This job aid enables users to delete their existing user account from the CORE application from their computer.

| Step |   | Description  |
|------|---|--|
| 1.   | Launch core.opentext.com and log in using your        | email address and password.                                  |
|      | <b>opentext</b> "   Core Share                        |  |
|      |   |  |
|      | Sign in   |  |
|      | Go Back<br>Sign Up                                    |  |
|      | Forgot Password                                       |  |
|      | OPENEET COME BRAKE HOWE SUPPORT                       |  |
| 2.   | In the upper left-hand corner, select your User N     | ame to reveal a menu. In the drop-down menu, select Profile. |
|      | User<br>Name b<br>DASHBOARD ( Upload ) ( New Folder ) | User<br>Name   |
|      | FILES FAVORITES                                       |  |
|      | ACTIVITY  | TAKE A TOUR  |
|      | SHARED  | ABOUT  |
|      | APPS  | DESKTOP CLIENT   |
|      |   | LEGAL  |
|      |   | LUG UU I   |

Delete User Account from CORE (PC Version) Effective: 02 2020

Step Description Within your user profile, select Account. Then, select Delete Account. 3. PROFILE INFO SETTINGS SECURITY ACCOUNT User Name DASHBOARD Account Holder: User Name Plan Details Plan Level: Personal Max File Size: 250 MB FILES 0 KB of 2 GB FAVORITES ACTIVITY SHARED APPS 000 骨 0 TRASH  $\square$ PERSONAL TEAM BUSINESS **ENTERPRISE** rrect for small teams who are king for advanced security and user controls Tailored for large organizations with business-ready integrations and conhisticated ECM. ireat for securely storing and sharing your files and collaborating with triands and tamily lly suited for companies look for an onramp to ECM and collaboration in the cloud. \$5 USD FREE \$10 USD **CONTACT US** DELETE ACCOUNT FREE TRIAL 2 GB Storage per User 250 MB File Size 50 GB Total Storage Unlimited Storage Unlimited Storage Full Text Search 2 GB File Size 5 GB File Size 10 GB File Size File Locking Microsoft Outlook® Integration User Management Version History Multiple Administrators ent Server Integrati Mobile Access External Collaboration Single Sign On (SSO) Two-Factor Authentication Mobile Remote Wine Metadata Microsoft Office Online In the pop-up confirmation window, check the check-box, then click **Delete**. 4. The system will automatically log you out and take you to the CORE log-in screen.  $\odot$ Are you sure you want to delete your account? You will no longer be able to log in to OpenText Core Share to access any files you currently have stored. CANCEL DELETE 6

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| You will receive a confirmation email from <u>notoification@core.opentext.com</u> stating: Y<br>Personal Account has been cancelled.<br>Your account has successfully been deleted. |
|---|
| Your account has successfully been deleted.   |
|   |
| To<br>Retention Policy FGE - 5 Tear Delete (Default) (5 years)<br>() If the ear problems with how this message is displayed, click here to view it in a web browser.                |
| CAUTION: This email was sent from an EXTERNAL source. Think before clicking links or opening attachments.*****  |
|   |
| Core Share account registered to  |
| Should you wish to sign up for an OpenText Core Share<br>account in the future, please visit<br>https://core.opentext.com/#/signup.   |
| If you have any questions regarding your account, please contact otcoresupport@opentext.com.  |