



Removing or deactivating team members from Zoho Social

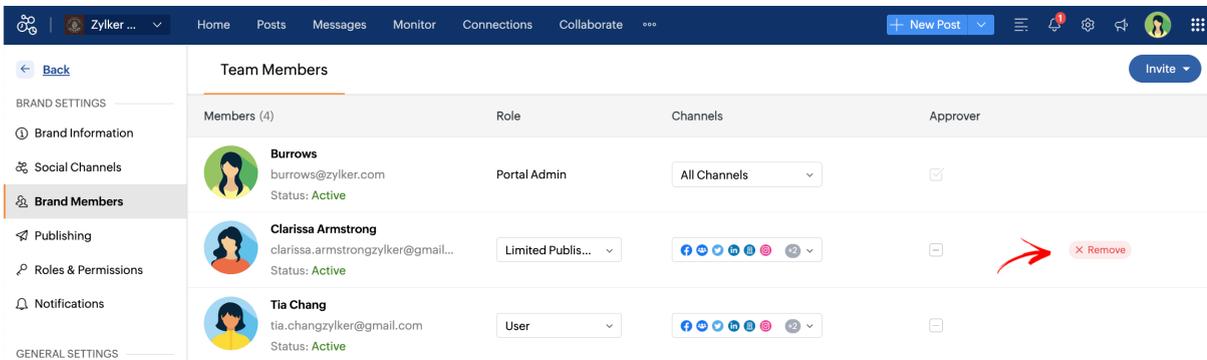
Removing team members from a Brand

When a Team Member is removed from a Brand in Zoho Social, they'll no longer have access to the Brand from which they're removed. Access to other Brands in Zoho Social account won't be affected.

For example, let's say Amelia Burrows is part of three Brands in Zylker's Social account: Zylker Cafe and Bakery, Zylker BnB, and Zylker Holidays. If the Portal Admin removes Amelia Burrows from Zylker Cafe and Bakery in Zoho Social, Amelia will continue to have access to Zylker BnB and Zylker Holidays and can carry out her social media activities.

To remove a team member from a Brand

1. Go to **Settings > Brand Members**.
2. Hover over the member you want to remove and click **Remove**.



3. Click **Remove** once again from the popup.

! Remove Team Member

Removing **Tia Chang** will revoke their access to this Brand. Any activity completed or scheduled by them will not be removed.

[Cancel](#)

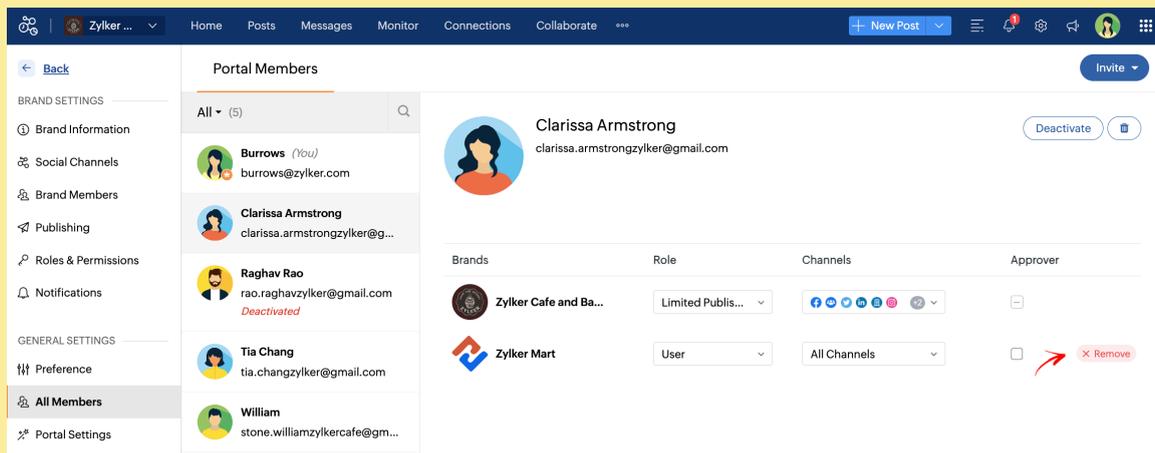
[Remove](#)

Note:

Alternatively, Portal Admins can remove Team Members from a selected Brand in the **All Members** page from **Settings**.

To remove a team member from a Brand as the Portal Admin

1. Go to **Settings** > **All Members** and select the member.
2. Hover over the *Brand* section and click **Remove** next to the Brand from which you want to remove the team member.



3. Click **Delete** from the popup.

Removing team members from a Portal

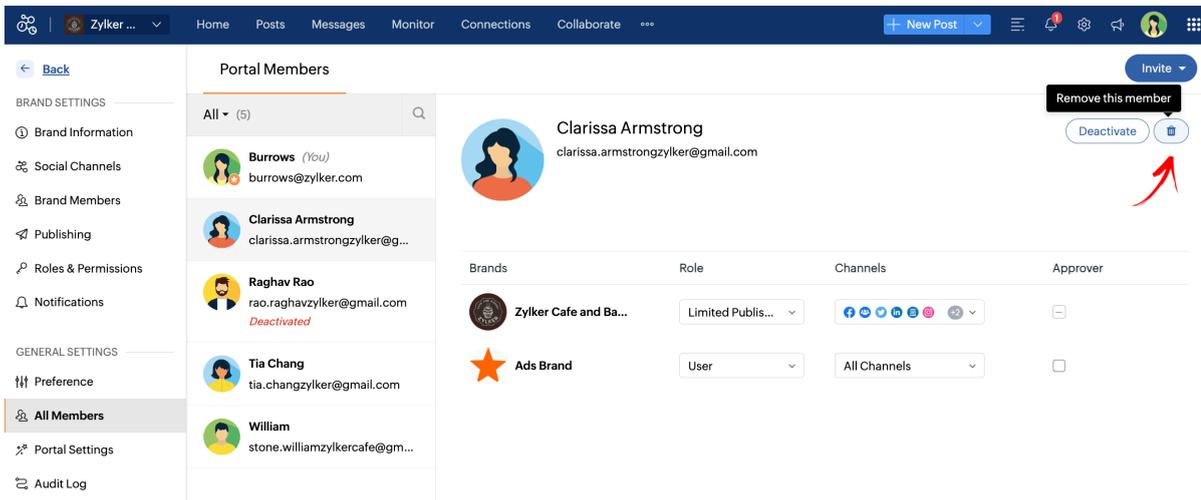
When a team member is removed from the Portal, they'll no longer be part of the Zoho Social account. All access to different Brands in your account will be completely revoked.

ⓘ Only the Portal Admin can remove a Team Member from a Portal in Zoho Social.

To remove a team member from a Portal

1. Go to **Settings** > **All Members**.

2. Select the **Member** from the *Portal Members* tab and click the **Delete** icon.



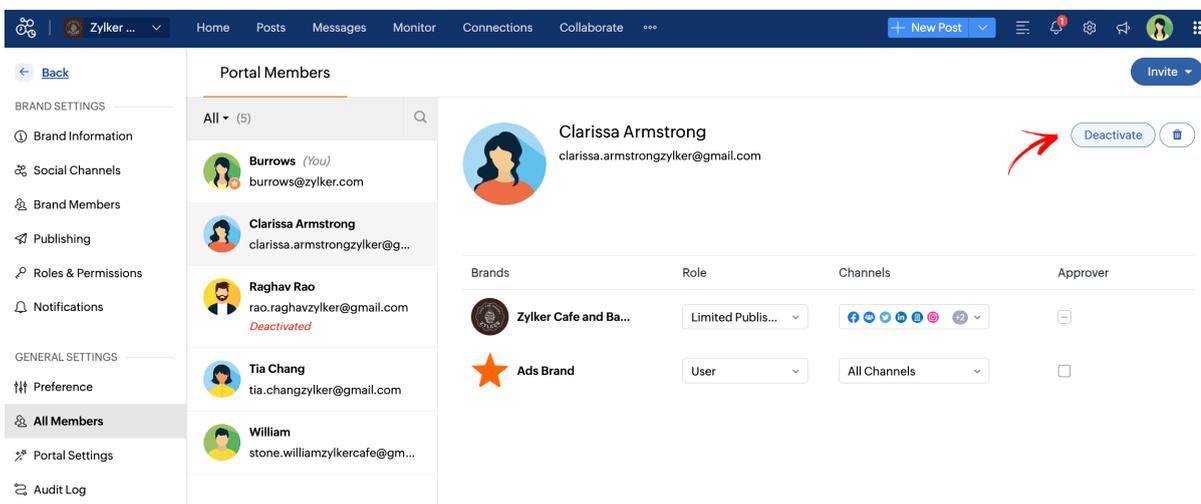
3. Click **Remove** from the popup.

Deactivating a Portal member in Zoho Social

When a Portal member is deactivated, they'll no longer have access to the entire Portal in Zoho Social. The status of the member will be marked as Deactivated. You can choose to re-activate a member if required, and an email invite will be sent inviting them to join your Portal once again.

How to deactivate a team member in Social

1. Go to **Settings > All Members**.
2. Select the **Portal member** and click **Deactivate**.



3. Click **Deactivate** once again from the popup.