



High Ground University

How to Edit a User's Groups

In this video you will learn how to edit a single user's groups.

By hovering over "users" and clicking on "view users" you can search for the user that you'd like to edit. I'll search for this user by First Name. Once you've found the user in question, select "dashboard" on the right-hand side of the screen - the dashboard icon is a little man holding a green arrow.

Click on this icon to display the user's contact information. At the bottom of the screen you will also find the user's groups listed. From here you simply need to click on the red minus sign on the right to remove the user from a group. If you'd like to add the user to a group, simply click on the dropdown box on the left and then select the group you'd like to move them into. Click the disk to save your work. Remember - users can be members of multiple groups at the same time.

Thanks for watching! If you have more questions, please feel free to contact our Customer Success Team at support@highgroundsolutions.com.