Deleting a user group

03/21/2025 3:04 pm EDT

To delete a user group, click *Profile* in the *Advanced* section of the left navigation bar. Next, click *Your Organization* followed by *User Groups*. You will see a list of your account/organization's user groups. To delete a group, click on the expanding caret to the right of the user group's name. In the image below, the last group's caret is outlined in yellow.

Profile		Logged in as a second
Your Account	Your Organization	
Basic Information Users	USER GROUPS	+ Create User Group
User Groups	Product	
Default Settings	Sales	
	Manual Test Group	•

To remove the user group, click *Delete Group*.

USER GROUP User Group Name:	Cancel Delete G	oup Update	Update User Group	
Name	Not a Member	Member	Admin	
Everyone	0			
	0			
	0			
			0	

DELETE USER GROUP?

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Please confirm that you want to delete user group: **Example**

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