

## Delete user

---

The quickest way to delete a single user is to:

- Click on the **Users** menu
- Click **Delete** from the options dropdown menu under Actions
- In Actions column click icon [...] and in drop down menu click **Delete**
- Click **OK** to confirm the deletion.

The second way allows you to delete more than one user at the same time.

- Click on the **Users** menu
- Check the box to the left of the user or users you wish to delete
- Choose **Delete** from the **Actions with selected** drop down box  
Click **OK**
- You will be asked if you really want to delete the user. Click **OK** to confirm.

---

Article ID: 79

Last updated: 3 Sep, 2017

Updated by: Leontev E.

Revision: 4

KBPublisher 8.0 Knowledge Management Handbook -> Users -> Delete user

<https://www.kbpublisher.com/kb/entry/79/>