

Ban User

Version 10

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When you ban a user from your intranet, the following occurs:

- The user will not be able to log into the site.
- The user will not be listed in [People Directory](#) .
- The user's content will remain visible.
- The user will not be counted towards the license user limit.

To ban a user:

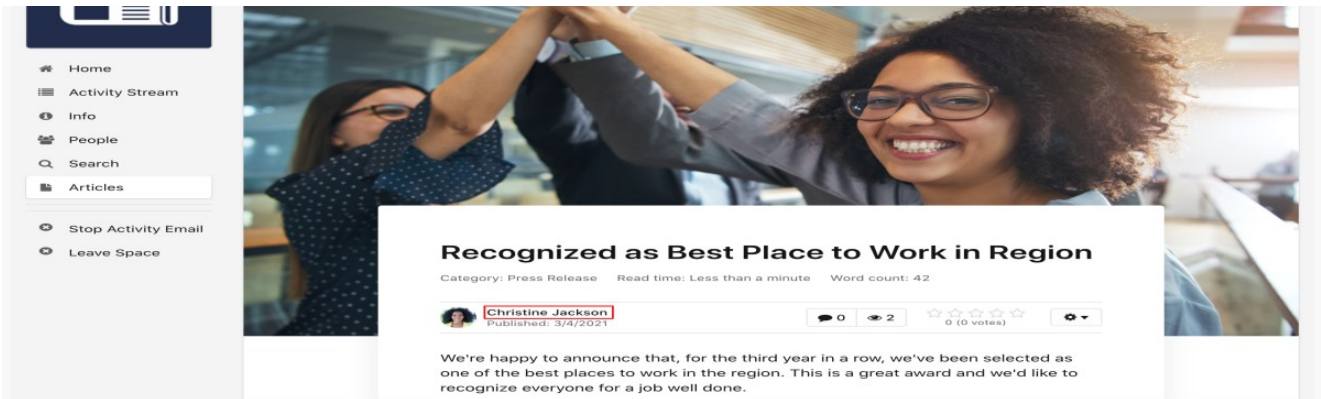
1. Click the gear icon > **Control Panel** > **People** > **Manage People**.
2. Search for the user.
3. For the user, click the gear icon > **Ban User**.
4. Enter a description. (Optional)
5. Click **Ban User(s)**.

To ban multiple users:

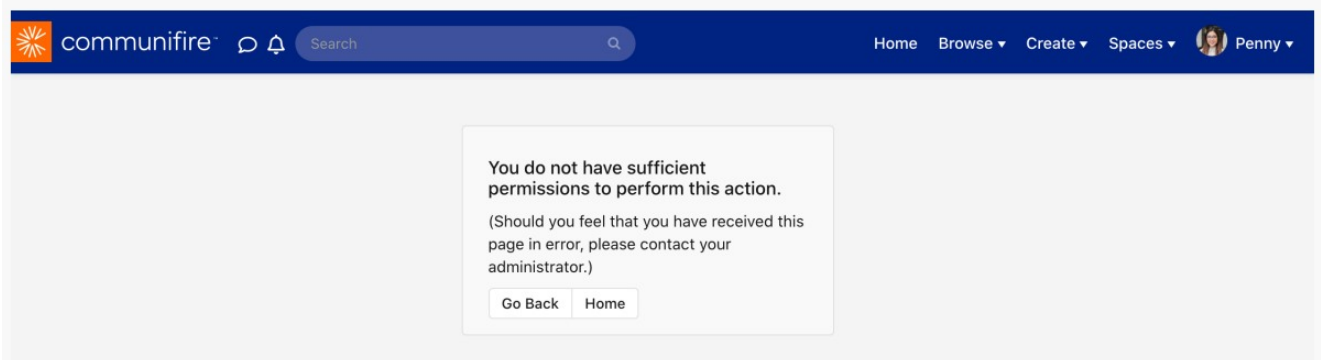
1. Click the gear icon > **Control Panel** > **People** > **Manage People**.
2. Check the user(s).
3. Click **Ban User**.
4. Enter a description. (Optional)
5. Click **Ban User(s)**.

Banned User

Content that the banned user created will continue to display the user's name.



When a user attempts to view a banned user's profile, they will see a permissions error page.



To deactivate an account and hide the user's name throughout the site, [Deactivate User](#) instead.

tags : site-administrator