

Deleting a Collaboration Group

To delete a collaboration group

1. Click **Groups**.
2. Click **Manage Collaboration Groups**. The Manage Collaboration Groups page displays existing collaboration groups at the top.
3. Click **Edit** corresponding to an existing collaboration group. The collaboration group information panel opens at the bottom of the page.

New Collaboration Group

Add

Name*

Description

User

Add

Login Name

Delete

Delete

Save

Cancel

4. Click **Delete**, and confirm the deletion. The system removes the collaboration group from the list.