

Excluding Users from an Action (EXCLUDE - Direct Input)

The EXCLUDE direct input field allows you to enter person-, group- or certifier names so as to exclude certain user(groups):

Examples:

Jane Boss/ACME

VIPGroup 999

*/Management/ACME

NOTE: Direct input and Access Definitions only supports multi-purpose and security groups, not mail only groups.

In case multiple Actions are to exclude the same users, you can either use (a) corresponding group(s) from the public addressbook, or create so called [Access Definitions](#) in the MC Configuration database for further re-use across multiple Actions.



NOTE: When checking EXCLUDE without selecting any Access Definitions and without supplying any direct input, all users who have the role [Admin] in the MC Configuration database will be excluded from the respective Action.