



Delete group

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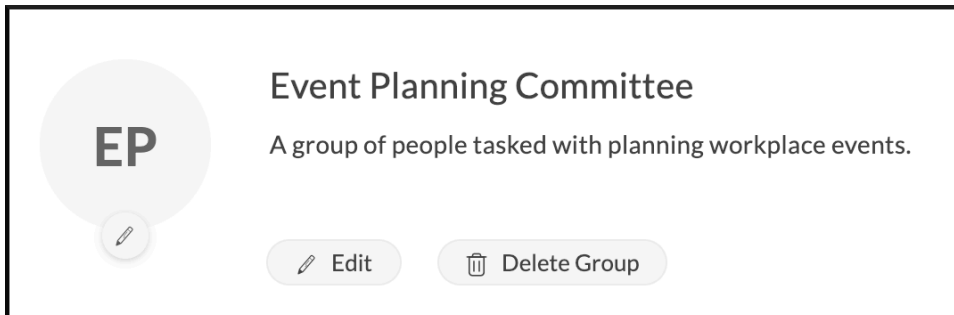
Prerequisites

Permissions required to perform this action :

- Delete group

Delete group:


1. Sign in to [Zoho Directory](#) , then click **Admin Panel** in the left menu.
2. Go to **Groups**, then click the group you need.
3. Click **Delete Group**.



4. If you're deleting a department, you can choose to move the users in the department to a new department. To reassign the department:
 - Click **Reassign department** in the window that pops up.

- Choose which department to move the users to, then click **Assign and Delete**.

Delete Group



5 users currently belongs to the department **Marketing**

Reassign all 5 users to a new department before deleting?

[Reassign department](#) ^

Choose department *

SA Sales x

Assign and Delete

Cancel

5. If you're deleting a collaboration group, click **Delete** in the window that pops up.