

How to Modify or Remove Users

<https://campus.barracuda.com/doc/69960157/>

Modify a User

To modify a user's account:

1. Log into <https://login.barracudanetworks.com/> as the account administrator.
2. Click **Home > Users**; the **Users** page displays.
3. Click on a username in the table; the **User Details** pane displays where you can modify:
 1. **Name** – Update the name to identify this user.
 2. **Password** – Click to send the user an email with instructions to update their password; you cannot modify the password in this way if you are using [LDAP authentication](#).
 3. **Starting Page** – Select the product or page to display when the user signs in.
4. Multi-Factor Authentication (MFA) options are based on whether MFA is required for all users on the Barracuda Cloud Control account. For more information, see [How to Set Up and Manage Multi-Factor Authentication in Barracuda Cloud Control](#).
5. Change user access **Privileges**; for more information, refer to [Understanding User Roles and Permissions](#).
6. Use the **Product Entitlements** section to change the subscribed to Barracuda Networks products and services that this user can access when they log into the account.
7. Click **Save User** to update the user's account.

Remove a User

Warning!

You must have at least one user attached to an account. Once the last user is removed, the *account is permanently unavailable*.

Removing a user does not disable the user or delete them from Barracuda Networks' authentication back end. The user's entitlements and privileges on the account are removed, and they no longer have access to any products or services on the account from which they were removed. The next time that user logs in, they are prompted to create or join an existing company account. Note that the account admin can deny a join request.

Note: To strictly control user access, consider integrating your company's LDAP authentication with Barracuda Cloud Control. Refer to [LDAP Active Directory and Azure AD](#) for details.

To remove a user:

1. Log into <https://login.barracudanetworks.com/> as the account administrator.
2. Click **Home > Users**; the **Users** page displays.
3. Click on the username you want to remove from the account.
4. In the right pane, click **Remove User**.

Cancel

Save User

Remove User

5. Click **OK** to confirm that you want to remove the user from the account; the user name is removed from the **Users** list.

Figures

1. remove_user.png

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