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## Security: Configure User Accounts: Remove Users

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**Note:** To edit any user account information, permission to View Users must be checked.

To Remove a user you must be a global admin or have permission to both:

- View Users
  - Delete Users
1. Log in to the Desktop application with administrative privileges.
  2. Under the Admin tab, click User Accounts.
  3. Highlight the appropriate user.
  4. Click the Remove button.
  5. You will receive a message box confirming that you want to delete the user. Click Yes to delete the user or No to cancel the action.

**Note:** Users are not permitted to delete themselves.