How to Deactivate a Company User

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±	Downloads & Tools		A	Robert Downey	Test	09/15/2021 10:50:41 AM Asia/Karachi		:	Î	
€	Logout		A	Carl Rock	Test	09/13/2021 11:33:40 AM Asia/Karachi	e	:	Î	

→ Log into your SenditCertified account and on the side menu click on the "**Options**" and select "**Admin Settings**".

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→ Once you are in "Admin Settings" page select "User Accounts" tab.

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•	Logout									

→ Click on the "Edit User" icon for the user that needs to be deactivated.

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		Admin Settings			
	New Email	Company Information User Accounts Secure Inboxes Outlook Add-In Settings			
::	Dashboard	Account Information			
•	Secure Package 🗸 🗸	First Name *			
0	Secure Vault	Login Information			
2	Secure Inbox	Email Address * Confirm Email Address *			
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€	Logout		Cancel Sav	e Change	s

→ In status field change the status to "Inactive" and then click on the "Save Changes" button.

The second se		f"	≡			Success!	• • . .
			💼 Admin Settings			User account upda	ted successfully
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θ	Account Settings		Johann	Hill	zpingo01@risaumami.art	Inactive	1
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÷	Downloads & Too	ls	Brad	smith	htarek.abeed6@gmailwe.com	Active	1
Ð	Logout					Rows per page: 10 👻	1-3 of 3 < >

→ Notice the status of a user is changed to "Inactive" and the user is deactivated. A success message is shown above as "User account updated successfully".

 \longrightarrow Repeat these steps to deactivate additional users.