

# Edit or Delete a User Group

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## Overview

An Administrator can make changes to a user group or delete a user group. A user group organizes users into specific groups based on their organizational role (e.g., Employee, Management, etc.). Adding users to a user group allows an Administrator to assign multiple users within a user group to a role by assigning the user group to a role instead of manually assigning a role to each user.

If your organization uses LDAP, adding or removing users on a user group will need to be done from LDAP. If changes are made in Resolver, any changes will revert during the next LDAP sync.

## User Account Requirements

The user account you use to log into Resolver must have Administrator permission to access the **Admin Overview** screen.

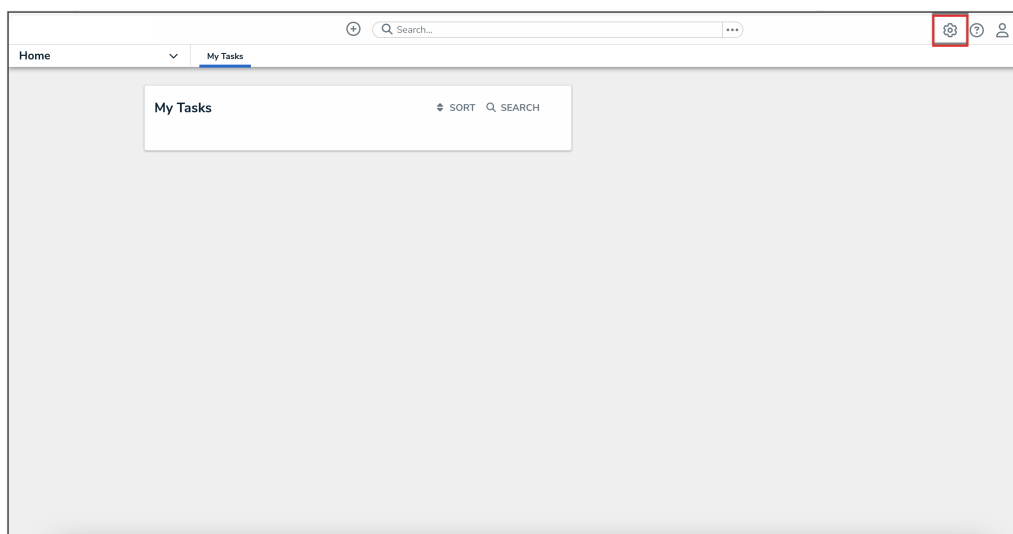
## Related Information/Setup

Please read the [User Group Overview](#) article for more information regarding user groups.

Please read the [Configure & Run the LDAP Sync Tool](#) article for more information regarding LDAP.

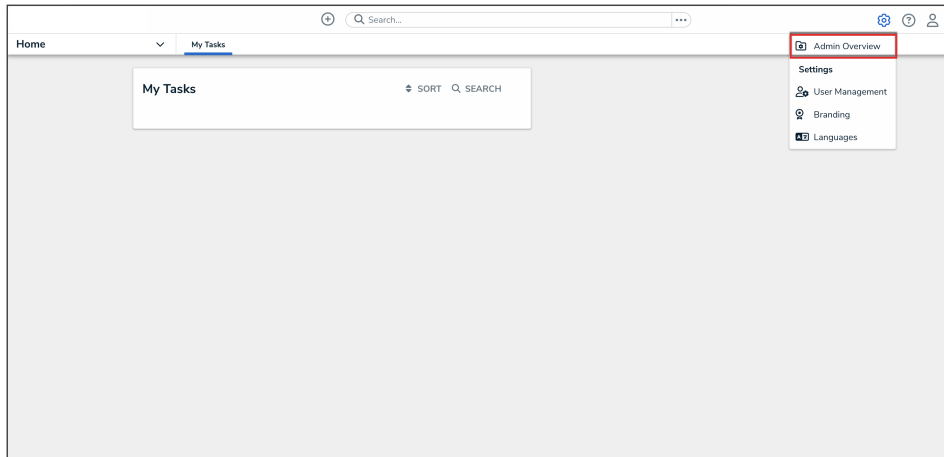
## Navigation

1. From the **Home** screen, click the **Administration** icon.



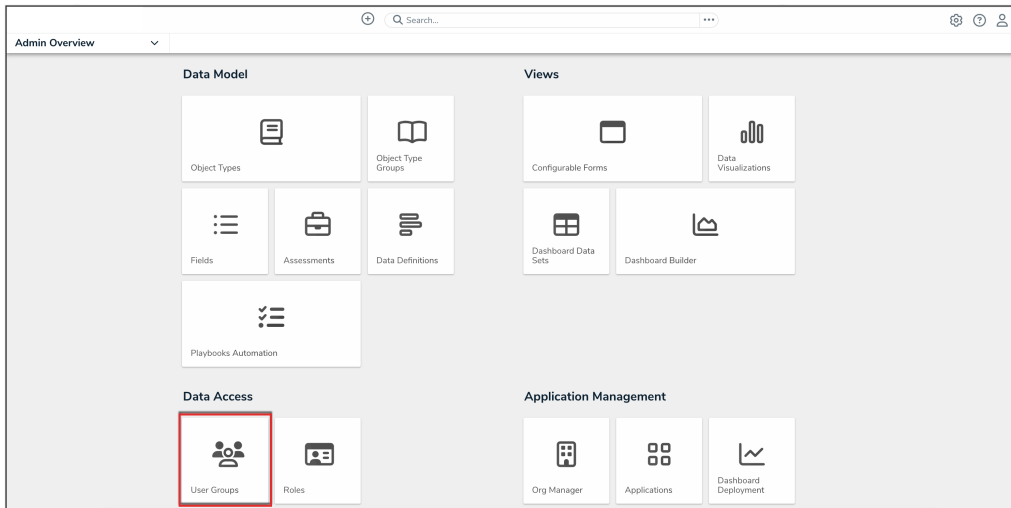
*Administration Icon*

- From the **Administrator settings** menu, click **Admin Overview**.



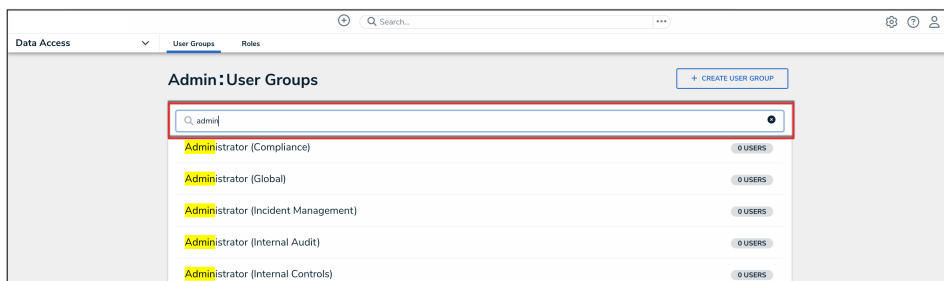
*Administrator Settings Menu*

- From the **Admin Overview** screen, click the **User Groups** tile under the **People** section.



*User Groups Tile*

- From the **User Groups** screen, enter a user group name or keyword in the **Search** field.

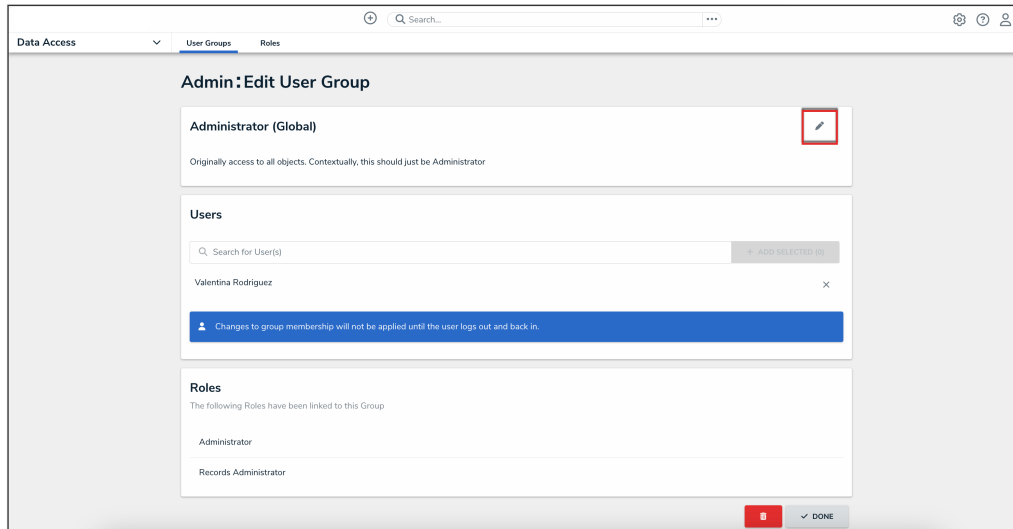


*User Groups Screen*

- Click the name of the user group that you want to edit or delete.

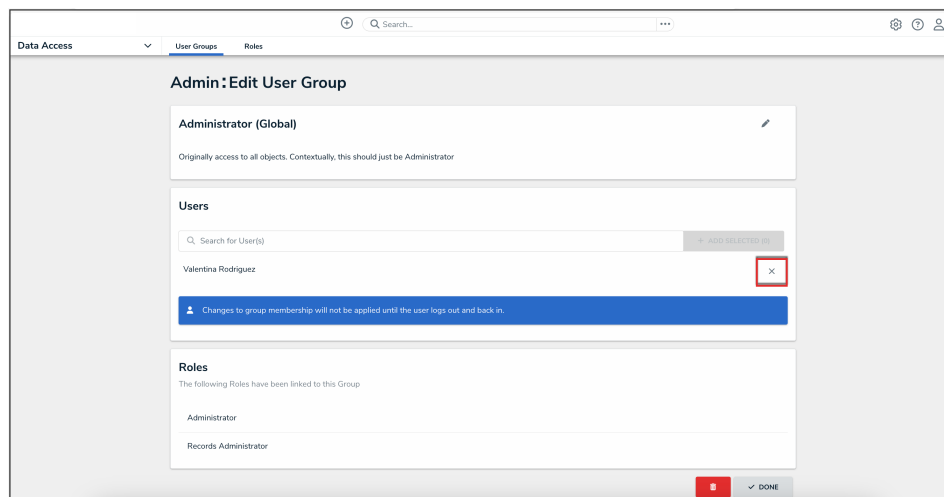
## Editing a User Group

1. From the **Edit User Groups** screen, click the **Edit** icon to edit the user group's **Name** and **Description** fields.



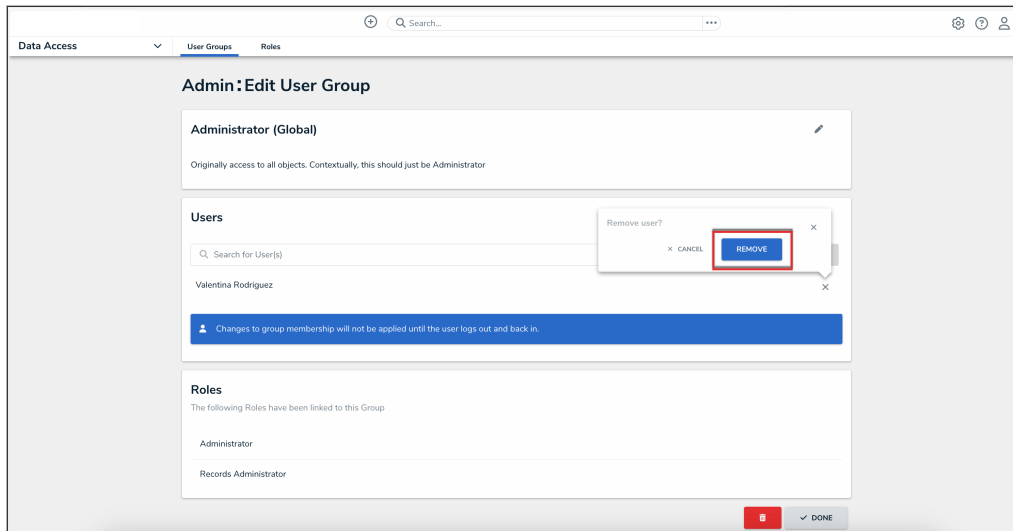
*Edit Icon*

2. From the **Users** section, you can add users to the user group. Please read the [Add a User to a User Group](#) article for more information.
3. To remove a user from the user group, click the **Remove** icon beside the user's name.



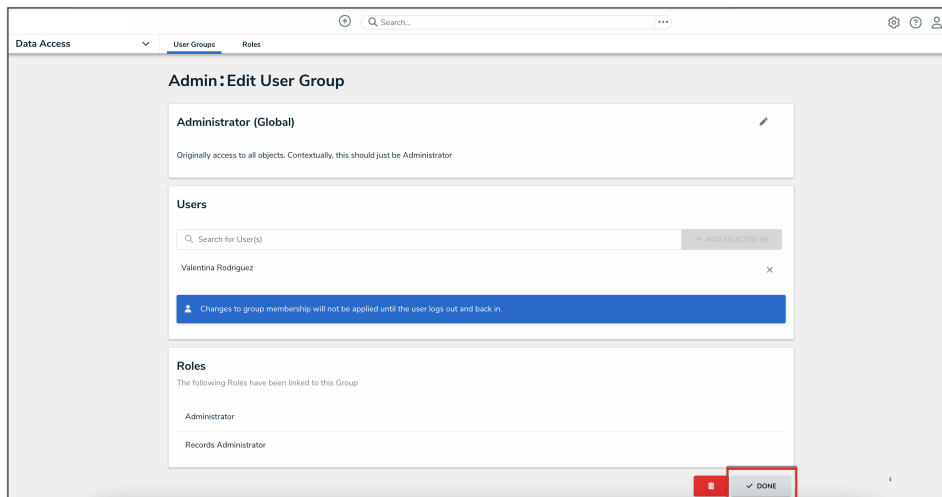
*Remove Icon*

4. Click the **Remove** button from the **Remove user?** pop-up.



*Remove Button*

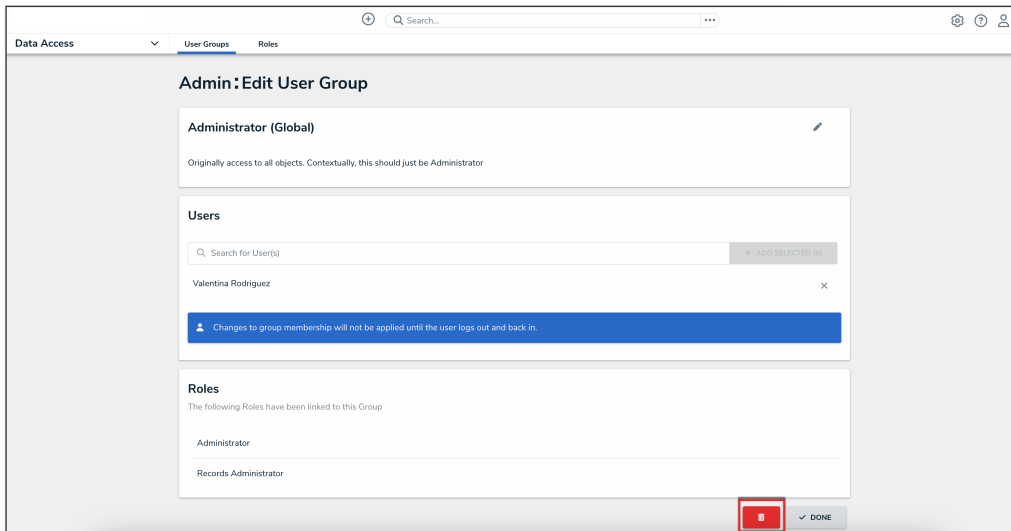
5. Click the **Done** button to save your changes.



*Done Button*

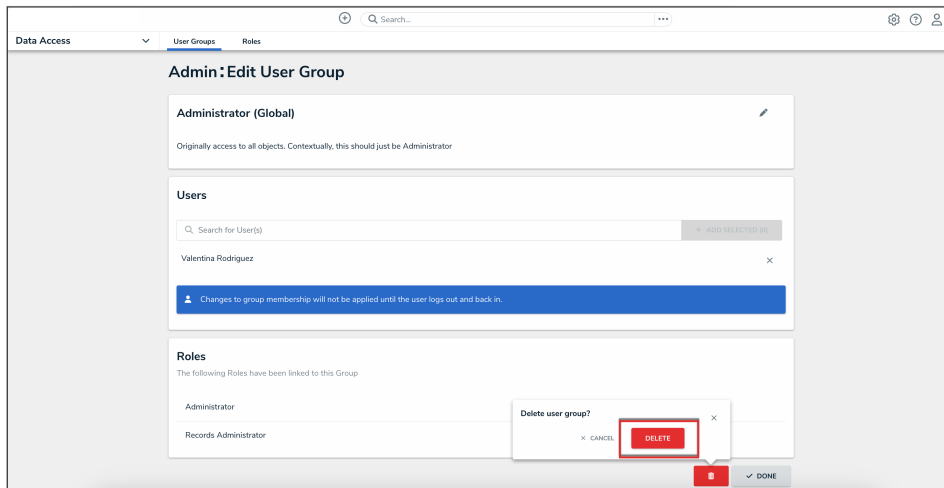
## Deleting a User Group

1. From the **Edit User Group** screen, scroll to the bottom of the screen and select the **Delete** icon.



*Delete Icon*

2. Click the **Delete** button from the **Delete user group?** pop-up.



*Delete Button*