

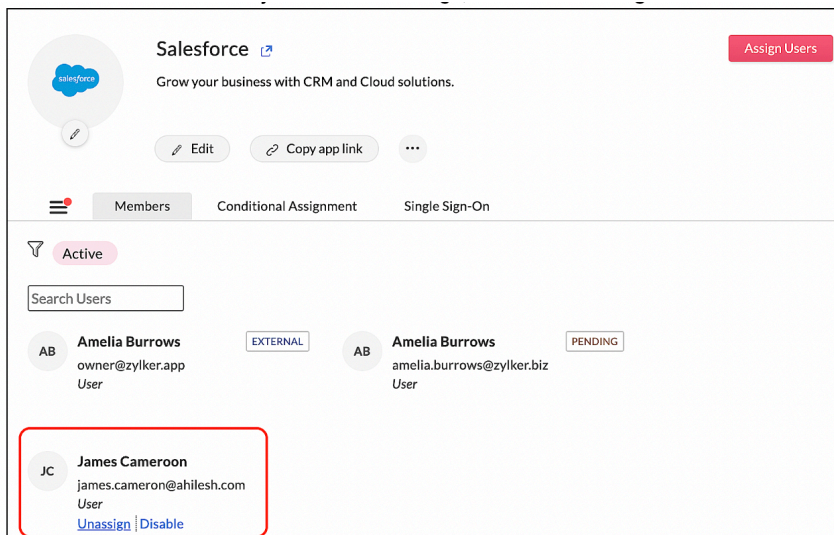


Unassign/Disable user from application

Unassign user from app

Unassigning a user will remove the user's profile completely from an application. If a user is unassigned from any Directory or Non-Directory SAML app, they will lose access to that particular application. **For example:** When an employee leaves the company or changes team, they will no longer need access to an application. The user can then be unassigned from the app.

1. Sign in to [Zoho Directory](#) , then click **Admin Panel** in the left menu.
2. Go to *Applications*, then click the required app.
3. Hover over the user you want to unassign, then click **Unassign**.



4. Click **Yes, Unassign**.

Disable user from app

This action temporarily disables a users access to a particular application. This won't remove the user information from the app, and all the customisation's will still be intact. **For example:** A contractor who needs seasonal access to an application can be disabled temporarily and re-enabled as needed.

1. Sign in to [Zoho Directory](#) , then click **Admin Panel** in the left menu.
2. Go to *Applications*, then click the required app.
3. Hover over the user you want to disable, then click **Disable**.
4. Click **Yes, Disable**.

