

## Editing and Deleting Users

<https://campus.barracuda.com/doc/96772410/>

Users with the Admin role can edit and delete users.

User details you can edit are:

- Name
- Cell phone number
- Email address
- Organization
- Role

You can do the following:

- Search for users
- View the details of users
- Edit the details of user
- Delete users

### To search for a user

When you find the user you want, you can edit user details or delete the user.

1. In **Barracuda XDR Dashboard**, click **Setup > User Management**.
2. In the **All Users** section, type your search terms in the **Search** box.

### To view user details

User details you can view are:

- Username
- Email address
- Phone number
- Password status
- Full Name
- Role
- The date the account was created
- The date of the user's last login
- The IP address used when the user last logged in
- The city where the user last logged in

1. In **Barracuda XDR Dashboard**, click **Setup > User Management**.
2. Optionally, in the **All Users** section, type search terms in the **Search** box.
3. Click **Details** next to the user whose details you want to see.

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**To edit user details**

1. In **Barracuda XDR Dashboard**, click **Setup > User Management**.
2. Optionally, in the **All Users** section, type search terms in the **Search** box.
3. Click **Edit**.
4. Type any of the following:
  - **Full Name**
  - **Cell Phone (2-Factor Authentication)**
  - **Email**
5. Select the **Organization**.
6. Enable one of the following check boxes:
  - **Admin**
  - **User**
7. Click **Submit**.

**To delete one or more users**

1. In **Barracuda XDR Dashboard**, click **Setup > User Management**.
2. Optionally, in the **All Users** section, type search terms in the **Search** box.
3. Enable the check boxes next to any users you want to delete.

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