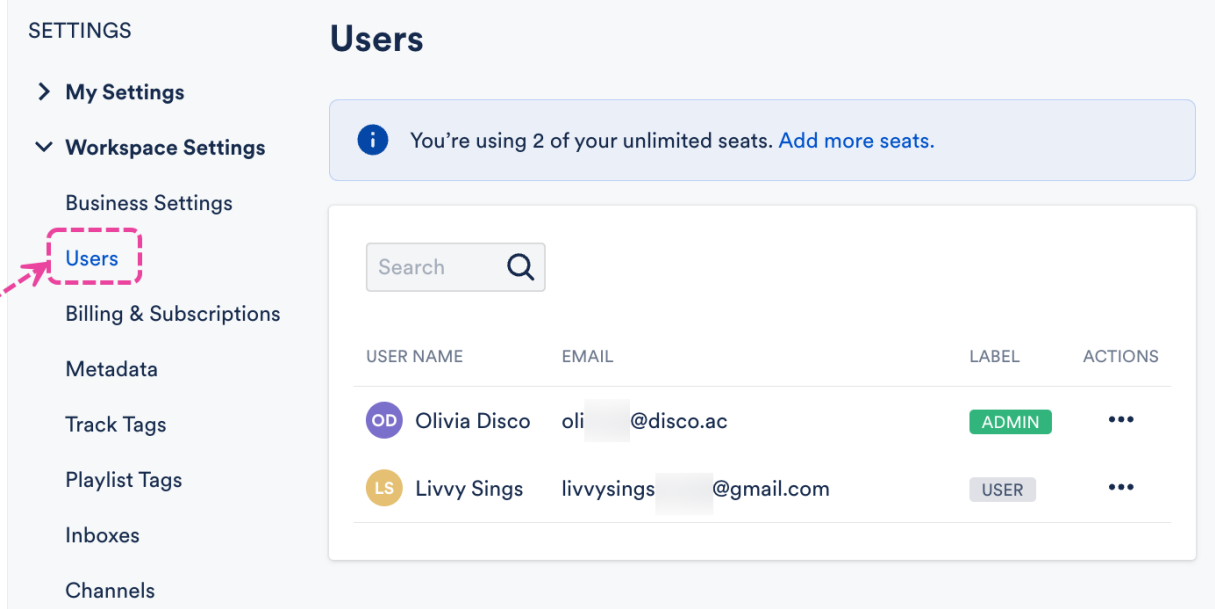
Managing Users in your DISCO

Last Modified on 09/07/2026 9:02 am PDT

You can invite **Users** to and remove them from your DISCO and manage their permissions within your account **Settings**.

At a glance

You can see a list of all Users in your DISCO from your account **Settings** under **Workspace Settings > Users**.



User permissions

There are two levels of user permission in DISCO: **Admins** and **Users**.

Admins

Each DISCO needs to have *at least one* Admin. For new DISCOs, the first user will be made an Admin, and they'll be responsible for assigning permissions to other Users.

There are certain actions that *only* Admins can perform. These include:

- deleting Users
- changing Users to Admins
- changing Admins to Users
- updating **Business Settings** (under **Settings > Workspace Settings**)
- requesting to delete the business (via **Business Settings**)

Users

Users can invite other Users and cancel invites.

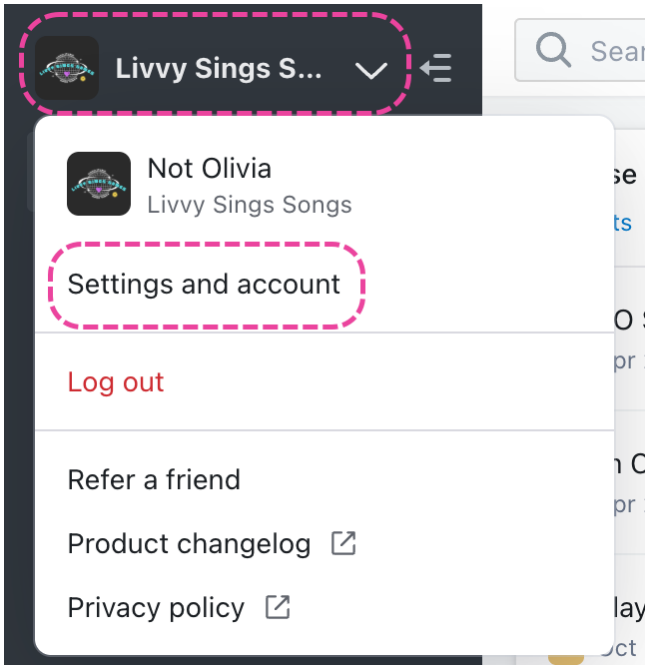
Changing User permissions

This can only be done by Admins and includes:

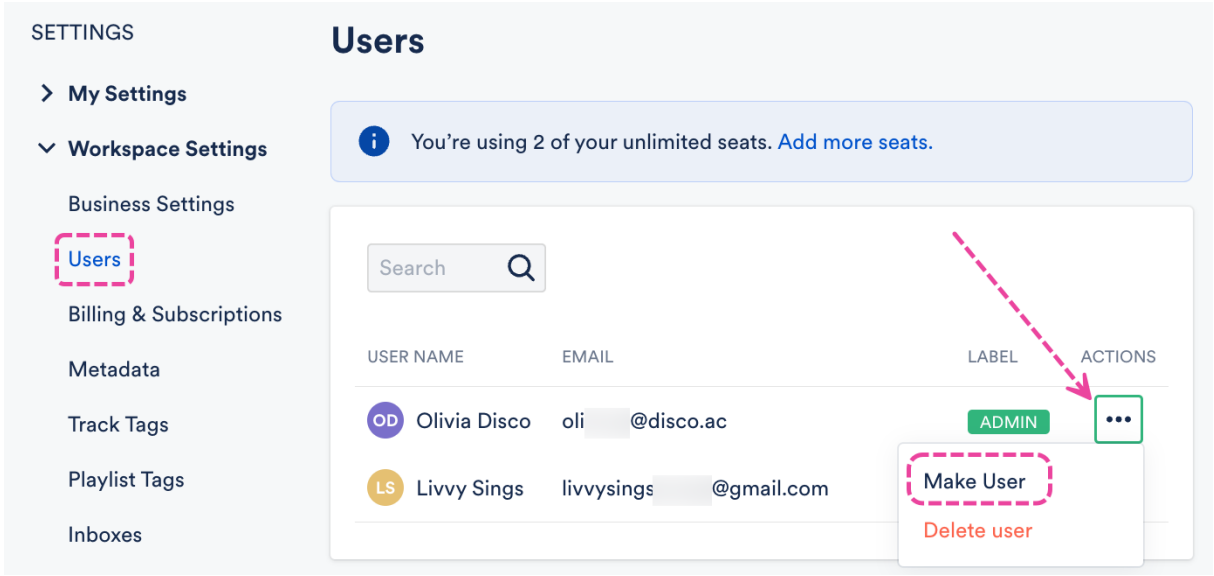
- changing Users to Admins
- changing Admins to Users

To do this:

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.

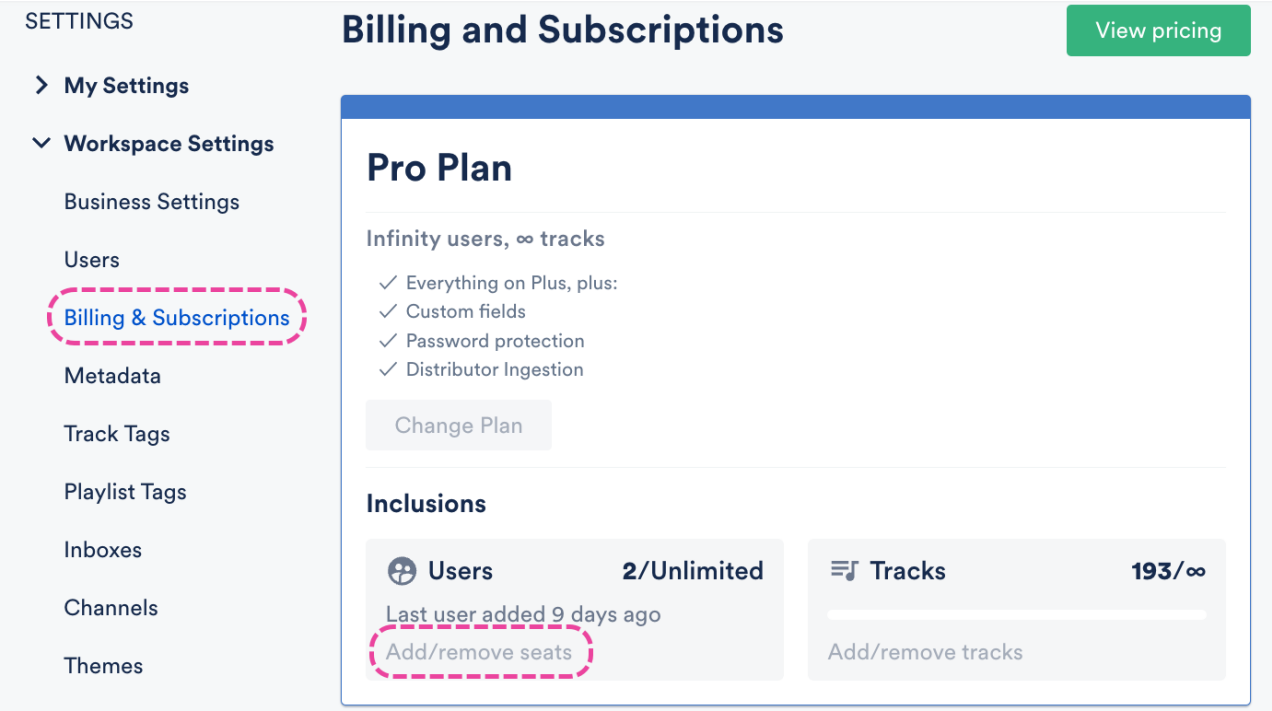


3. Under **Workspace Settings**, select **Users**.
4. Open the **Actions menu (···)** to the right of the User and select an option from the list: **Make Admin** or **Make User**.



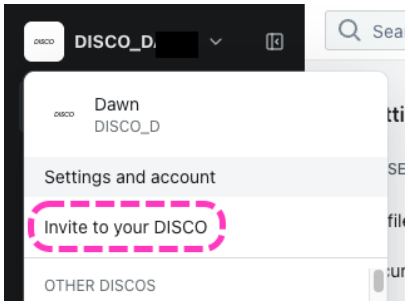
Inviting Users to your DISCO

Before inviting a User to your DISCO, make sure that you have enough seats added to your plan. You can add seats by clicking on your DISCO Business Name to open the menu **> Settings and Account > Workspace Settings > Billing & Subscriptions > Add/remove seats**.

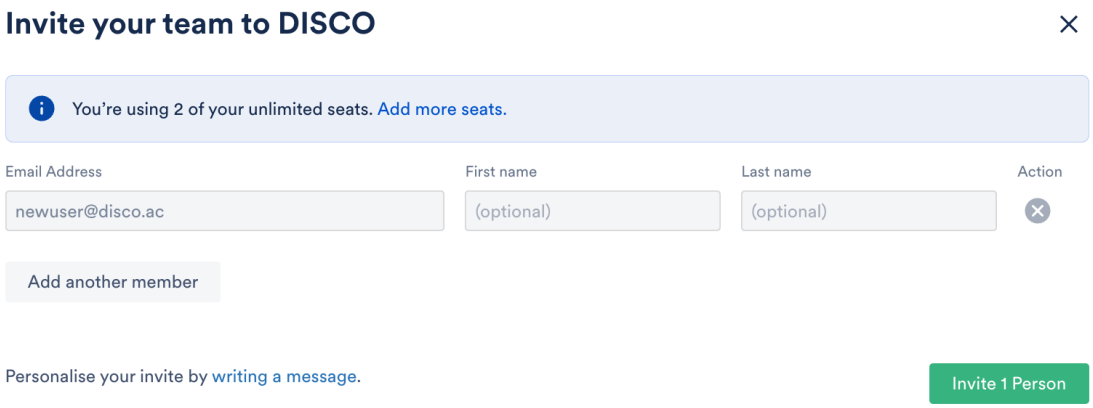


Once you've confirmed you have enough seats, follow these steps to invite a new User:

1. Click your name in the top-left corner of your DISCO and then click the **Invite to your DISCO** button.



2. This will open a window where you can enter the User's **Email Address**, **First name** (optional), and **Last name** (optional).



3. If needed, click the **Add another member** button to add multiple Users at once.

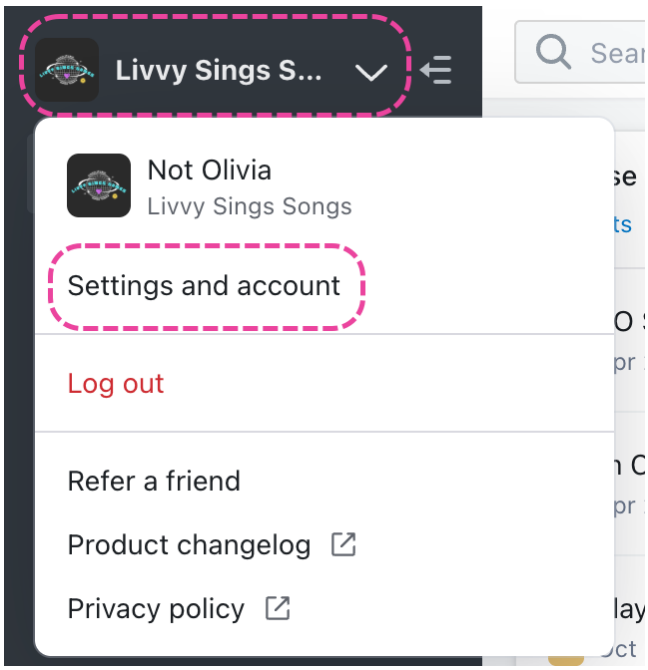
4. Click the **Invite** button.

Resending and cancelling User invites

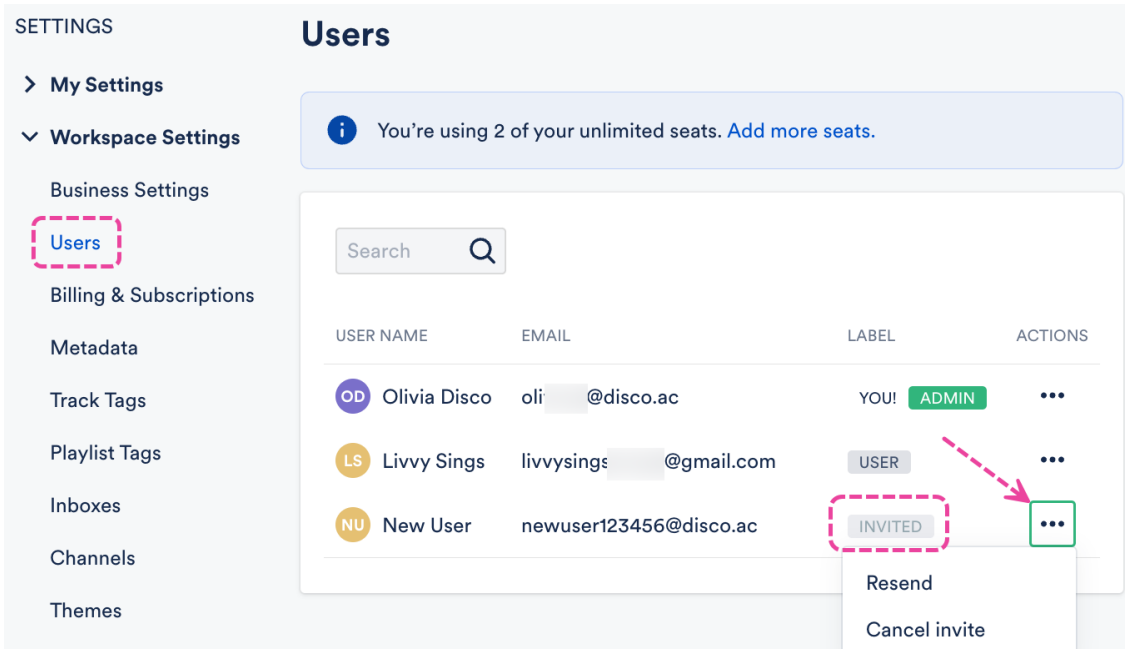
New Users are added to your DISCO when they click the link in the invite email and set up their accounts. Anyone in your DISCO (both Admins and Users) can resend or cancel invites.

To resend or cancel an invite:

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **Workspace Settings**, select **Users**.
4. Open the **Actions menu (···)** to the right of the User with the **Invited** label and select an option from the list: **Resend** or **Cancel invite**.

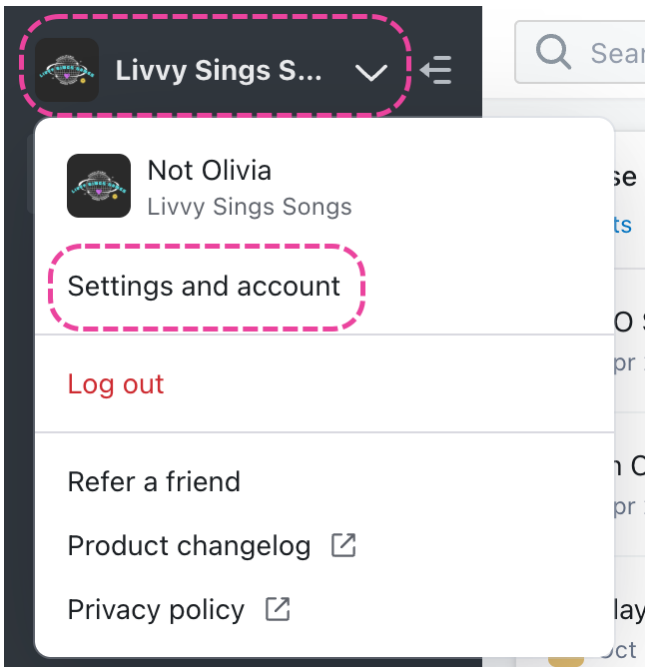


Deleting users

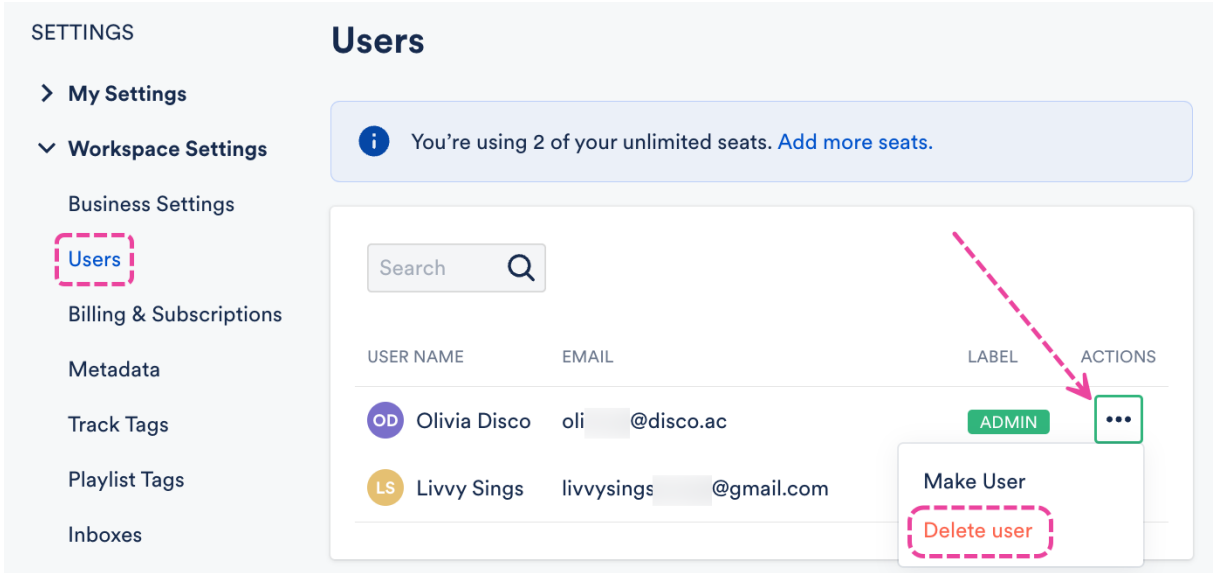
This can only be done by Admins.

To do this:

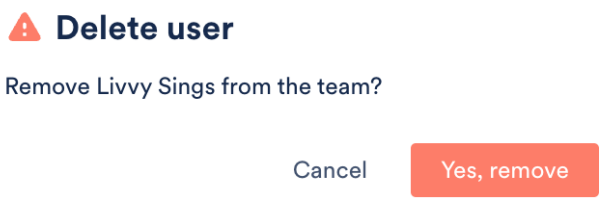
1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **Workspace Settings**, select **Users**.
4. Open the **Actions menu (···)** to the right of the User and select **Delete user** from the list.



5. A confirmation message will appear. If you're sure, click the **Yes, remove** button.



Once a user is deleted, parts of their account are transferred over to the Admin who deleted them:

- Their personal Inbox becomes a custom Inbox. The Admin who deleted them becomes a Manager of this Inbox, and it is only visible to them.
- Their content becomes a Channel. The Admin who deleted them becomes a Manager of this Channel, and it is only visible to them.
- The Admin who deleted them is also added as a Manager to all Channels that were previously owned or managed by the deleted User.