



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.



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SESSIONS

Clear all other sessions

Started Time	IP Address
26 Jun 2020 11:22 AM	121.244.91.22
1 day ago	122.164.244.58
40 minutes ago	122.164.244.58

LOGIN HISTORY

Service Name	IP Address	Login Time	Duration	User Agent	Referrer
Cliq	122.164.244.58	40 minutes ago	00:40:11	Browser	cliq.zoho.com
directory	122.164.244.58	1 day ago	26:05:53	Browser	directory.zoho.com
Accounts	106.208.104.195	6 days ago	01:45:27	Browser	accounts.zoho.com
zohoone	121.244.91.20	06 Jul 2020 08:11 PM	02:01:14	Browser	accounts.zoho.com
directory	121.244.91.22	26 Jun 2020 11:22 AM	637:09:29	Browser	directory.zoho.com

Show more

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