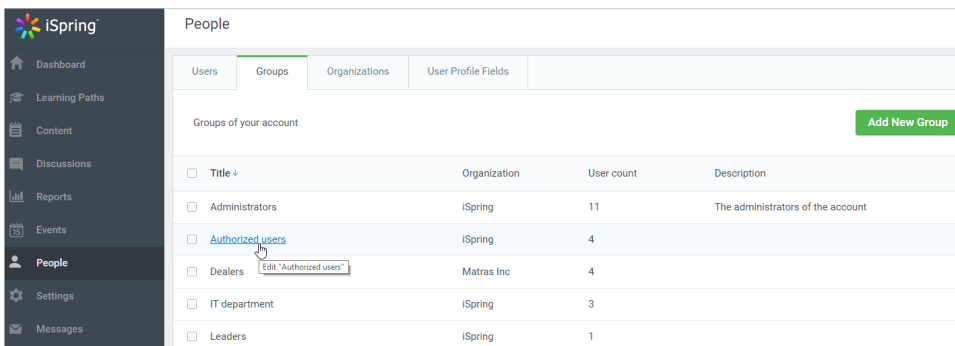


# Editing Groups

To edit a group:

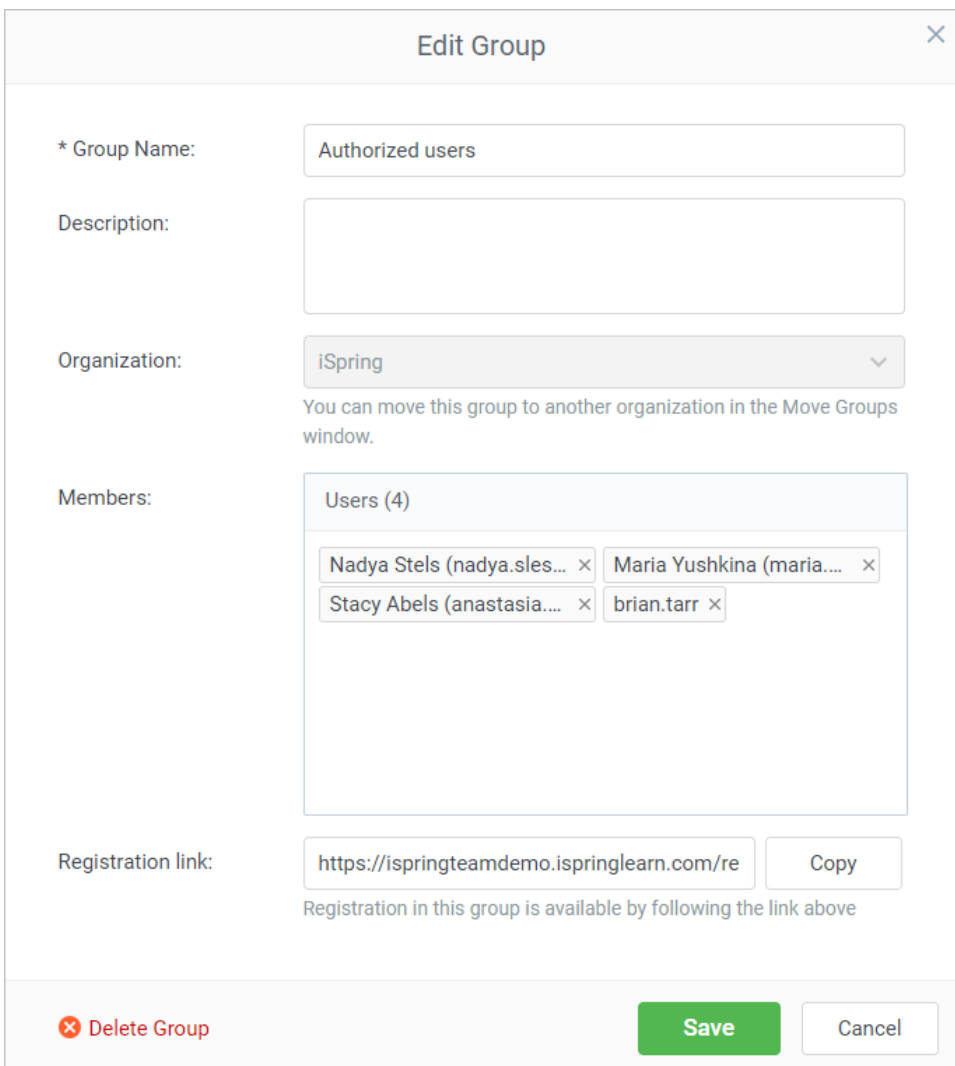
1. Go to the **People** section of the admin portal and open the **Groups** tab.



The screenshot shows the iSpring admin portal's 'People' section with the 'Groups' tab selected. A table lists the groups of the account. The 'Authorized users' group is highlighted, and a tooltip indicates it can be edited.

<input type="checkbox"/> Title +	Organization	User count	Description
<input type="checkbox"/> Administrators	iSpring	11	The administrators of the account
<input type="checkbox"/> <a href="#">Authorized users</a>	iSpring	4	
<input type="checkbox"/> Dealers	Matras Inc	4	
<input type="checkbox"/> IT department	iSpring	3	
<input type="checkbox"/> Leaders	iSpring	1	

2. Now, you can rename the user group, change its description, add new members, and copy the link to the group. Also, here you can completely [re move the group](#).



The 'Edit Group' modal is shown with the following fields and options:

- \* Group Name:** Authorized users
- Description:** (Empty text area)
- Organization:** iSpring (Dropdown menu)
- Members:** Users (4)
  - Nadya Stels (nadya.sles... x)
  - Maria Yushkina (maria.... x)
  - Stacy Abels (anastasia.... x)
  - brian.tarr x
- Registration link:** <https://ispringteamdemo.ispringlearn.com/re> (Copy button)
- Registration in this group is available by following the link above
- Buttons:** Delete Group (with red X icon), Save (green button), Cancel (white button)

Under the **Groups** tab, you can [move a group to another organization](#).