

Software Support

Portal > Knowledgebase > Managers & Site Owners > Workspace Managers > Removing / Deleting Users from a Workspace

Removing / Deleting Users from a Workspace

Software Support - 2018-07-05 - in Workspace Managers

Only Managers & Site Owners can remove users from a workspace.

1. Open the Workspace.
2. Click on "**manage workspace**" and select **members**.
3. Find the user(s) that you want to delete.
4. Tick the checkbox(s) next to their name(s).
5. Confirm by clicking **remove**.

This will only remove them from that workspace and stop them from accessing it but will keep all the work they have added to the workspace.

Deleting a user will also free up the User Licence that was allocated, so a new person can be invited in their place.

However, if that user is also a member of another workspace then this will not fully delete their account nor free up a user license.

If you want to restore the workspace for a user who was removed at a later point, just invite them back to the appropriate workspace.

The invite email will contain a link that will take them back to their old workspace, allowing them to join it.

Their access will be restored, but their previous permissions will not - you'll need to amend those settings.

Alternatively, if you require deleting a lot of users from your workspace/site who no longer require any access.

Our support team can assist by performing a bulk delete of your users from the entire site using our admin tool.

If you wish to use this facility then please raise a new support ticket with the following information, refer to this article below...

<https://help.kahootz.com/kb/articles/how-to-contact-support-view-your-tickets>

- * Your Kahootz site name and website URL address of where those users reside.
- * A full list of the user's including their email address & UID that you would like removed/deleted.

Note: the bulk delete request can only be raised and approved by the site

owners.