

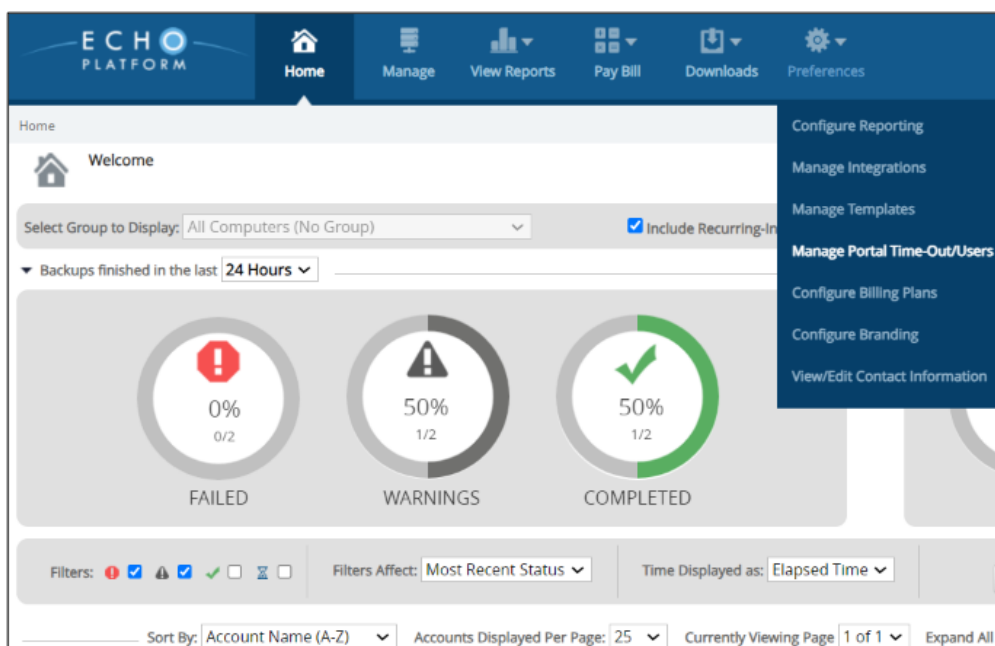
Managing Portal Timeout

<https://campus.barracuda.com/doc/71861743/>

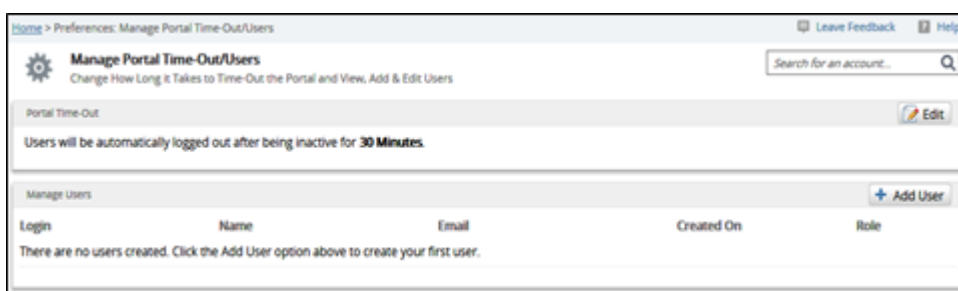
Portal Timeouts allows you to manage the amount of time your mouse is inactive before you are logged out of ECHOplatform.

To set the time out, perform the following steps.

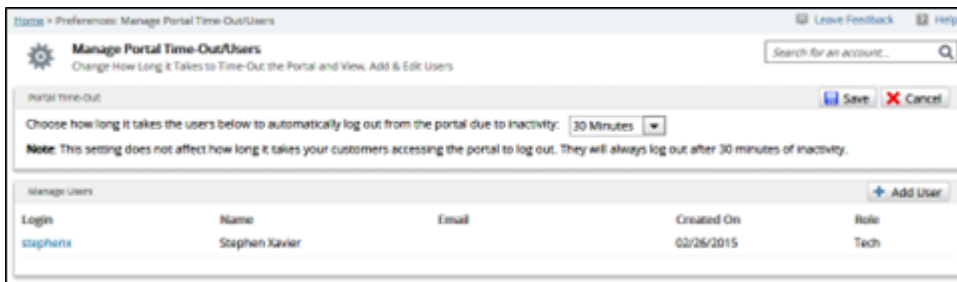
1. From the ECHOplatform ribbon, click **Preferences, Manage Portal Time-Outs/Users**.



The Manage Portal Time-Out/Users page is displayed.



2. Click the **Edit** button.
The Portal Time-Out field is displayed.



Manage Portal Time-Out/Users
Change How Long it Takes to Time-Out the Portal and View, Add & Edit Users

Portal Time-Out

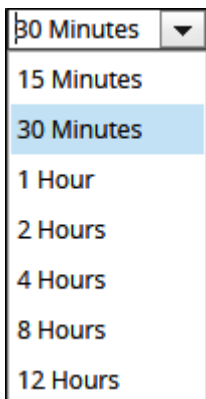
Choose how long it takes the users below to automatically log out from the portal due to inactivity: 30 Minutes

Note: This setting does not affect how long it takes your customers accessing the portal to log out. They will always log out after 30 minutes of inactivity.

Manage Users

Login	Name	Email	Created On	Role
stephenx	Stephen Xavier		02/26/2015	Tech

3. Select the drop-down arrow to display the following menu.



30 Minutes ▼

- 15 Minutes
- 30 Minutes
- 1 Hour
- 2 Hours
- 4 Hours
- 8 Hours
- 12 Hours

4. Select a time-out period and then click **Save**.

Figures

1. campus manage portal.png
2. Campus Portal Timeout1.png
3. Campus Portal Timeout2.png
4. Campus Portal Timeout3.png

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