

Delete an author

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Authors with **Full Account Admin** permissions can delete other authors.

To delete an author:

1. Go to **Account > Authors**.
2. Find or search for the author you'd like to delete.
3. Check the box to the left of their name.
4. Select the **Delete** link above the author list.

Select the author you want to delete and select
Delete.

The **Author Delete** confirmation modal opens.

5. Once you've confirmed the author(s) listed are the ones you want to delete, select **OK** to finish deleting them.
6. If this author was listed as the author for any articles, we recommend updating those articles to have a new author:
 - Create a [Manage Articles filter](#) showing all articles with this author as the official author.
 - [Bulk edit](#) them to have a new author.

Once the author is no longer listed as an author for any articles, their name will disappear from the Author dropdown and filter fields.



Learn more

Refer to [What happens when I delete an author?](#) for more information.