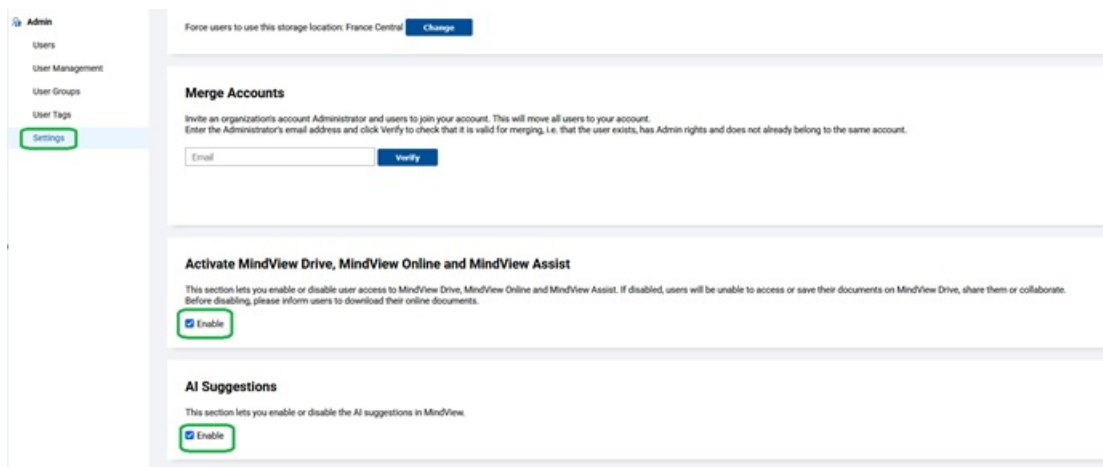


Disabling MindView online services (and AI) through the admin portal

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This document explains how to disable MindView online services and AI for your customer account (requires Admin permissions).

1. Log into <https://accounts.matchware.com>.
2. Go to **Admin > Settings**.
3. Scroll down to **Activate MindView Drive, MindView Online and MindView Assist** and uncheck **Enable**.
4. Scroll down to **AI Suggestions** and uncheck **Enable**.



The screenshot shows the Matchware Admin portal interface. On the left is a navigation menu with 'Admin' at the top, followed by 'Users', 'User Management', 'User Groups', 'User Tags', and 'Settings' (which is highlighted with a green box). The main content area has a header 'Force users to use this storage location: France Central' with a 'Change' button. Below this are three sections:

- Merge Accounts**: Includes instructions to invite an administrator and a 'Verify' button next to an 'Email' input field.
- Activate MindView Drive, MindView Online and MindView Assist**: Includes a note about disabling access and a checked 'Enable' checkbox (highlighted with a green box).
- AI Suggestions**: Includes a note about disabling AI suggestions and a checked 'Enable' checkbox (highlighted with a green box).