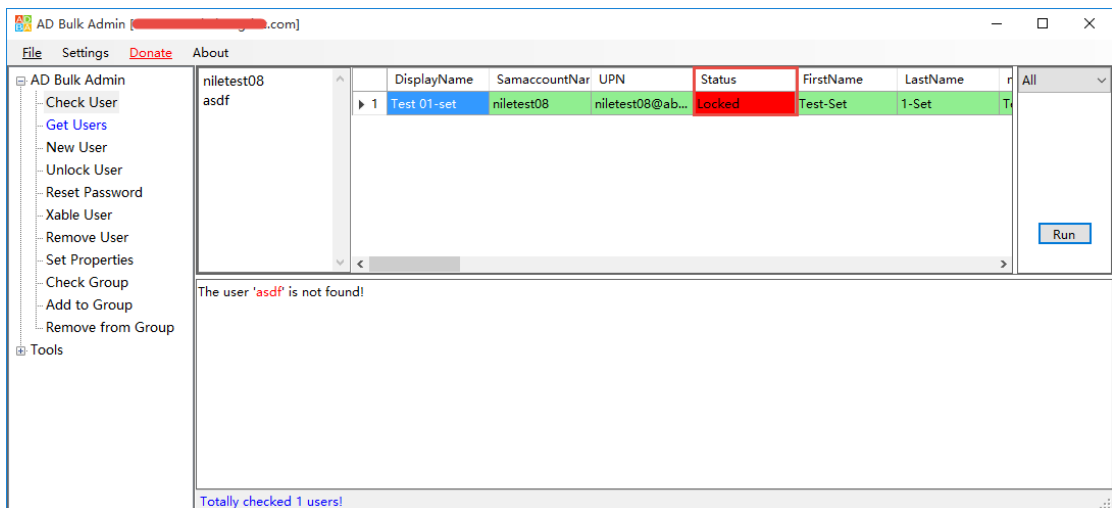
- **UserPrincipalName(UPN)**  
if you don't want the user's UPN to use the default domain name or you specified DomainName, you must select UPN option in Settings->NewUserAttr and input the UPN value in the Sheet newuser like abc.com. Then the user's User Principle Name will be [nilejiang@abc.com](mailto:nilejiang@abc.com).
- **proxyAddresses**  
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.
- **Name**  
For the new user, its Name is the same to the Display Name, if DisplayName is empty, it will be the same to samAccountName.
- **Manager**  
For an easy input format, you just need to input the manager's samAccountName like nilejiang
- **HomeDrive**  
You just need to input the value like Z:
- **Country, C, CountryCode**  
If you want to set Country, you need to set these three attributes together. You can refer the values from sheet Country&C&CountryCodeList.

After inputting data into 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 new users have existed in the domain with Check User function first.

[illegible]



5. **Unlock User:** You can unlock users which are locked, just input the users' samaccountname 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.



6. **Reset Password:** You can reset user's passwords to the password you set in 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.



There are some important things you need to pay attention to.

➤ Set or Clear the value of the attribute.

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".

➤ AccountExpires

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.

➤ Manager

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

➤ NewOU

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.

➤ proxyAddresses

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.

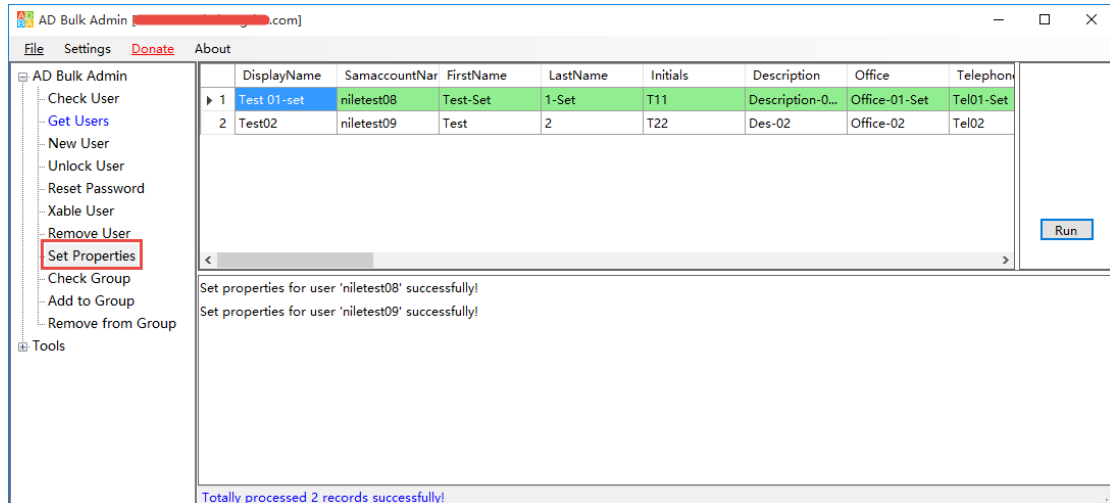
➤ HomeDrive

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

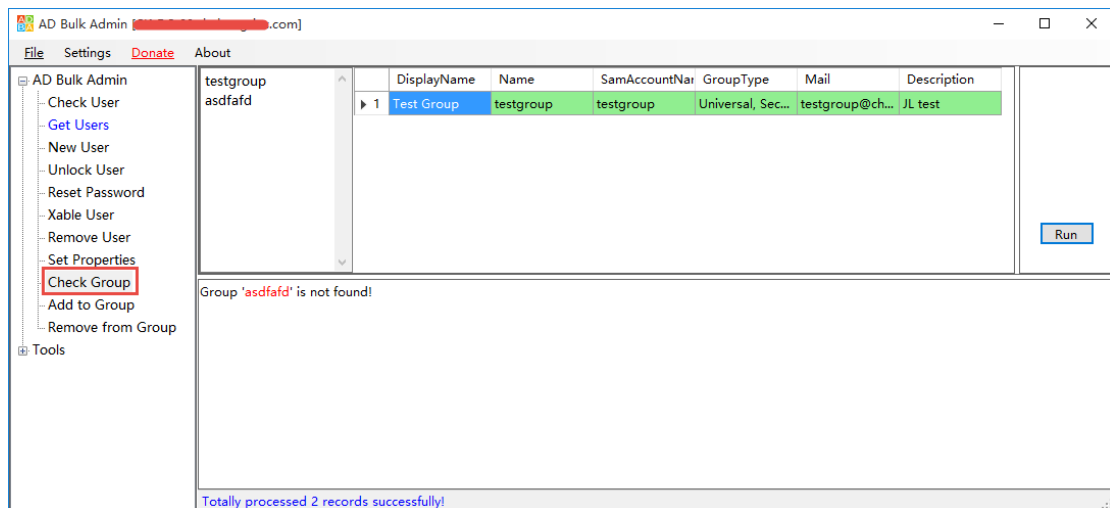
➤ Country

If you want to set Country, you need to set Country, c and CountryCode together refer to Country&C&CountryCodeList sheet.

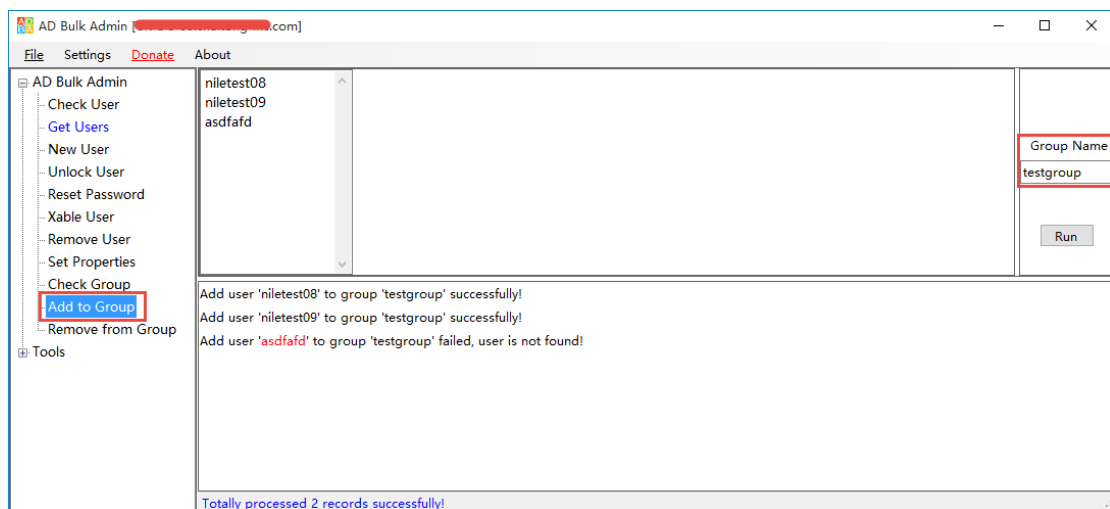
After you input the attribute values in Sheet setprop, you can load the data from Sheet setprop when clicking "Set Properties", then you just need to click Run.



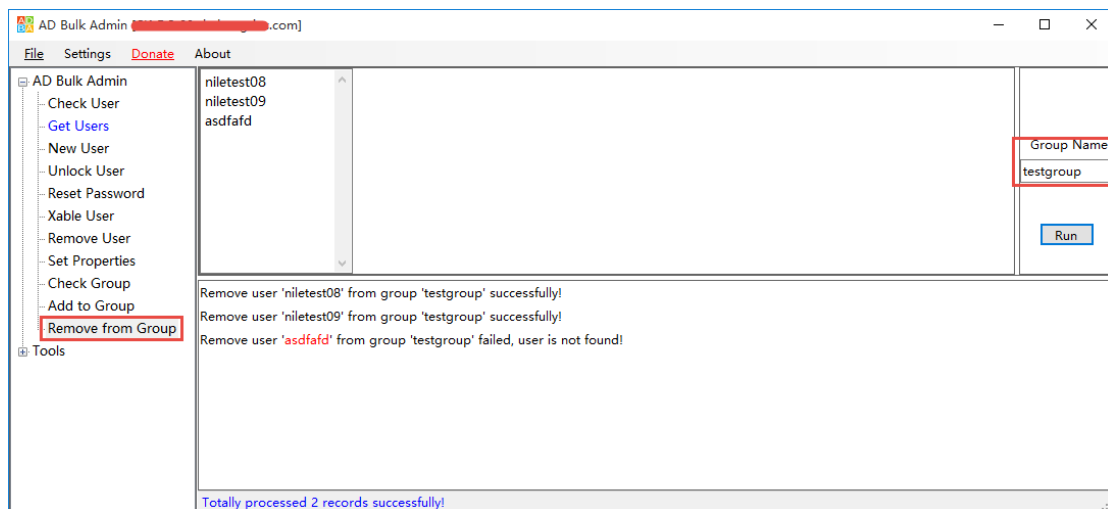
10. Check Group: You can check the group common attributes with Check Group feature, just input the group's samAccountName.



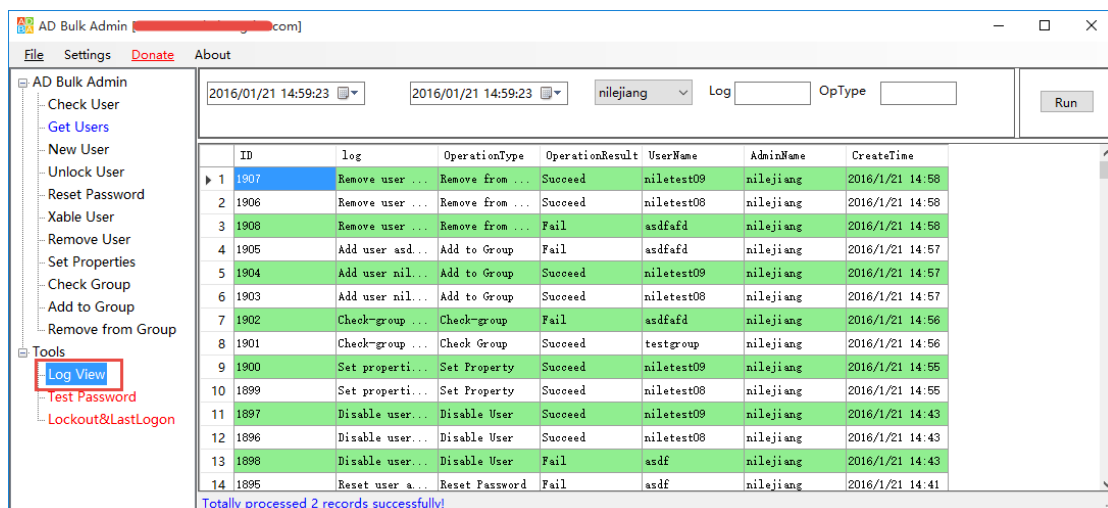
11. Add to Group: You can add users to a group by this feature. First input the users' samAccountName, then input the group's samAccountName on the right side. You will get the result after clicking the button Run.



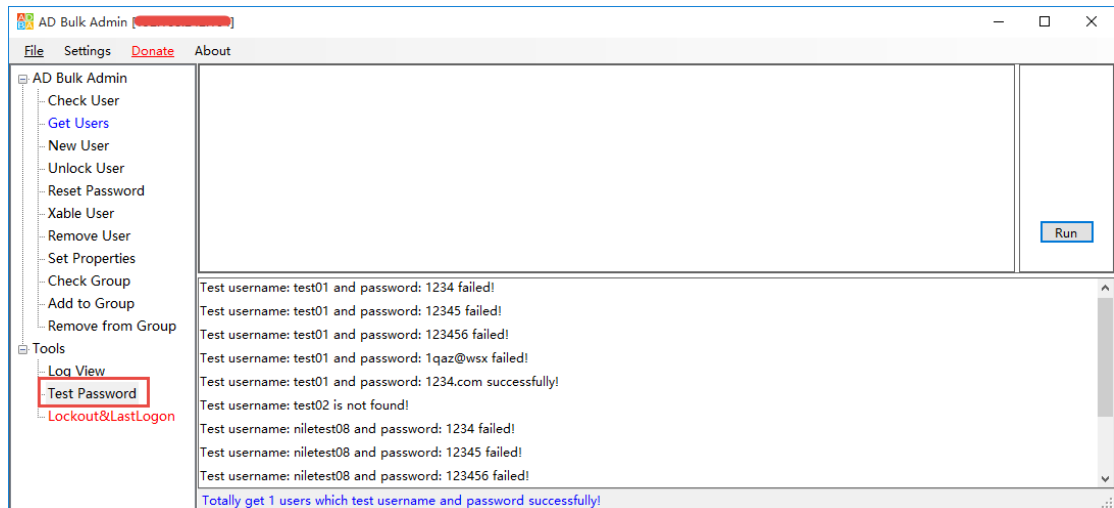
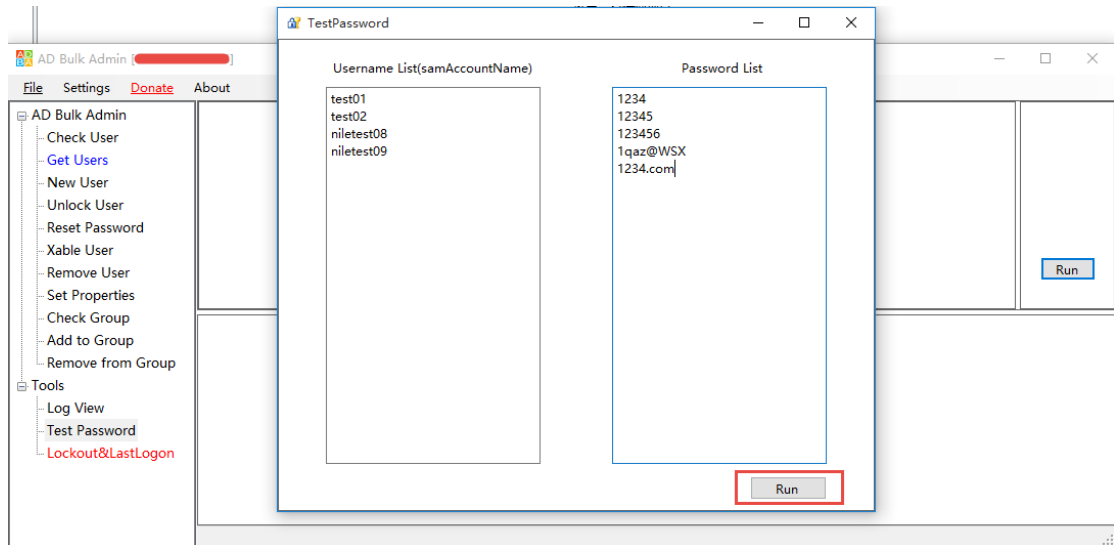
12. Remove from Group: It is the same to Add to Group. You can use it to remove bulk users from a group.



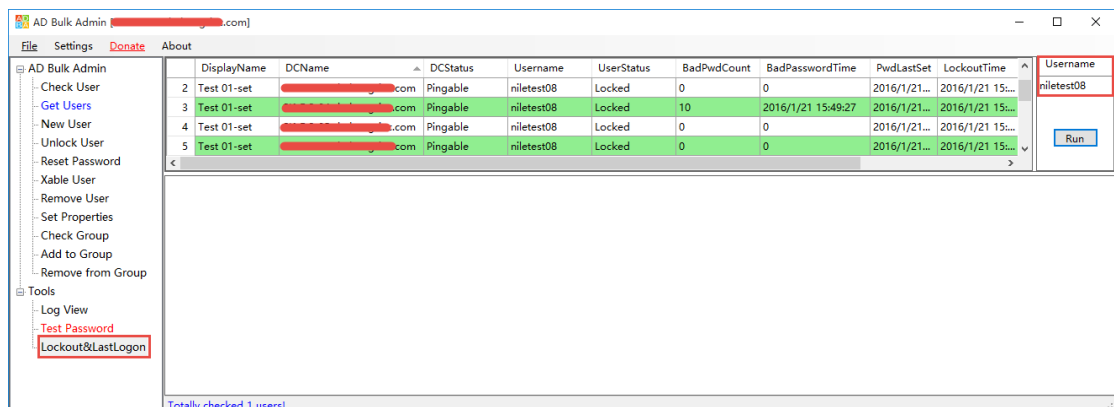
13. Log View: Every operation you did with ADBulkAdmin will generate logs into the database file ADBATData.accdb. You can use Log View to check all the operations you did, and you can search logs by changing the search conditions.



14. Test Password: If you are an AD administrator, you can use this feature to check if your domain users are using the default or easy password. You just need to input your user's samAccountName and the easy password list, then click Run to check if the easy password is the user's password. The test result will be output to the Textbox. You need to know that the users will be locked out after some fail test according to your Account Lockout Policy in your domain Group Policy, and your test will be logging into DC events. If the user has been locked out or disabled, it will not be tested. For not being used to crack domain user password, this feature is locked by default, if you really need it, please send email to me to get a full version after you pay a little. ☺

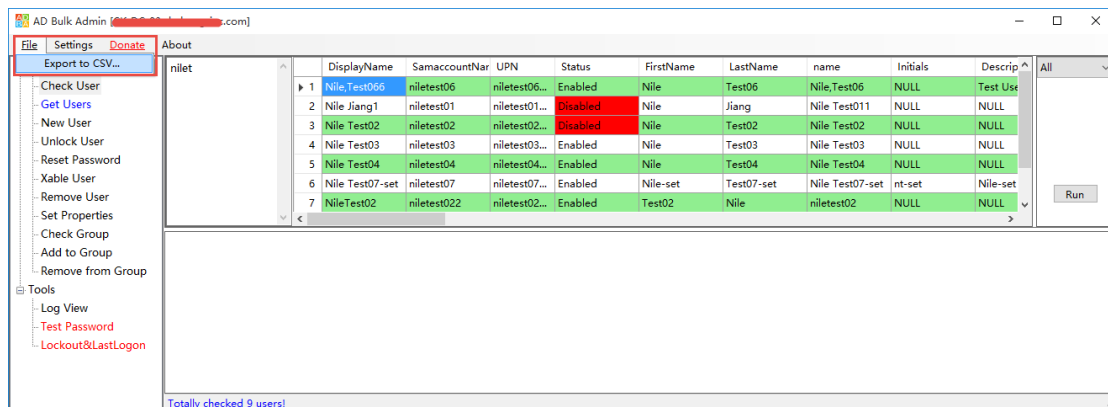


15. Lockout&LastLogon: As an AD administrator, we know that users always make their users locked out and the administrator needs to check when and where they locked out. So that you can check events on the locked domain controller to see the source and the reason. You can get this information from all the domain controllers, you can get user BadPwdCount, BadPasswordTime, PwdLastSet, LockoutTime, LastLogon and LastLogonTimeStamp on all the available DCs. You just need to input the user's samAccountName to get this information.

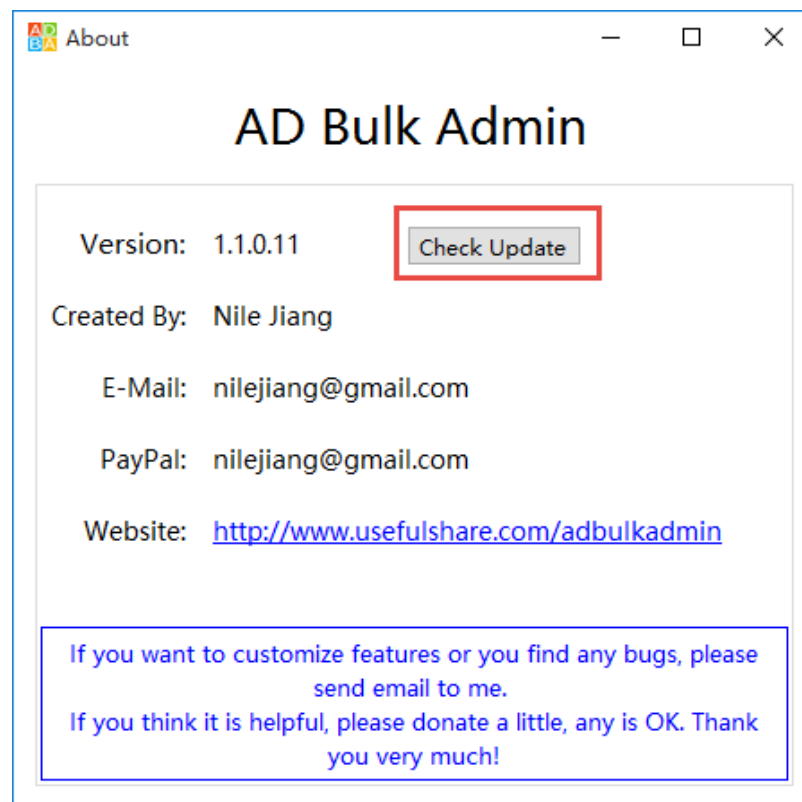




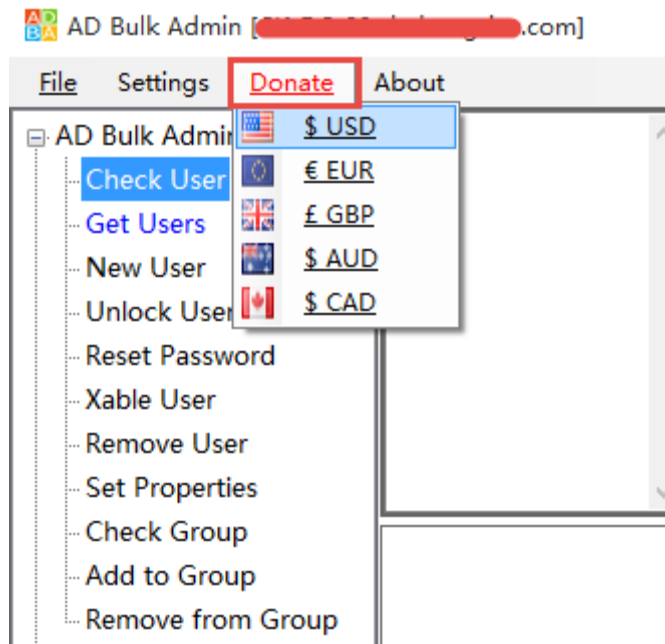
16. Export to CSV: Any time you get data in the datagridview, you can export it to a CSV file if you need.



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



18. **Donate**: This is the most important thing! This tool is 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! **Anyone who ever donated or payed can get the full version for free now and in the future.**



Hope you like it! Best regards!

Nile Jiang

2016.7.16 v1.1.0.14

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