

# Suspend a user

Last Modified on 10/26/2021 2:01 pm EDT

Read this to learn how to suspend a MultiLine account.

## Overview

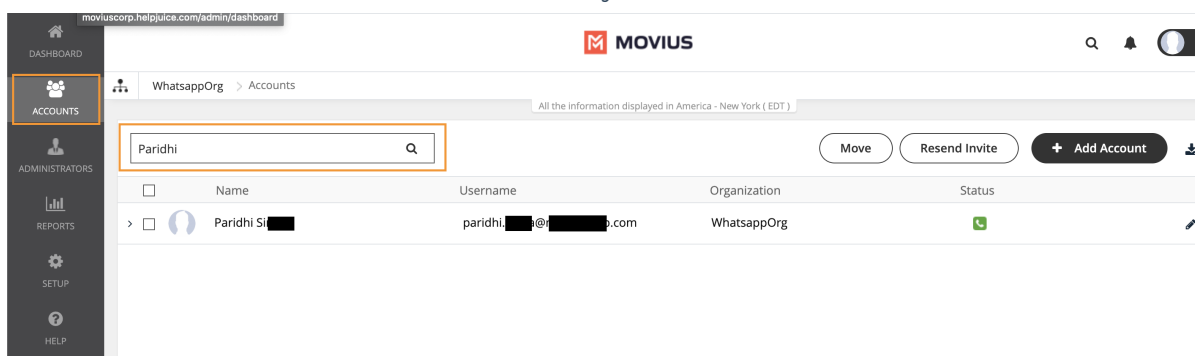
In case a user is misusing the app or is doing activities not allowed by the organization, MultiLine gives the account owner the option of suspending the user's number.

## Before you Start

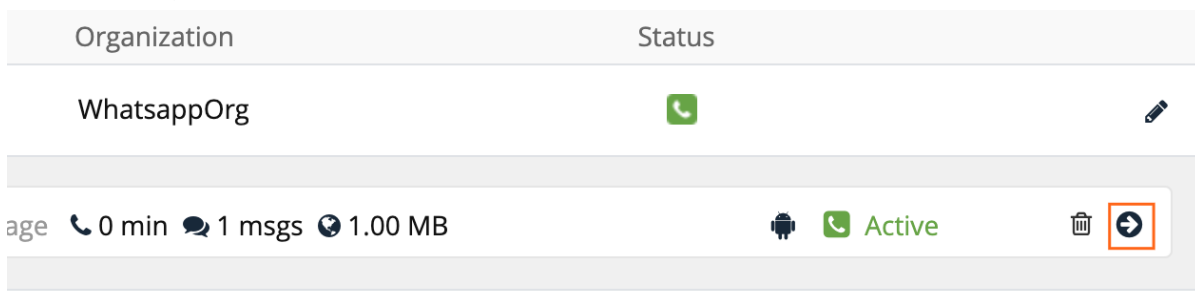
- An admin must have "Accounts" Role in the organization to do these instructions. See [What Admin Roles are in the Management Portal](#).

## Suspend the user

1. Go to the Account tab and search for the user by Name/Email/MultiLine/Device Number.



2. Click the entry to expose the dropdown menu, then click the **Edit Line** icon.



3. Select the check box for **Account Suspended** and click **Save**.

## The user is suspended

You can unsuspend the user by unchecking the box at any time. Or you can delete the user.