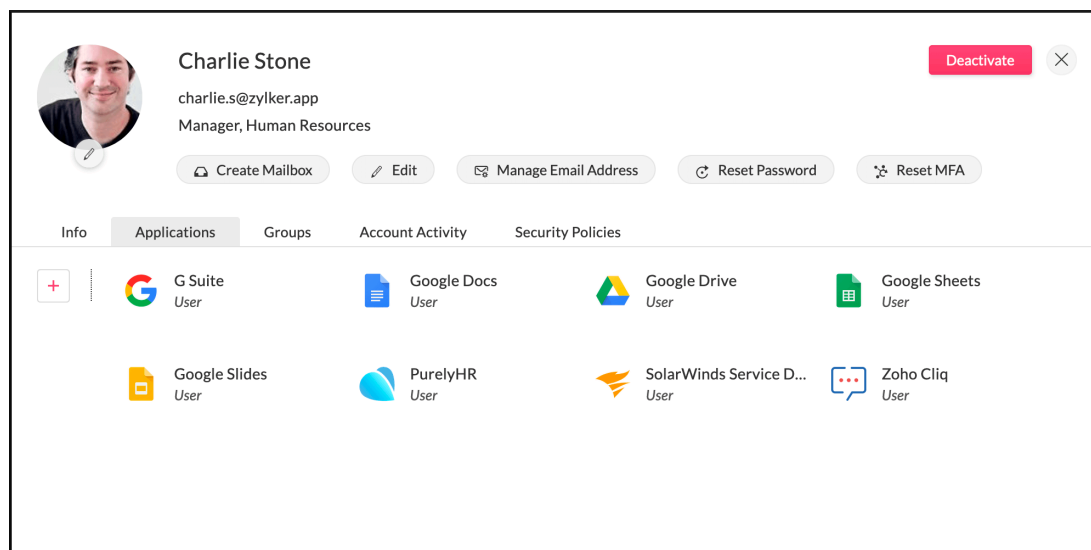**Zoho Corporation**

Deactivate/Activate users

Prerequisites

Permissions required to perform this action:

- Change user status

Deactivate a user

1. Sign in to [Zoho Directory](#) ⧉, then click **Admin Panel** in the left menu.
2. Click **Users**, then click on the required user. You can find specific users with the search bar.
3. Click **Deactivate**.

Activate a user

ⓘ Info: Activating a user will [automatically add them to your subscription](). If you're adding a user in the middle of a payment cycle, your monthly payment will be prorated based on how many days of the month the user had access to Zoho Directory.

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 with the search bar.
3. Click **Activate**.
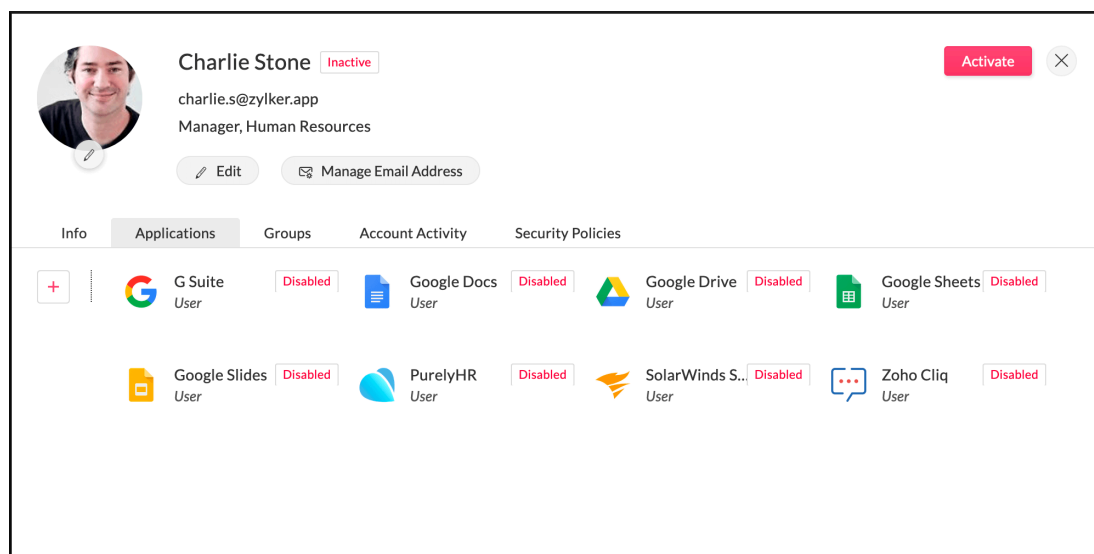
📄 Note: Activated users will regain access to their account.