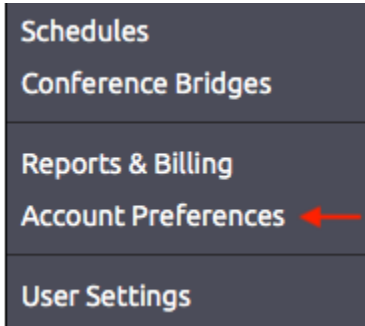


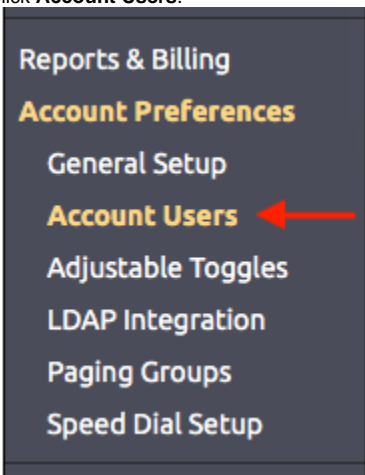
# Deleting a User

Use the steps below to delete or remove a user from your account in the NocTel control panel.

1. Log in to the NocTel Control Panel.
2. Click **Account Preferences**.



3. Click **Account Users**.



4. Click on the user in the list.
5. Use the drop-down box next to Access Level and select "Inactive (No Access)."

[Control Panel](#) → [Account Preferences](#) → [Account Users](#) → Edit User

**Edit User**

Display Name: Joey

NocTel Username:

Invitation Originally Sent To: example.email@noctel.com

Added: 2015-12-06 19:55:01

Access Level: Account Administrator

Account Administrators can add or remove users, change user permissions, make changes to billing and legal information associated with this account, and make system-wide changes to phone system behavior.

Submit

6. Click **Submit**.

## Related articles

- [Creating a User Account](#)
- [Removing a User from the Control Panel](#)
- [Deleting an Extension](#)
- [Deleting a Number](#)
- [Control Panel User Guide](#)