Removing / Deleting Users from a Workspace

Kahootz Support - 2019-04-11 - 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.

Related Content

- How-To Re-invite Users
- Removing / Deleting Users from your Kahootz Site