Zoho Corporation
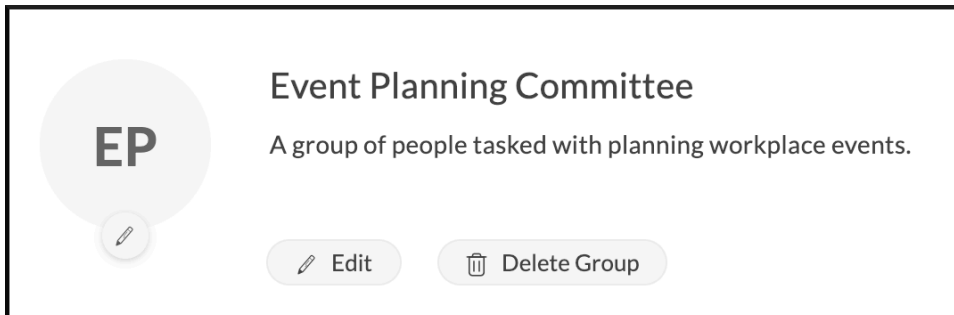
Delete group

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**.

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