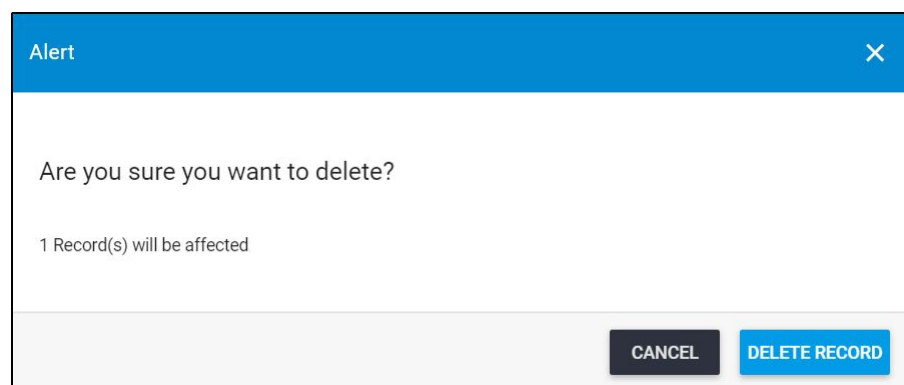


## Delete user group

To delete a user group, follow these steps

1. Select the group you want to delete by following any of these methods:
  - Select “Delete Record” from the Actions menu next to the group you want to delete,
  - Click the checkbox on top of the records to select all the groups then click the **Delete** button,
  - Click the checkbox(es) next to the groups you want then click the **Delete** button,

The following message appears showing the number of selected records:



2. Click **Delete Record** to confirm deleting the group. Its status changes to “Inactive”.  
You can activate the group by following the steps mentioned in “[Activate user group](#)”.