Owner/Manager Guide: Disabling Extension Acce

Admin · https://coreel.ai/help/owner-manager-guide-disabling-extension-access/

Owners and Managers can control whether users in the organization can use the Chrome extension.

Why Disable Extension Access

- Temporary compliance/security requirement
- Internal rollout pause
- Admin troubleshooting window
- Team policy change

How to Disable/Enable

1. Log in as **Owner** or **Manager**.
2. Go to **Settings**.
3. Find the extension access setting (organization-level control).
4. Toggle **Disable extension** (or re-enable when ready).
5. Save changes.

What Users Experience When Disabled

- Extension features are blocked for org users
- Users may see a message indicating extension access is disabled by admin
- Web app access continues based on role/tier/account state

Best Practice

Notify your team before toggling access so they know expected behavior and timing.