



How to Remove Users / Managers (Group Accounts)

On group accounts, the Administrator can remove/delete users/managers on the account. This is permanent and deletes the user and their personal documents so should be used with caution. As an alternative, a user/manager can “leave the group” (see separate Helpsheet for this).

To Delete

1. Click on **Settings**.



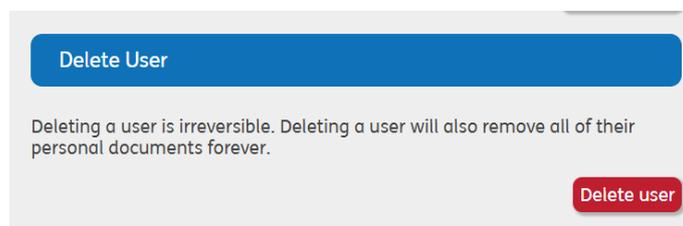
2. Click **Group Settings**.



3. **Scroll** down to the specific user and **click** their **name** to select.

Name	Publish	Own D
fred		
Stan		
test2		

4. **Scroll** down the page and click on **Delete User**.



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5. You will see a warning.
Click to **Confirm**.

WARNING

Deleting a user is irreversible.

This user has no personal documents.

This user has no shared documents.

Confirm delete