## **Editing Group Name**

To edit a group name:

1. Open the **Users** section, then go to the **Groups** tab.

** ispring learn		Q Search	Q 4 🌡
ĥ	Manage Users	Crauma	
E	Users	Groups	🔞 New Smart Group
	Roles	entire group instead of each individual user.	
0)	Departments	Title ↑	Users
<u> </u>	Groups 🖑	Business Services	8
000	Sign up Profiles		
ì		Direct Sales	7
D		O Interns	9
لنم		Product Training	0
ģļģ			
		Product Training	47
Π		SMM	8

2. Select the group and click **Rename Group** in the upper menu.

<b>‡ ispring</b> learn		Q Search	Q 4 🌡
ĥ	Manage Users	0	
▣	Users	Groups	유 New Group
<b></b>	Roles	entire group instead of each individual user.	
0)	Departments	😑 Selected: 1 🔿 View Users यून् Rename Group 🗊 Delete	
č	Groups	O Business Services	8
000	Sign up Profiles		0
Ĩ		Direct Sales	7
		nterns	9
?			
		Product Training	0
		Product Training	47
Π		SMM	8

Or, just click on the group name and click Rename Group.

‡;is	pring learn	Q & 🔒
ĥ	← Group Members	
Ш		
	Direct Sales	Rehame Group
ĉ		
o00	Q Search	Add Users
i	User Name 🔱	Status Department
j¢¢	Earl Miller	Technical services My Company > Product Development
	Harry Evans	Engineering My Company > Product Development
	Julie Gibson julie.gibson	Engineering My Company > Product Development

3. In the Rename group window, enter the new title and click Rename.

← Group Me	mbers			
E	Business Se	ervices		🎤 Rename Group
		Rename group	×	
Q Search	Name:	Business Services for Beginners		Add Users
User Name				
Earl M		Rename	Cancel	opment
Harry E	vans	Engineering My Company	> Product Devel	opment

4. The group name will be updated.

🔆 is	spring learn	Q Search	Q 4 🌡
ĥ	Manage Users	0	
Ľ	Users	Collect your learners together to quickly	റ്റ് New Group
<b></b>	Roles	manage the entire group instead of each individual user.	
0)	Departments		linere
<u> </u>	Groups	The T	Users
000	Sign up Profiles	Business Services for Beginners	8
ĩ		Direct Sales	7
?		O Interns	9
ģģ		Product Training	0
		Product Training	47
		SMM	8