How to clean up the user permission from the site collection User Information list

There are couple of ways to clean up the user permissions completely from the site collection. Following are the steps.

**Using User Information List:** This requires your account to have Site Collection Admin rights. By going to user information list of site collection and finding out the user and removing the user permissions. You can go to the user information list by navigating to any SharePoint groups within the site collection and in the URL replace the group ID with zero. For instance here I am going to Members and the URL to the group is

/sites/SITENAME/\_Layouts/15/people.aspx?MembershipGroupID=42

In the URL replace group ID with 0 and hit enter and it should take you to all people and groups. The caveat here is that, it is hard to find the users going page by page, and moreover if there are more than 20,000 users the filter option will not work.

**Using Pnp-Powershell:** Powershell gives us the power and ease to find the users easily no matter how large the UIL is and also cleans up the permission fast. Below are the 4 lines of command to run in sequence. Please note that. It also requires SharePoint admin or Tenant Admin for the account to connect to admin tenant first. Your account need to have Site Collection Admin access to perform the user cleanup.

Step1: Connect to Pnp Online SharePoint admin url using SharePoint Admin or global admin credentials

Connect-PnPOnline -Url https://company-admin.sharepoint.com -UseWebLogin

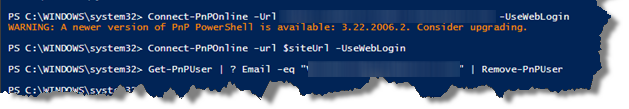
Step2: Connect to Pnp online SPO where the user needs to be cleaned up using site collection admin permissions

$siteUrl=https://company.sharepoint.com/sites/sitename

Connect-PnPOnline -url $siteUrl -UseWebLogin

Step3: Run the remove-pnpuser command by filtering using user’s UPN

Get-PnPUser | ? Email -eq "UserUPN" | Remove-PnPUser

Please note user UPN will be in form of emailID. In most cases it is email ID. 

Complete script:

$siteUrl = 'https://company.sharepoint.com/sites/sitename'

Connect-PnPOnline -Url https://company-admin.sharepoint.com -UseWebLogin

Connect-PnPOnline -url $siteUrl -UseWebLogin

Get-PnPUser | ? Email -eq "UserUPN" | Remove-PnPUser

Note:

-Replace variable $siteURL with correct site name

- Substitute correct tenant admin URL

- substitute correct user UPN