Add or Remove Group Members

Last Modified on 08/14/2024 11:43 am EDT

- 1. From your **Dashboard**, select the **Manage Groups** tab.
- 2. Locate the desired Group.
- 3. Under the Actions column, select View/Edit.
- 4. Select the trash can icon on the row of the user you want to remove.
- 5. Select **Edit** to add new users to the group.

