

Delete a User

Introduction to Exercise

If a user leaves your organization, you might want to delete their Google account. Data is purged within a matter of days. It's important to understand the different implications of suspending and deleting users, build a process for users leaving the company, and create a deletion policy that best suits your business needs.

However, be aware that there are [many other considerations](#) that should be handled before deleting an account; there may be many other types of data that could be lost without following proper steps.

Exercise Scenario

After some time working in your Cloud Identity domain, you get another email from Lars Ericsson:

Hey Admin,

That contractor I had working with me, Jon Baird, has finished up his project. Can you please delete his account from the system as he won't be working here anymore?

Regards,

Lars Ericsson

Exercise Directions

1. [Sign into your Google Admin console](#) as the administrator user using **your administrator account name and password**.
2. Click the **Users icon**.
3. To delete Jon Baird, find his name on the user list, **click the check box to the right of his name, click the three-dot ellipsis in the right hand corner**, and **choose Delete** user in the drop-down menu.

Note: *Because the user is suspended first, if you restore a deleted user, the Admin console restores the user as a suspended user.*

4. Return to the **user list** and confirm that Jon Baird is no longer listed. Search for the user in the **user search bar**. You should see the result: **There are no results to display.**

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