

Account activity

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Prerequisites

Permissions required to perform this action:

View and clear sessions

Account activity

Account Activity lets you check your users' login history and manage their active sessions. You can clear older sessions to strengthen a user account's security.

A web session refers to an authenticated instance of your Zoho Directory account. Put simply, a web session is created every time you sign in to your account from a browser, and is ended when you sign out. Signing in from your laptop is considered a web session. Signing in from a different browser in the same laptop is considered a separate web session, and signing in from a mobile browser is also considered a different web session. However, signing in from a native mobile app is not considered a web session.

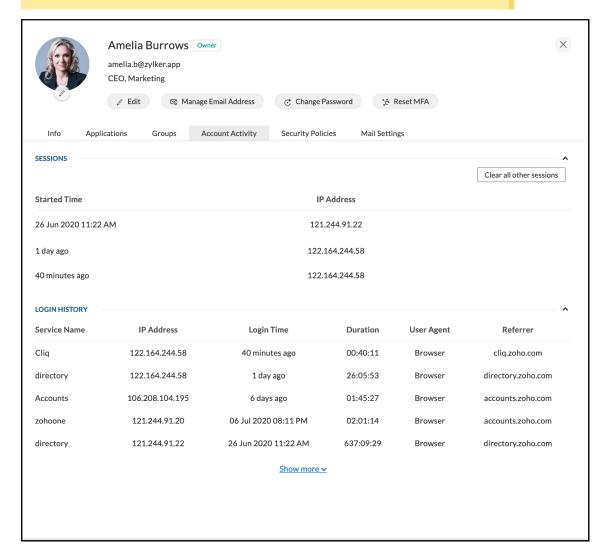
Clear an active session

People generally sign in to their account, finish their tasks, and just close their browsers without signing out. This isn't a problem as long as the person is using a personal or work computer. However, it becomes a problem if your users travel a great deal, and sign in from public computers. Leaving active sessions open in public computers is a

huge security issue. If you see a user who has multiple active sessions, clearing the older ones can help keep your organization safe.

To clear an active session:

- 1. Sign in to Zoho Directory ☑, then click **Admin Panel** in the left menu.
- 2. Click **Users**, then click on a user. You can find a specific user through the search bar.
- 3. Click **Account Activity**.
- 4. Hover over the required session and click **Clear**. Alternatively, you can click **Clear all other sessions** to log the user out of all their active sessions.
- Note: It may take up to an hour to log the user out of their sessions.



Login history

Login history displays the details of all the current and past sessions of a user, such as:

- Service Name: The app they were signing in to
- IP Address: The IP address they were signing in from

- Login Time: The time they signed in
- Duration: The amount of time they stayed signed-in
- User Agent: The device or browser used for signing in