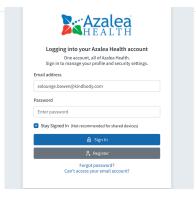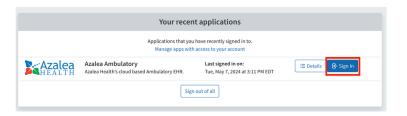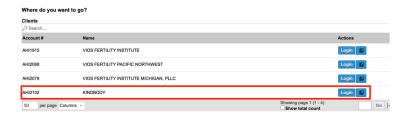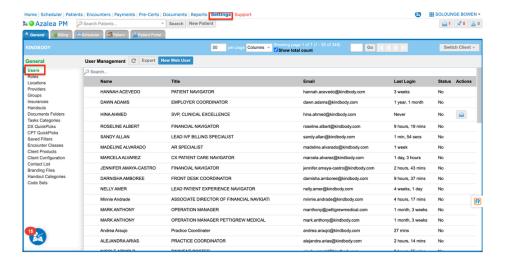# Off boarding: Azalea

1. Sign into Azalea

2. Click into Settings>User

3. Search for the user and click onto their profile. Select "**Remove Access**"