Deleting a Group

When a security group is no longer needed, you can delete it from the Group Administration dashboard. Groups cannot be deleted from 25Live unless they are "empty" with no users. If the group you wish to delete still has users, move all users into another group first.

How to Delete a Security Group

1. Sign in to Group Administration

2. Locate and Select One Group

- Browse to a group or use the Keyword search to find the group you want to delete.
- Select one group. (Only one group can be deleted at a time.)

3. Click the Delete Button

Click Confirm.

[™] 25Live	Group Administration	⑦ <u>Help</u>
Group Administration () Search by Group Enter Keyword X	Copy Delete	Configure
Viewing 22 of 22 groups (1 selected) Select or Deselect All Except Sys Admin Group	Select One or More Groups	
Group Name Approver - Conference Services	Description	
Image: Select the group you want to remove and click Delete.		

4. (Optional) Repeat Steps to Delete Additional Groups