Delete User

Version 18

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Delete users from your intranet. When you delete users, you have the option to keep their content, reassign their content to someone, or delete their content. You can also deactivate users.

To delete a user:

1. Click the gear icon > **Control Panel** > **People** > **Manage People**.
2. Search for the user.
3. For the user, click the gear icon > **Delete**.
4. Select **Delete**.
5. Select a re-assign option.
6. Click **Delete**.

To delete multiple users:

1. Click the gear icon > **Control Panel** > **People** > **Manage People**.
2. Check users.
3. Click **Delete**.
4. Select **Delete**.
5. Select a re-assign option.
6. Click **Delete**.

Delete Options

Delete

- The user is permanently deleted.
- The user's content must be re-assigned to another user or deleted.

Deactivate

- The user cannot log in with this account.

- The user will not be listed in People Directory .

- The user will not appear in Search .

- People will not be able to view the user's profile.

- The user's content can be re-assigned to another user, kept attributed to the user, or deleted.

- The user will not be counted towards the license user limit.

- The user can be reactivated or deleted later.

Re-assign Content Options

System anonymous user
Content is assigned to user Anonymous. User Anonymous is a system user that you cannot edit or login as.

User
Transfer existing user's content to another user. When you transfer content to another user, the following content is re-assigned to that user:

- Activity Stream activity

- Articles, article drafts, and article comments

- Blogs, blog drafts, and blog comments

- Cases, case comments, and case recipient

- CMS pages

- Discussions and replies

- Events and event comments

- Files and file comments

- Ideas, idea drafts, and idea comments

- Photos, albums, album comments, and photo comments

- Tasks, task lists, task assignments, and task follower

- Videos and video comments

- Wall post comments

- Wiki pages, wiki drafts, and wiki comments

- Content version history

- Space creator

The following content is re-assigned to Anonymous:

- Chat messages in group chats

- @Mentions on the @Mentions page

- Task time logs

The following content is removed:

- Activity Ticker activity

- Badge recipient

- Chat messages

- Confirmed reads

- Connections

- Event attendee and organizer

- Events created in My Calendar

- Flagged content logs

- Likes and dislikes

- @Mentions of the user

- Poll and survey responses in Manage Space and the Control Panel

- Wall posts

The following content is retained:

- Case milestones

- Idea votes

- Ratings

- Tasks

You can clear or select a new user for any profile Lookup Field that refers to the user, such as the *Reports to* profile field.

Keep content assigned to deactivated user

The user is deactivated and their content is attributed to the system anonymous user. If the user is reactivated later, their content is attributed to them.

Delete user and all its content
The user and all their content are deleted, including any spaces they created. You will not be able to recover their content.

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