

Revoke Access to a Shared Workplace Passport



Remove a recipient's access without deleting your Passport. Use this when a manager changes or access is no longer appropriate.

i Before you start

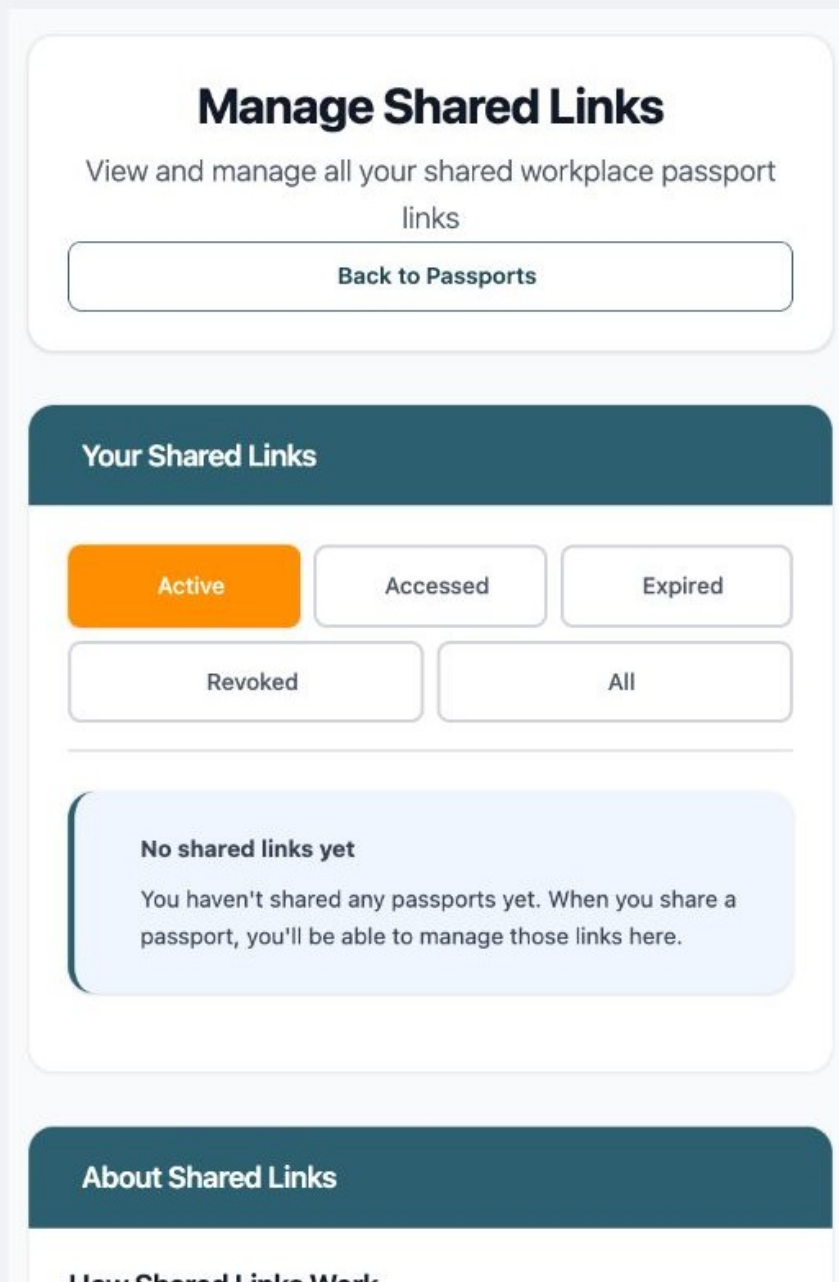
- Open the correct Passport.
- Identify the exact recipient whose access should end.

Important

Revocation stops future access but does not delete the Passport from your account. It cannot retrieve copies a recipient legitimately downloaded earlier.

Open your organisation's TryMosaic deployment using the link supplied by your employer. The screens may use your organisation's colours or logo.

- 1 Open the Passport and go to its sharing or access section.



2 Find the recipient and check their email address.

3 Select 'Revoke access' and read the confirmation.

4 Confirm the action.

5 Refresh the access list and confirm the recipient no longer has active access.

i Check your result

The recipient should be absent from active shares or clearly marked as revoked, while the Passport remains available to you.

! If something looks wrong

Stop before submitting or sharing. Recheck the selected Passport, recipient and entered information. If the problem remains, take a screenshot that excludes sensitive information and contact your TryMosaic administrator.

Guide version: 2 August 2026