



Delete a User

The **Users** dashboard displays a list of current service users and the services to which they are subscribed under the **Services** column. Administrators can modify the details associated with current users from this screen, including deleting a user.

1. Log into the Control Panel.

The Apptix Control Panel's main dashboard displays:

The screenshot displays the Apptix Control Panel main dashboard. At the top, the Apptix logo is on the left, and the subscriber information (Account ID: 1024809) and a Logout button are on the right. A navigation menu includes Home, Users, Exchange, MOZY_ONLINE_BACKUP, More Services, Account, and Help & Support. A notification bar indicates an unread notification from the provider. The main content area is divided into several sections: Service Information (showing subscription details and resource usage), Account (showing outstanding invoices and management options), Users (with a 'Create User' link), Store (for purchasing additional services), Domains (for managing domain names), and EchoWorx Email Encryption (with company and user settings). A 'Refresh' button is located in the top right corner of the dashboard area.

2. Select the **Users** tab from the menu bar.

The **Users** dashboard displays a list of current service users:

Home > Users Screen ID: 4.4.4.5
Help Refresh Up Level

Here you can manage users registered within current subscription.

[+ Add New Service User](#) [+ Create New User](#) [x Edit](#)

4 total [Show Search](#) On page: 25 50 100

ID	Display name	Login	Services	Status	Enabled	Read only	Login
4343362	jjones	jjones@trainingdocumentation.collaborationhost.net	None	Ready	Yes	No	Login
4344685	mjackson	mjackson@trainingdocumentation.collaborationhost.net	Exchange	Ready	Yes	No	Login
4344812	xcorman	xcorman@trainingdocumentation.collaborationhost.net	Exchange	Ready	Yes	No	Login
4378217	rjsmith	rjsmith@trainingdocumentation.collaborationhost.net	Exchange	Ready	Yes	No	Login

4 total On page: 25 50 100

3. Click in the **Display Name** column of any user to gain access to that user's details.

The **User Details** screen displays for the user selected:

Home > Users > rjsmith (ID= 4378217) Screen ID: 4.4.4.5
Help Refresh Up Level

General **Contact Info** Login History Language Password Expiration Exchange

Main

Display name: rjsmith

Login: [rjsmith@trainingdocumentation.collaborationhost.net](#)

Password: *****

Status: Ready

Enabled: Yes

Disable Delete Edit Change Password

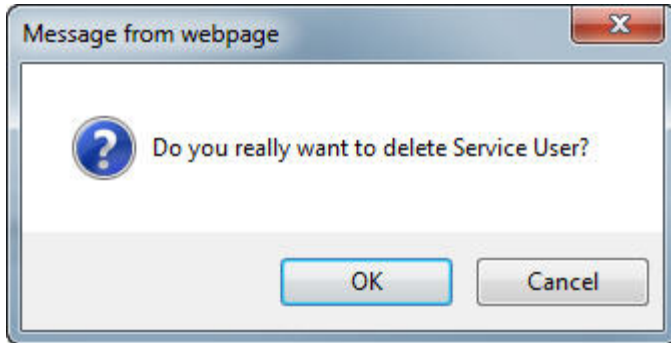
Services

Exchange: Ready

4. From this **Details** screen, you can modify the parameters associated with this service user:
 - **Resources** section: Define the details associated with this service user.
 - **[Disable]** button: Use this feature to disable a mailbox for a service user that is no longer with your company, or to temporarily suspend the login access to this mailbox.
 - **[Delete]** button: Use this feature to remove this service user from your account.
 - **[Edit]** button: Use this feature to edit the Display Name, Login, etc. of this service user.
 - **[Change Password]** button: Use this feature to change the login password for this service user.
 - **Services** section: Displays all services currently assigned to this service user.

5. Click the [**Delete**] button.

The Control Panel checks to be sure you really want to delete this user:



6. Click [**OK**] to delete; click [**Cancel**] to abort deletion and return to the **User Details** screen.