

Remove Member

From the **Member List** in the Shared Vault, click the **More** button beside the Member in question.

A Context Menu displays.

Click the **Remove** link.

The screenshot shows the 'Members' page in a shared vault. The page has a navigation bar with 'Vaults', 'Send', 'Tools', 'Reports', and 'Shared vaults'. Below the navigation bar, there is a 'MyShared Shared vault' header and tabs for 'Vault', 'Members', 'Reports', and 'Settings'. The 'Members' tab is active. Below the tabs, there is a 'Members' section with a search bar and an '+ Invite member' button. The search bar contains 'Search members'. Below the search bar, there is a table with columns: 'All' (with a count of 2), 'Invited', 'Needs confirmation', 'Revoked', 'Name', 'Collections', 'Role', and 'Policies'. The table lists two members: 'Bdemo' (User) and 'DE' (Owner). A context menu is open for the 'Bdemo' member, showing options: 'Member role', 'Collections', 'Revoke access', and 'Remove'. The 'Remove' option is highlighted with a red box.

A **Remove Member Access screen** is displayed.



Remove Bdemo access

When a member is removed, they no longer have access to shared vault data and this action is irreversible. To add the member back to the shared vault, they must be invited and onboarded again.

Yes

No

Click **Yes** to **Remove the Member from the Shared Vault**. The member is removed from the Shared Vault.

Alternatively, click **No** to cancel the operation.

Note: similarly to the **Leave Shared Vault** function, this is only possible if the Member is not the last remaining member with Owner access.

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