# Xóa người dùng khỏi tổ chức

Quản lý người dùng · https://gcs.vn/kho-tai-nguyen/google-workspace-admin-center/xoa-nguoi-dung-khoi-to-chuc/

*This page is for administrators. To delete your personal Google Account, go to Delete your Google Account.*

When a user leaves your organization, you can delete their account. Super administrators can transfer a user's files and data to a new owner. If you don't transfer the content to another user, the content is deleted.

You can delete one or more users at a time.

**Important:** If your organization is on the Annual Plan, deleting a user won't reduce the number of your organization's licenses. You can reassign the license to a new user.

## If you delete a user...

A deleted user can't access any of your organization's Google Workspace services, and the system deletes their data.

**Note:** Some of the following information might not apply to your organization's Google Account.

App and service data is deleted

- **Google Workspace data**—This data includes all file types (except files in shared drives), Gmail, and Google Calendar data (except for shared calendars).
- **Google Sites pages**—Pages created by the deleted user in classic Sites are not deleted. As an admin, you can delete the classic Sites pages.
- **Google Play developer account**—You can transfer some apps to another developer account.
- **Brand Account assets**—If there are other owners, the assets are automatically transferred to another owner's Google Workspace account. If the user is the sole owner, consider choosing a new owner before you delete the user.
- **YouTube videos and other non-core services content**—Content in the deleted user's non-core services, such as YouTube videos and Blogger blogs.
- **Cloud Identity**—You lose all Cloud Identity data for the deleted user.

- **Looker Studio**—Reports and data sources owned by the deleted user disappear.

### Related topics

- Other affected services
- Transfer apps to a different developer account
- Manage your Brand Account

Other affected services

- **Google Groups**—The deleted user loses access to the service. However, any groups they created are not deleted, even if they were the only member.
- **Google Cloud**—The deleted user can’t access Cloud resources. The user’s Identity and Access Management (IAM) policy bindings remain on the associated resources for up to 30 days. If the user isn’t a member of a Cloud organization, any projects become orphaned.
- **Classroom**—If you delete a Google Workspace for Education account, the deleted teacher or student can’t access Classroom or Google Drive.
- **Google Vault**—If your organization uses Vault, any retention rules or holds placed on the deleted user’s data no longer apply. Data can be purged immediately, and it can’t be recovered even if you restore the user within 20 days. User data in Vault exports remains available for download until the export package expires.

### Related topics

- Suspended vs orphaned Project resources
- Restore a recently deleted user
- Google Vault FAQ

The user's email address is removed

Twenty days after a user’s account is deleted, their email address is removed from Google Workspace. You can restore or reassign the address before then. Reassigning an address can take up to 24 hours.

You can reuse the user's license

If you have an Annual billing plan, you can assign the deleted user’s license to another user. However, if you restore the deleted user after reassigning the license, you’ll need another license.

Annual/Fixed-Term Plan billing isn't affected

If you have an Annual/Fixed-Term billing plan, deleting an account doesn’t reduce the number of licenses you have and doesn’t affect your billing.

### Flexible Plan billing is prorated

If you have a Flexible billing plan, when you delete an account, your monthly rate is prorated accordingly. For example, if you add a user on April 1 and delete them on April 15, we charge you for only half a month of service.

## Before you delete a user...



**Important:** A user’s data is unrecoverable once it's deleted.

If you want to keep data like Gmail or Drive files, you need to transfer the data to another user. For more information, go below to Transfer the user’s email and Transfer important files and data.

**Note:** Some of the following information might not apply to your organization's Google Account.

### Make sure you need to delete the user

- Don’t delete the account to try to resolve a problem with a conflicting account. The user loses data and access to Google Workspace services when you delete their account. For details, go to About conflicting accounts.
- If you want to change someone’s username, you don’t need to delete their account. You can create an alias—a nickname—for the user. For details, go to Change a Directory user’s name or email address.
- If you want to temporarily block a user’s access to your organization’s Google services, you can instead Suspend a user temporarily.
- If you want to keep the user’s data without the cost of an active or suspended Google Workspace license, assign an Archived User license to their account. The user’s data is available to Google Vault, and you can restore it if you again assign a Google Workspace license to their account. For details, go to Manage former employees and their data.

### Make sure the user isn't on litigation hold

To prevent your company from potential data loss in a legal matter, users on litigation hold:

- Cannot be deleted
- Cannot have their data transferred

Admins who attempt to delete these users will receive an error message.

If you need to delete the user, ask an admin with Vault privileges if they can lift the litigation hold. Removing a user from litigation hold can take up to 48 hours to take effect. Learn more about admin Vault privileges.

For more information, go to Delete a Google Workspace user with data on hold.

### Transfer the user's email data

If you want to transfer a user's email to another account, do it before you delete the account. If you don't, their email will disappear, and you can't retrieve it. For details, go to Migrate email with the data migration service.

### Transfer important files and data

You can only transfer files and data owned by the user. The person you transfer the data to becomes the new owner. Files that the user doesn't own aren't affected. Content that's not transferred to another user is deleted. Drive files owned by the user are deleted after 20 days but aren't accessible during this period unless you recover the user.

**Files that other users own are still accessible**: During the 20-day period, anyone with access to files in folders that other users own within the deleted user's folders can use Drive search to find them. After the 20-day period, these folders are automatically moved to their owners' My Drive, where they're also accessible using Drive navigation.

You can transfer files during user deletion or before you delete the user.

## Transfer data during user deletion

- If you're a super admin, you can transfer the files to another user. For details, go to Delete one or more users (below).
- You can include files that aren't shared with anyone. If you don't select this option, unshared files might be transferred if they're in a shared folder.
- Files in shared drives aren't transferred. Your organization owns these files, not users. For details, go to What are shared drives?.
- Data can't be transferred for a user on hold, regardless of the service that caused the hold.

## Transfer data before you delete a user

- Any administrator can transfer ownership of the user's Drive files, including files in shared drives, before the user is deleted. Learn more
- If you're a super admin and are deleting multiple users, you can export the users' data using the Data Export tool. Learn more
- You can let users export their own data:
  1. Allow Google Takeout for users. Learn more
  2. Have your users download their data. Learn more

## Related topics

- Options to preserve former employee data

Transfer shared calendars

The user's primary calendar is deleted after 20 days. Shared calendars aren't deleted. To transfer ownership of shared calendars, give another user permission to make changes and manage sharing on the shared calendar. For details, go to Share your calendar with someone.

Redirect email to another user

You can direct the user's email to another user or an email alias so that you don't miss important messages. For details, go to Redirect incoming messages to another email address.

Check if your G Suite Basic account is linked to a personal Google Account

If a user signed up for business email powered by G Suite with a personal Google Account, their Google Account was permanently linked to the business email account. All G Suite business email accounts have been updated to G Suite Basic. For details, go to Signed up for business email powered by G Suite?

**Warning:** If you delete the account of that user, they lose access to their personal Google Account. If they purchased a domain for the account through Google Domains, you can no longer manage the domain either. To retain access, you need to keep the user's account active and optionally use domain management sharing.

Transfer ownership of a class

Before deleting a teacher in Classroom, transfer their classes to other teachers. For details, go to Transfer ownership of a class.

Transfer Looker Studio assets

If the user created reports and data sources in Looker Studio, you can transfer the assets to another user. Choose one:

- Follow the steps in Delete one or more users below. When you transfer the user data in step 4, Looker Studio is an option under Data in other apps.
- Use the Data Transfer API.

Reduce security risks after the user leaves

Keep your organization's data safe by following best practices, like wiping the user's mobile devices, resetting their sign-in cookies, or revoking their security keys. For details, go to Maintain data security after an employee leaves.

## Delete one or more users

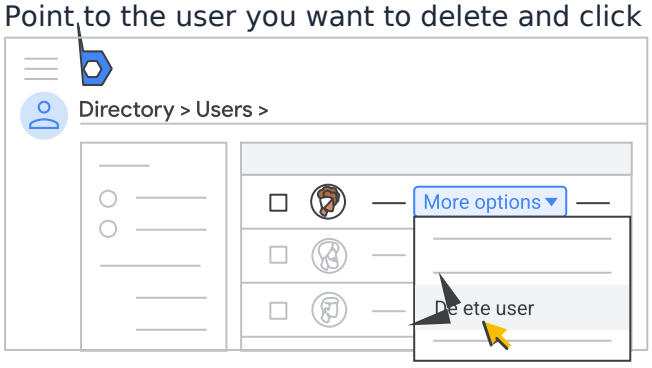
*You're seeing steps for deleting users at hvn.com.vn.*

1. Sign in to your **Google Admin console**.
   Sign in using your *administrator account* (does *not* end in @gmail.com).
2. In the Admin console, go to Menu > **Directory** > **Users.**
3. Choose an option:

Delete a single user

a. In the Users list, find the user. For details, go to Find a user account.

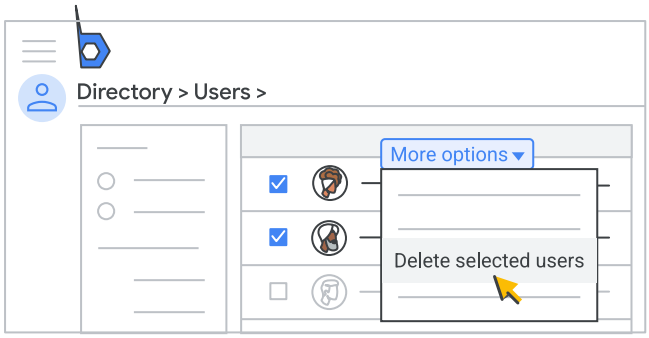
b. Point to the user you want to delete and click **More options Delete user**.




Delete multiple users

a. Check the box next to each user that you want to delete.
   **Tip:** If all users you want to delete belong to the same organizational unit, select it on the left to find the users more easily.

b. At the top-right corner, click **More options Delete selected users**




4. Depending on your privileges as an admin, choose an option:
   - **Delegated admins**—To confirm that you understand the impact of deleting the account, check the boxes.
   - **Super admins**—To transfer ownership of user content:
     - If you don't want to transfer the user's data, next to **Data in other apps**, select **Don't transfer data**.
     - If you do want to transfer the user's data:
       - Next to **Data in other apps**, select **Transfer**.
       - In the **Search for a user** field, enter the name or email address of the user to whom you want to transfer the files deleted user’s files.
       - Under **Select data to transfer**, check the boxes next to each option you want.

5. Click **Delete User** or **Delete Users**.

If you transferred data, the deleted user's account is suspended until the data transfer ends. After the transfer, the account is deleted and an email is sent to the user to whom the transferred files were sent.

## Delete self as admin or super admin

If you are an administrator or super administrator for your organization, you can’t delete your own account. You need to assign super administrator privileges to another user, and have them delete your account.

## Restore a deleted user

You can restore a recently deleted account for only up to 20 days. For details, go to Restore a recently deleted user.