

Remove Organization Members

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Remove a collaborator's access when they no longer need to work in your Atloria workspace. Keeping membership current helps protect workspace content and ensures that only the right people can use shared resources.

Overview

Organization membership controls who can participate in shared workspace activity. When a team member changes roles, leaves a project, or no longer requires access, you should remove them promptly rather than leaving unused access in place.

Start from the **Workspace Sidebar**, where you can access workspace-level actions. Use **Share with Team** to review the people who currently have access and locate the collaborator whose access should be removed.

Removing a member affects their workspace access, not the underlying content you and other authorized collaborators can still see. Before you remove someone, make sure their work has been handed over and that they are not the only person responsible for an important shared item.



Screenshot pending: The Workspace Sidebar with the Share with Team action highlighted.

Prerequisites

Before you begin, make sure that:

- You are signed in to the correct Atloria workspace.
- You have permission to manage workspace access.
- You know which collaborator needs to be removed.

- Any work owned or managed by that collaborator has been reviewed or reassigned as needed.
- You have confirmed that removing the collaborator is appropriate for the workspace, not just for one document.

Step-by-Step Instructions

1. Open the **Workspace Sidebar**.
2. Select **Share with Team**.
3. Review the list of collaborators shown in the sharing and access view.
4. Locate the collaborator whose workspace access you want to remove.
5. Open the available actions for that collaborator.
6. Select the option to remove the collaborator's access from the workspace.
7. Review the confirmation message, if one is displayed.
8. Confirm the removal.
9. Return to the collaborator list.
10. Verify that the removed collaborator is no longer listed as having workspace access.

 *Screenshot pending: The collaborator access list showing the member action menu and the removal confirmation prompt.*

Tips and Best Practices

- **Use the workspace sharing area for access changes.** Begin with **Share with Team** when you need to change who can access the workspace.
- **Do not confuse document cleanup with member removal.** The **Remove from Doc** action applies to a document-level task and is not the same as removing a collaborator from the organization or workspace.
- **Check for ownership and handoff needs first.** If the collaborator is responsible for important work, coordinate a handoff before removing access. This prevents the remaining team from losing context around active work.

- **Remove access as soon as it is no longer needed.** Prompt removal is especially important after role changes, contract completion, or employee departures.
- **Review workspace access regularly.** Periodically open **Share with Team** and confirm that the collaborator list still reflects your active team.
- **Use the correct workspace.** If you work with multiple workspaces, verify the workspace name in the **Workspace Sidebar** before making a removal. Removing access in the wrong workspace can interrupt a collaborator's work unnecessarily.
- **Keep notes outside the removal action when needed.** If your team needs to record why access was removed, use your established team process. The available action **Add any notes for the team...** may be useful for team context where applicable, but it should not replace an approved access-review process.

Related Pages

- [Share a Workspace with Your Team](#)
- [Review Organization Member Access](#)
- [Manage Workspace Roles and Permissions](#)
- [Remove a Collaborator from a Document](#)
- [Review Team Activity](#)

Troubleshooting

You cannot find Share with Team

Open the **Workspace Sidebar** and look for **Share with Team** in the available workspace actions. If the option is not available, you may not have permission to manage workspace access. Contact a workspace administrator for assistance.

You can see the collaborator but cannot remove them

Your role may allow you to view collaborators without changing their access. Ask an administrator with workspace access-management permissions to complete the removal.

You removed access but still see the collaborator's previous work

Removing a collaborator changes access; it does not automatically remove existing shared work or activity history. Review the workspace content separately and use the

appropriate content-management process if changes are required. Do not use **Remove from Doc** unless you intend to remove an item from a specific document.