

Editing or deleting user groups

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To edit a user group, go to *Profile* in the lower section of the left navigation bar. Click on *Your Organization*, then on *User Groups*.

To add and remove members from a group, click on the blue expanding caret to the right of the group name.

USER GROUPS

[+ Create User Group](#)

CivicScientists - T-Mobile



On the next page, you may select new roles for group members and add new members to the group. You must use the *Update User Group* button before changes are in effect.

USER GROUP

[Cancel](#)

[Delete Group](#)

[Update User Group](#)

User Group Name:

| Name | Not a Member | Member | Admin |
|----------|----------------------------------|-----------------------|----------------------------------|
| Everyone | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |

You may also delete the group altogether by using the *Delete Group* button. If you do so, you'll see this modal.

DELETE USER GROUP?



Please confirm that you want to delete user group:

Example

[Cancel](#)

[Delete](#)

If you click *Delete* on the modal, the group will be deleted. It cannot be recovered. Any assets shared through the group will no longer be accessible to the former group members.