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How to change or remove a group from the group categories

Ron M. - 2023-02-24 - Community Groups

You are able to unassign a group from a <u>Group Category</u> at any time.

Changing/Removing a Group from a Group Category:

- 1. Click **Groups** or the **People** icon on the left menu.
- 2. Click the View button for the group you would like to adjust.
- 3. Click **Settings** near the top right. This will display the group's settings page.
- 4. In the Basic Information section, click the **Edit** button.
- 5. Using the **Group Category** drop down, select a new Group Category. You could select **No Category** to have the group be assigned to no category or **All** to assign the group to all categories.
- 6. Click Save when done.

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