

# Removing a user from the portal

To remove/delete a user, the portal administrator clicks on the "*Delete*" button in the User List.

[list of user delete button.png](#)

After deletion, the administrator will see the message "Successfully deleted".

Delete a User

Username

liška

Email

liška@eainfoport3.cz

First name

Ladislav

Surname

Liška

Department

⚠ Are you sure you want to delete this? ⚠

⬅ BACK

🗑 DELETE

The user will still exist in Infoport and to restore the user, just create a user with the same name and email or go to the list of deleted users.

List of Users

🗑 LIST OF DELETED USERS

➕ CREATE

✓ Successfully deleted ✓

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