

Invite and deactivate users


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Invite users to your team so that they can start creating content in your Kontent.ai project.

If the user you want to invite is already active on a project, you can invite them to another project within the same [subscription](#), and they'll count as one active user.

Inviting a new user

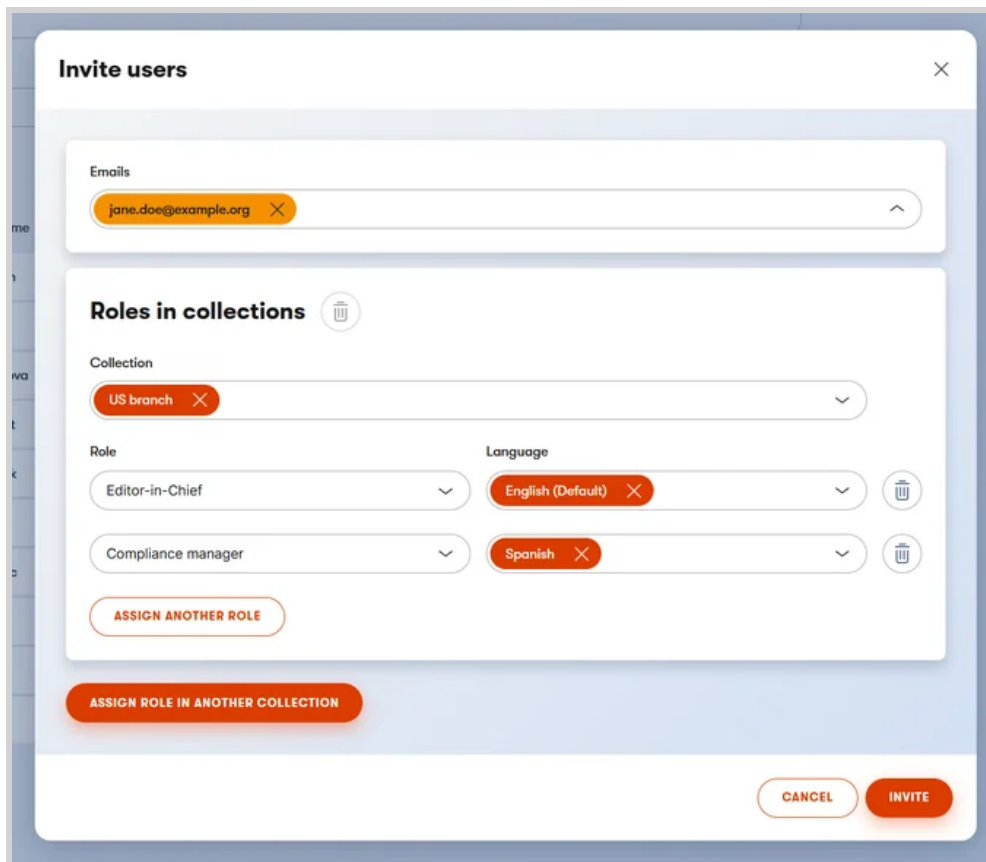
If you fill in multiple email addresses to invite more users at once, you assign the same combination of collections, roles, and languages to all invitees.

1. Select an environment to which you want to invite the user.
2. In  **Environment settings** > **Users**, click **Invite users**.
3. Fill in the user's email address.
4. Select a combination of roles and languages for each collection you assign to the user.
5. Click **Invite**.

The new user receives an email with an invitation to the project. After accepting the invitation, the user is active in the environment they were invited to.

The invitation expires if the new user doesn't accept the invitation in 5 days. You can resend the invitation if needed.

 If you invite a new user by mistake, you can revoke the invitation.



After the user accepts the invitation, they count as an [active user](#) within your subscription until you [deactivate the user](#).


Reaching the user limit

If you reach the maximum number of [active users](#) for your subscription, you'll be prevented from inviting more users. The maximum is different for each [plan](#). To invite more users in such cases, you need to [upgrade your subscription](#) to a higher plan.

Inviting users from other projects

If the user you want to invite is active in another project under the same subscription, you can invite them to the new project. This won't affect the number of [active users](#) within the subscription.

If you select and invite multiple users at once, you assign the users the same combination of collections, roles, and languages.


1. Select an environment to which you want to invite the user.
2. In  **Environment settings** > **Users**, click **Invite users**.
3. In the **Email** field, select an existing user.
4. Select a combination of roles and languages for each collection you assign to the user.
5. Click **Invite**.

The invited user is automatically added to the project and notified via email.

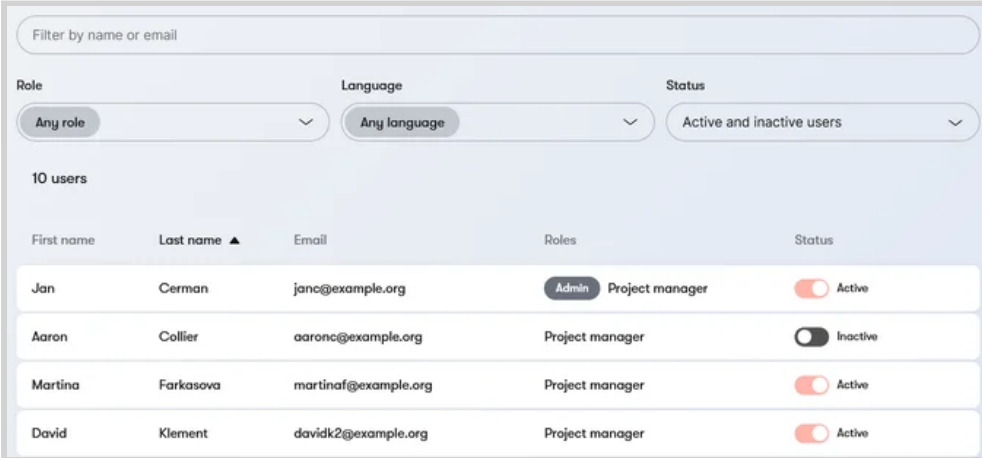
Deactivating users

If you wish to stop a user from working on a specific project, you can deactivate the user per a project's environment. When you deactivate users in one project, they can still be active in other projects.

Once you deactivate a user in all projects the user is active in, the user won't count towards the limit of [active users](#) in your subscription plan.

1. Select an environment in which you want to deactivate the user.
2. In  **Environment settings**, select **Users**.
3. In the **Status** column of a specific user, click the switch to deactivate the user.

If you're a subscription admin, you can quickly [deactivate a user in all projects](#) under a given subscription.



Filter by name or email

Role: Any role | Language: Any language | Status: Active and inactive users

10 users

First name	Last name ▲	Email	Roles	Status
Jan	Cerman	janc@example.org	Admin Project manager	<input checked="" type="checkbox"/> Active
Aaron	Collier	aaronc@example.org	Project manager	<input type="checkbox"/> Inactive
Martina	Farkasova	martinaf@example.org	Project manager	<input checked="" type="checkbox"/> Active
David	Klement	davidk2@example.org	Project manager	<input checked="" type="checkbox"/> Active

Users cannot be removed, only deactivated

To preserve the history of user [comments](#), content edits, and other actions in older [content versions](#), users cannot be removed from a project, only deactivated.