# Editing User Groups in IS1

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To edit a user group, go to *Settings* in the top navigation bar, then select *Account* followed by *User Groups.* Select the group you want to edit from the list.

On the next screen, you'll see the name of the group, a link to go *Back to User Groups* that will take you back to the list of all user groups, and a field where you can rename the group if you like. Below those items is the *Membership* list. First, there's a default list, *Everyone*, that includes all the users in your account. Next, you'll see a list of all the users in your account with their group roles.



To add people to your group, select either *Member* or *Admin* next to each person's name. Please be aware that anyone who is a group admin can edit the group's name, add and remove users, and even delete the group.

To remove a user, select *Not a Member* next to their name.

At the bottom of the list of users is a *Save* button that you'll need to use for your changes to take effect. If you change your mind, use the *Cancel* button.

Below those two buttons is *X Click here to delete this user group.* Please be aware that there's no way to undo the deletion of a group.