

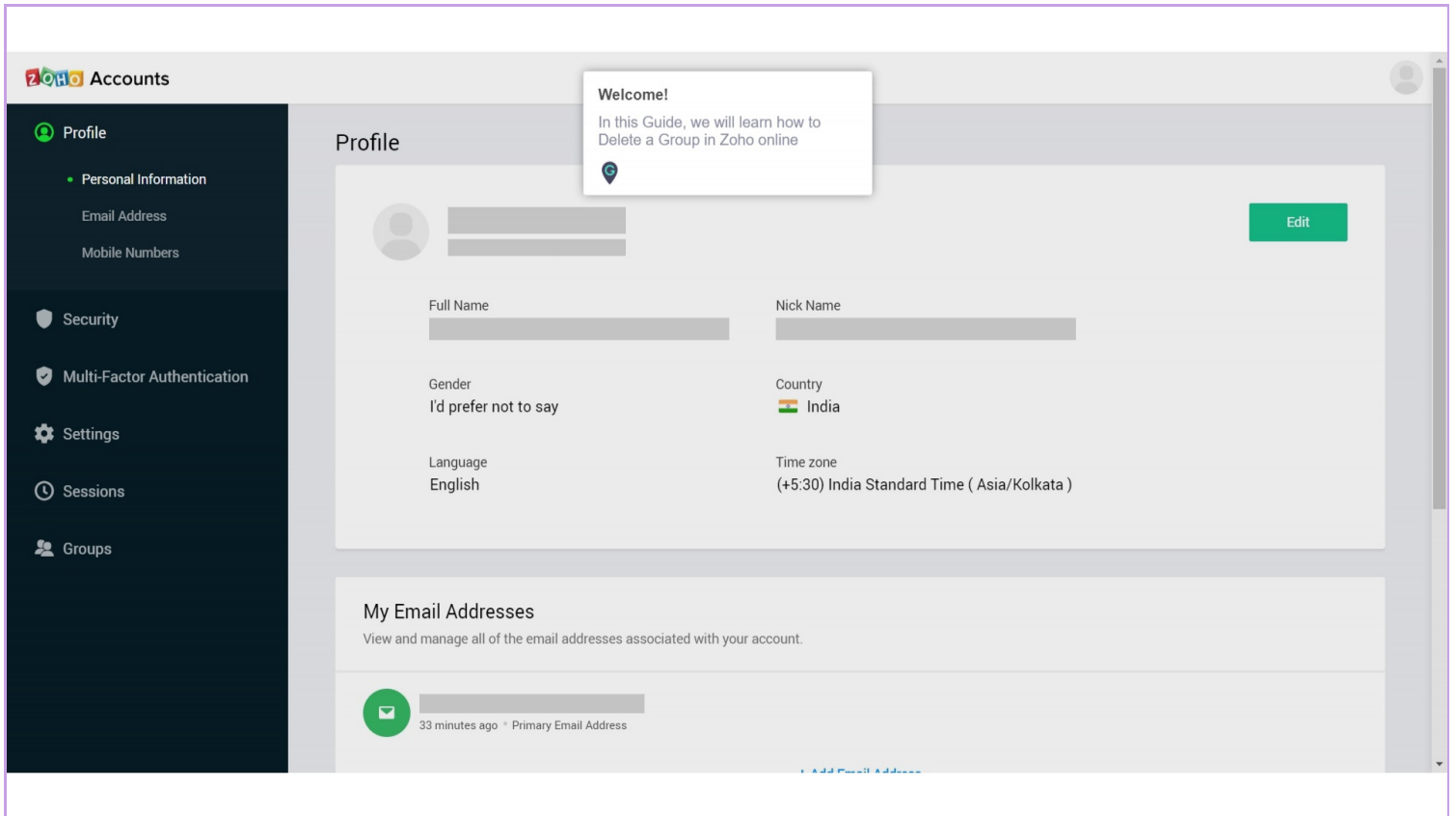


How to Delete a Group in Zoho

Step: 01

Welcome!

In this Guide, we will learn how to Delete a Group in Zoho online



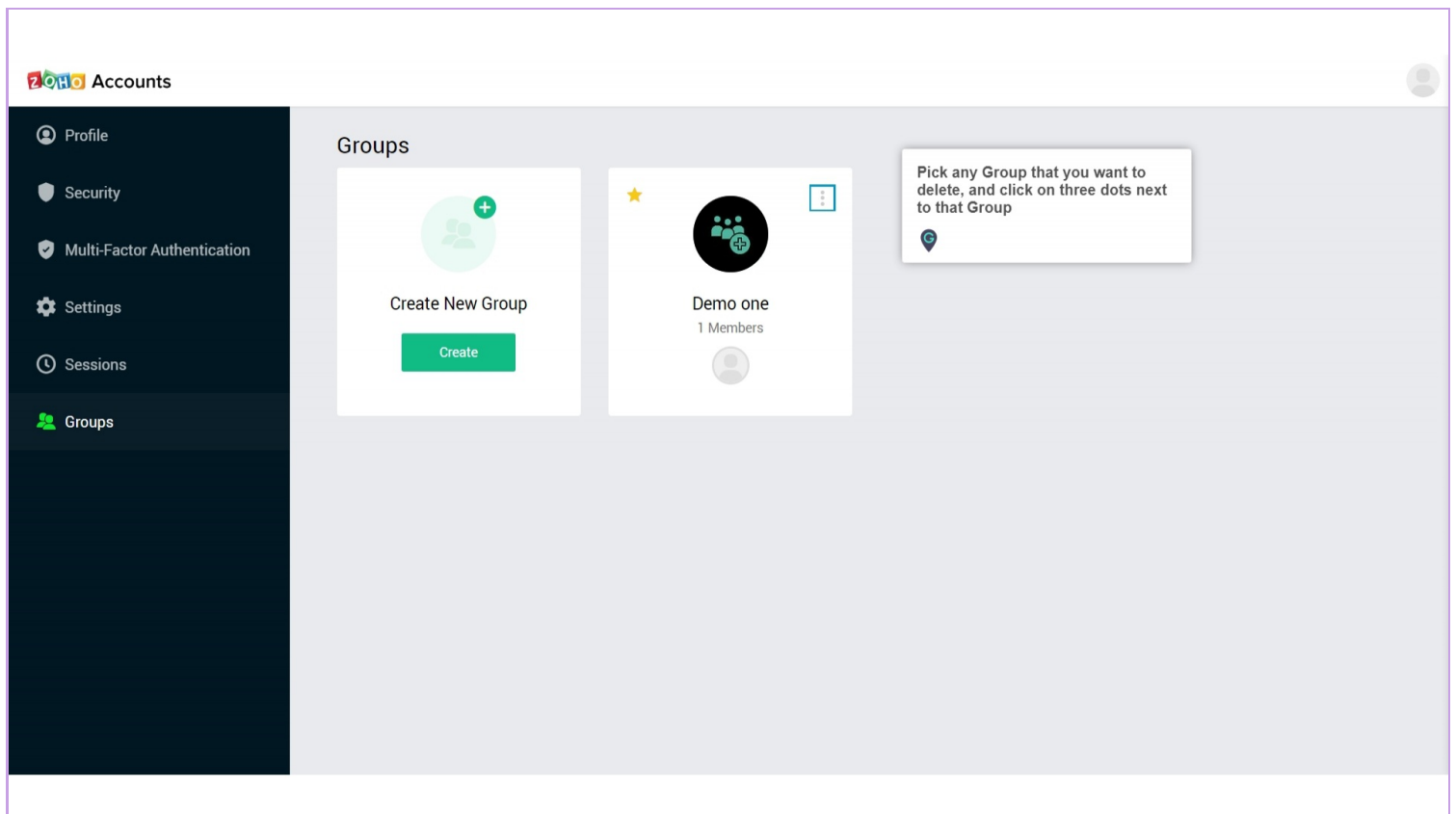
Step: 02

Click on "Groups"

The screenshot displays the Zoho Accounts user interface. On the left is a dark sidebar menu with the following items: Profile (with a sub-menu for Personal Information, Email Address, and Mobile Numbers), Security, Multi-Factor Authentication, Settings, Sessions, and Groups. The 'Groups' item is highlighted with a blue bar. The main content area is titled 'Profile' and contains a user profile card with an 'Edit' button. The profile card lists the following details: Full Name, Nick Name, Gender (I'd prefer not to say), Country (India), Language (English), and Time zone (+5:30 India Standard Time (Asia/Kolkata)). Below the profile card is a section titled 'My Email Addresses' with a sub-header 'View and manage all of the email addresses associated with your account.' and a red envelope icon. A white callout box with a blue location pin icon points to the 'Groups' menu item in the sidebar, containing the text 'Click on "Groups"'. At the bottom right of the profile card, there is a blue link that says '+ Add Email Address'.

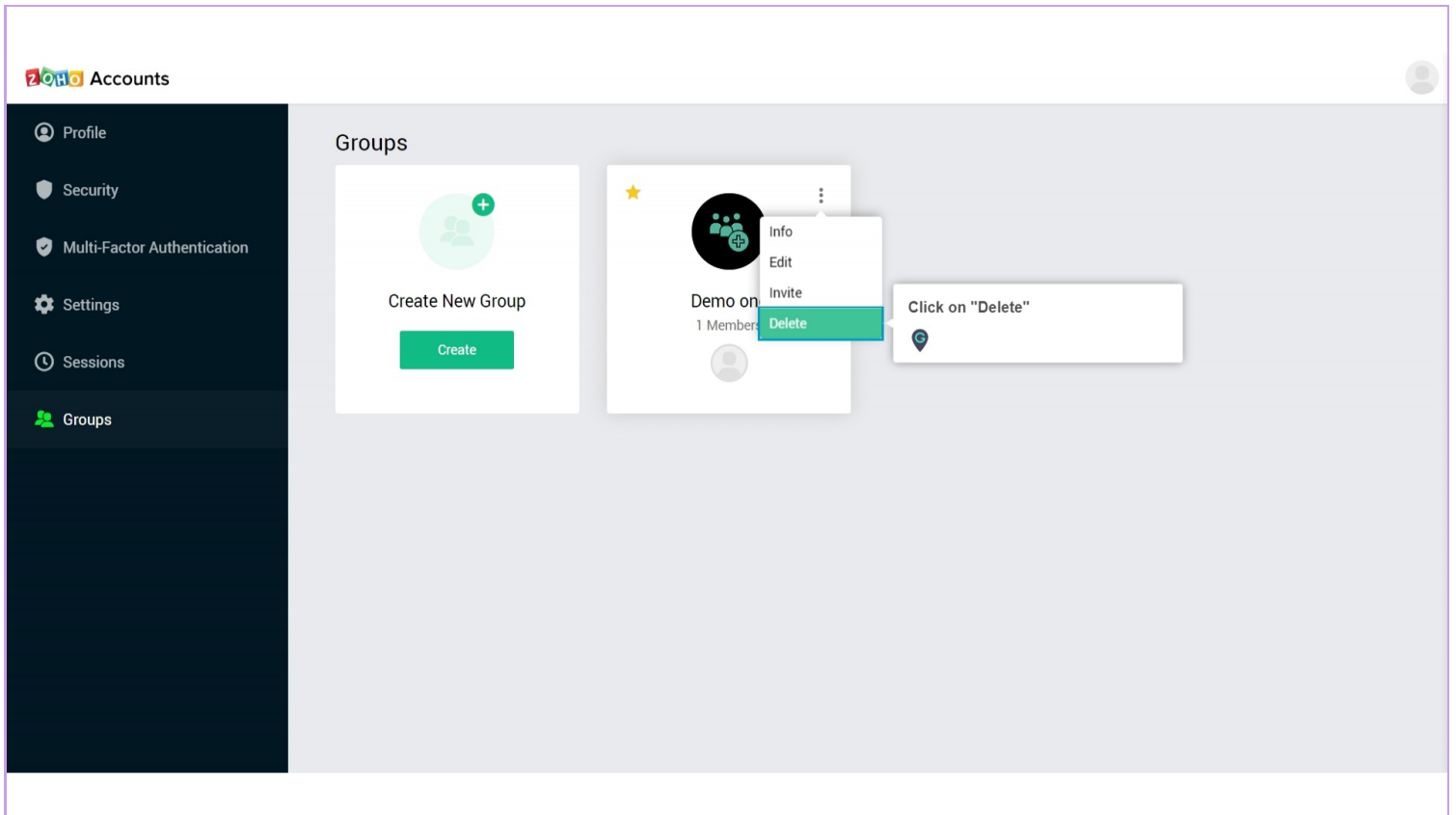
Step: 03

Pick any Group that you want to delete, and click on three dots next to that Group



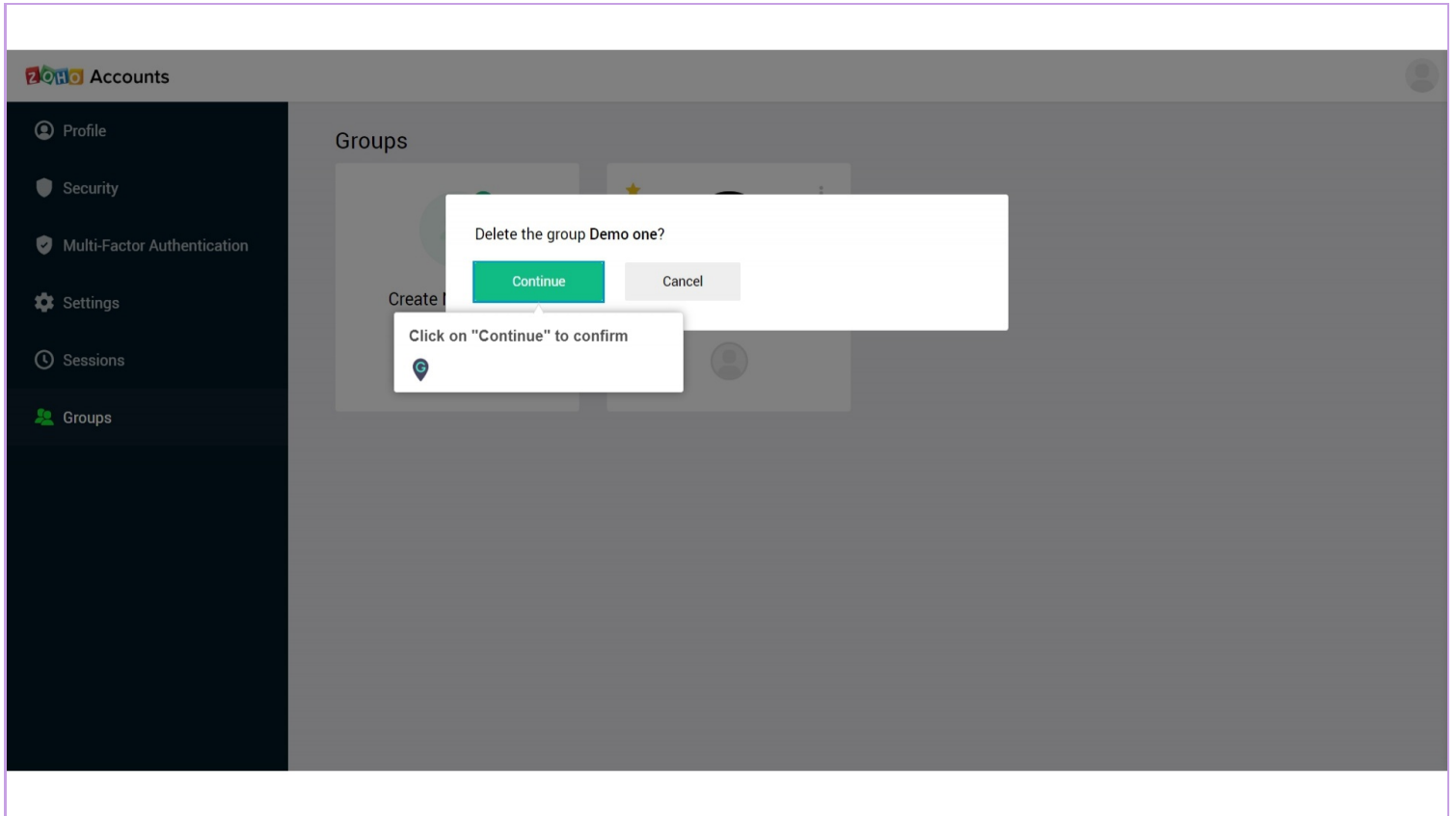
Step: 04

Click on "Delete"



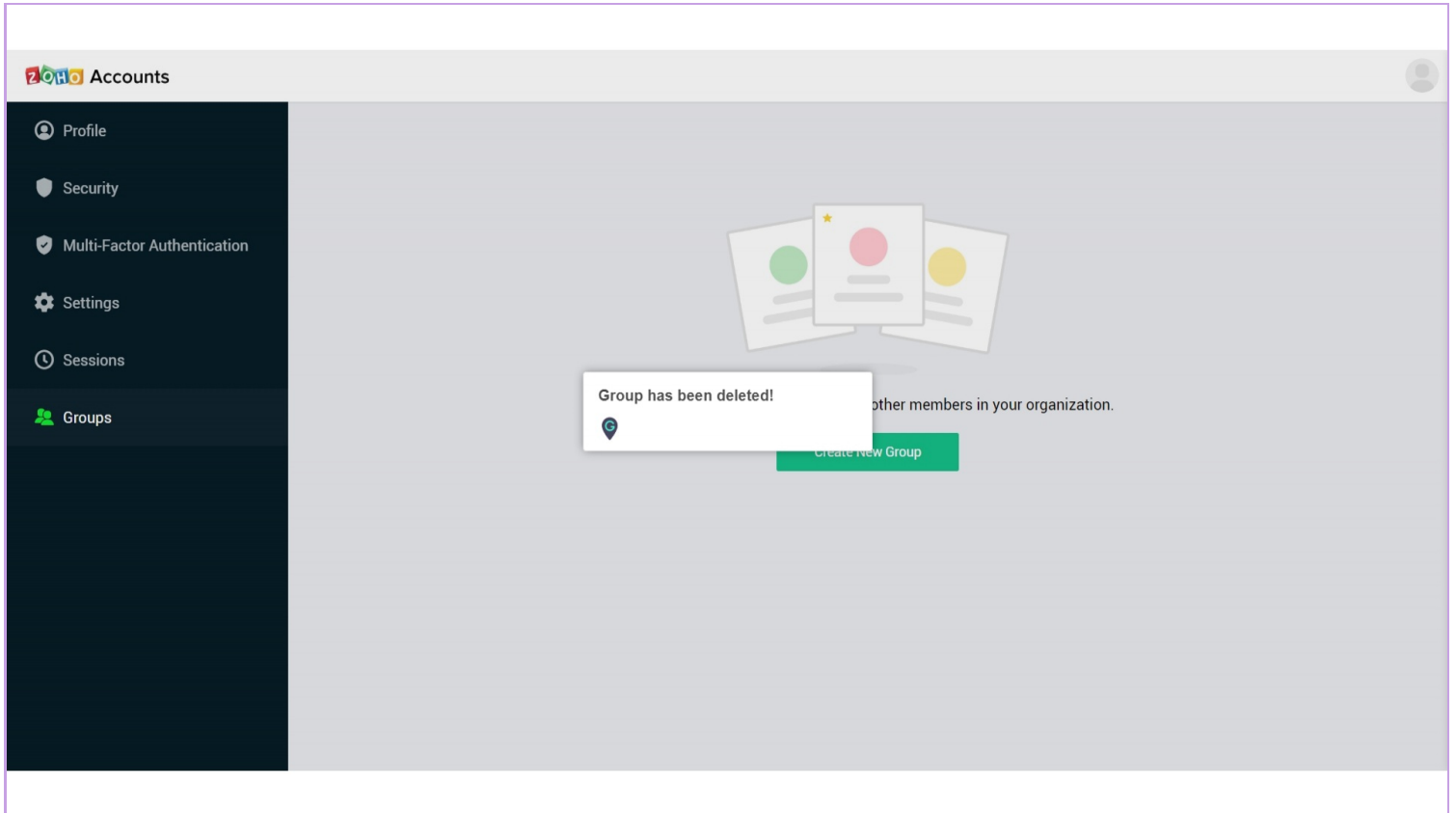
Step: 05

Click on "Continue" to confirm



Step: 06

Group has been deleted!



Thank You!

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