



# Deactivate/Activate users

## ^ Table of contents

- Prerequisites
- Deactivate a user
- Activate a user

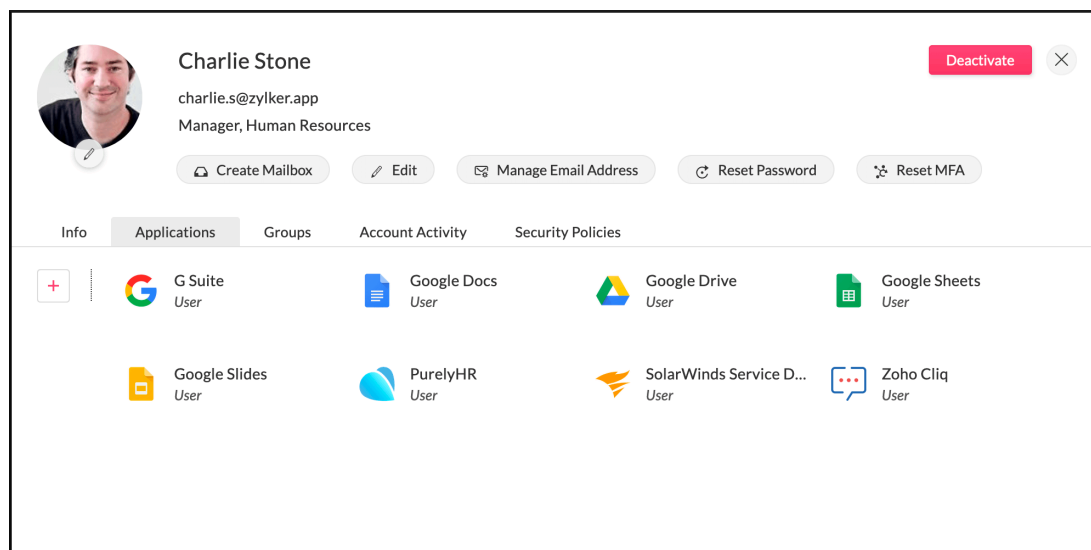
## Prerequisites

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**.



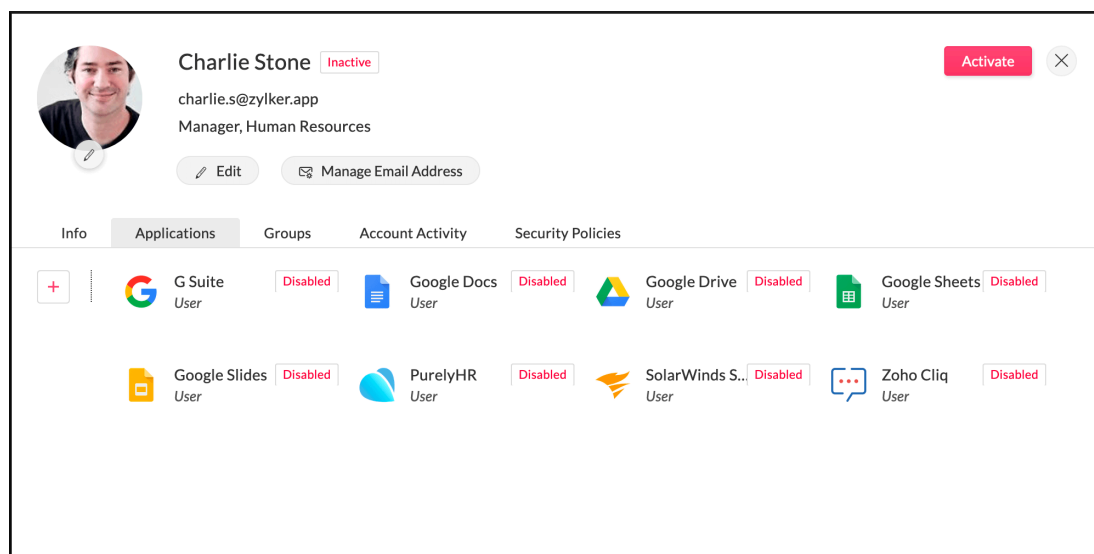
## Note:

- The deactivated user will lose access to their Zoho Directory account.
- Deactivating a user will remove them from your subscription. Your monthly payment will be prorated based on how many days of the month the user had access to Zoho Directory.
- Deactivating a user in Zoho Directory will not be reflected in the SAML apps that were assigned to them. Remember to deactivate the user in the SAML app to prevent unexpected bills.

# 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.