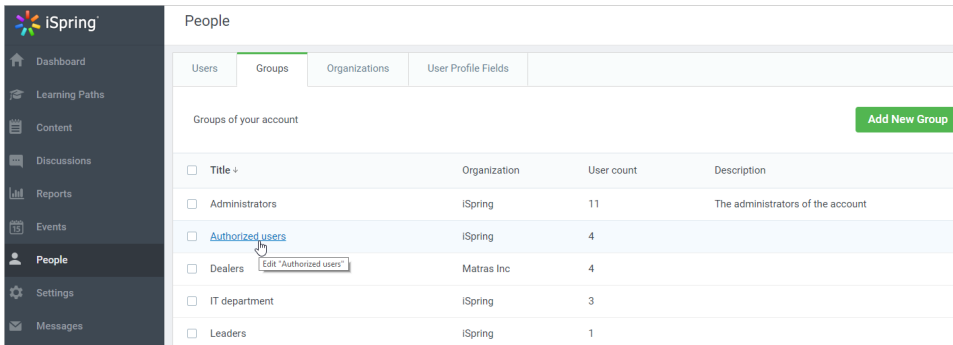


# Editing Groups

To edit a group:

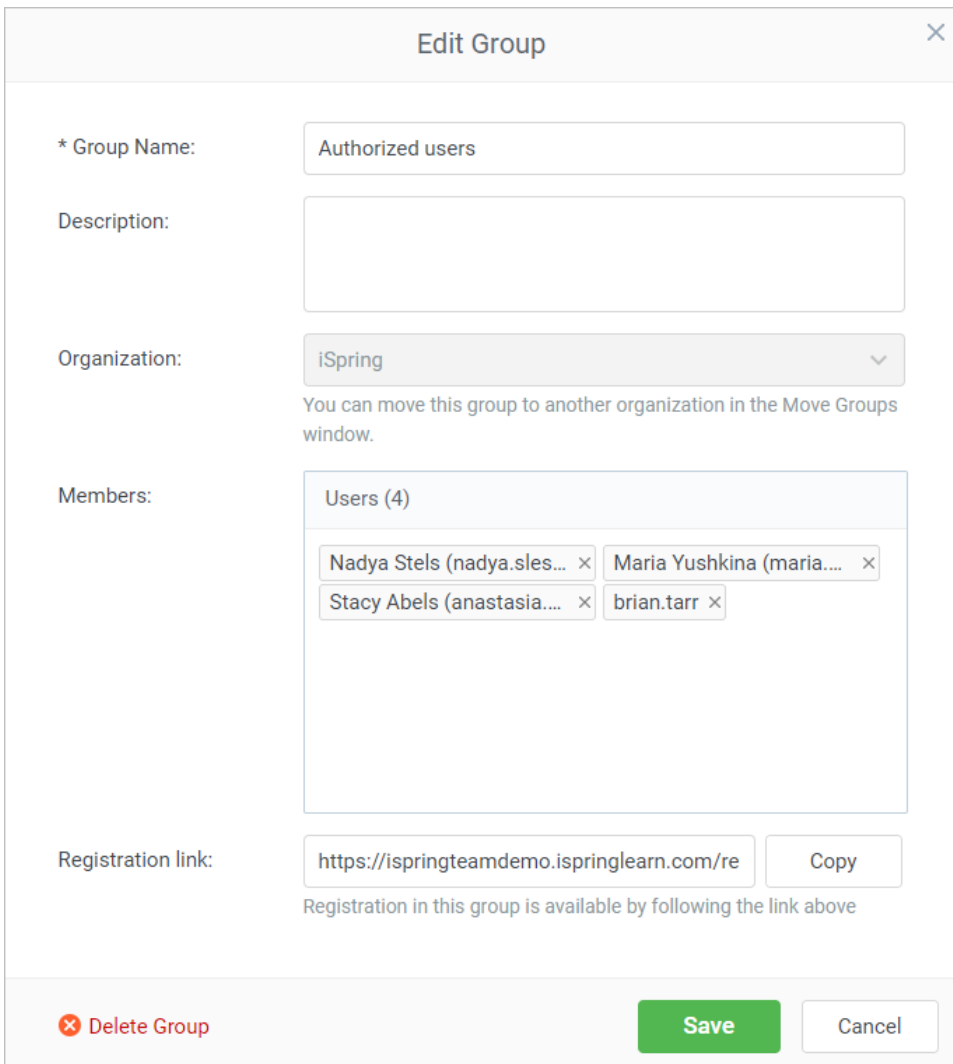
1. Go to the **People** section of the admin portal and open the **Groups** tab.



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' dialog box allows for editing the 'Authorized users' group. It includes fields for the group name, description, organization, and a list of members. A registration link is also provided, along with buttons to delete, save, or cancel the changes.

**Edit Group**

\* Group Name:

Description:

Organization:

You can move this group to another organization in the Move Groups window.

Members:

Registration link:

Registration in this group is available by following the link above

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