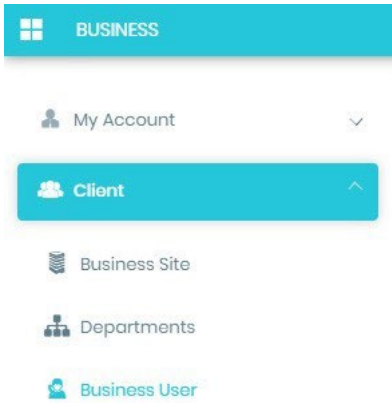


# Deleting a user from a business

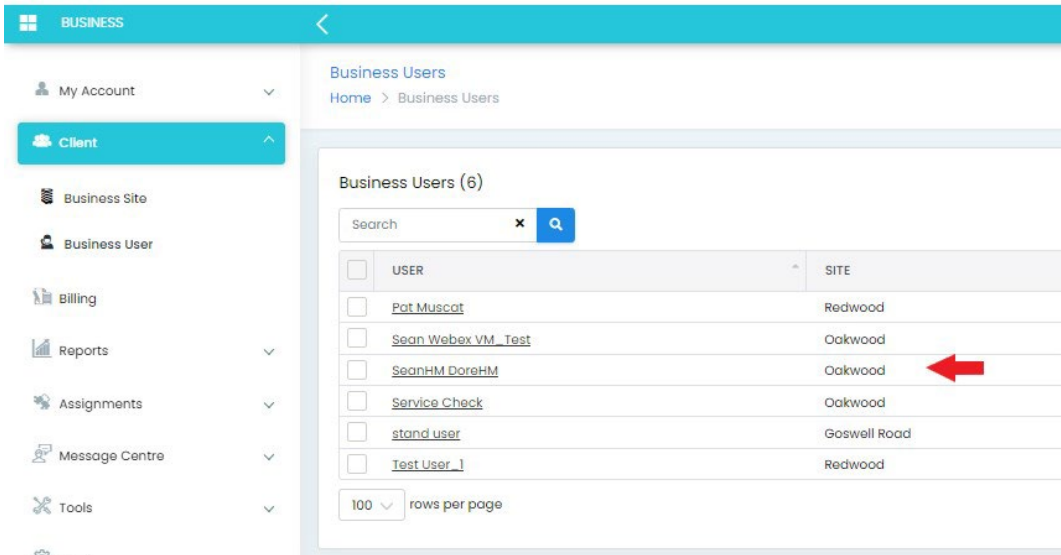
November 2022

## Deleting a user

At business level, select 'Client -> 'Business User'



From the right hand screen select the user you wish to delete.



Once the user has been selected the users **Profile** window will appear.

From the bottom of the page select **DELETE**

You will now be asked to confirm the quarantine period and delete

Confirm Delete ✕

Quarantine for deletion  (The profile will be quarantined for deletion and you can restore it before the quarantine date).

DELETE

The user will now be deleted and show in light blue for the configured quarantine period

Business Users (3)

Search  ✕ 🔍

<input type="checkbox"/>	USER	SITE	USER TYPE	EXTENSION
<input type="checkbox"/>	<a href="#">Sean Webex VM_Test</a>	Oakwood	User-Hosted	1960
<input type="checkbox"/>	<a href="#">SeanHM DoreHM</a>	Oakwood	User-Hosted	1004 <span style="color: red; font-weight: bold;">←</span>
<input type="checkbox"/>	<a href="#">Service Check</a>	Oakwood	User-Hosted	1012

100 rows per page