

Edit group details

Update descriptions, access, meetings, visual identity and contacts from the group page.

6 min · Available with the Manage groups permission · 2026-09-21

Before you begin

- ✓ Open an active group within your management scope.
- ✓ Prepare the text and contact details you need to update.

1 STEP 1 OF 4 · 1 MIN

Open the correct group

Open Groups, select the group and check the name, description, place and time shown in the header. These details help you avoid changing the wrong group.

The group must be active; you need Manage groups or responsibility for this group. An archived group has no editing controls.

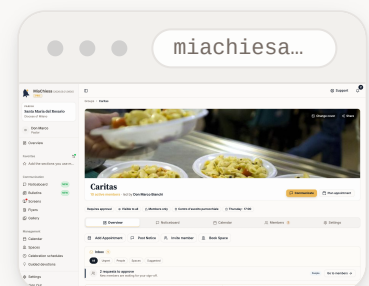


Fig. 1 Check the group and its summary details before opening settings.

2 STEP 2 OF 4 · 2 MIN

Review the settings

Select Settings. General information contains descriptions, the welcome message and category; other cards control access, conversations, meeting, visual identity, limits and contacts according to your permissions.

The name appears in the preview, but this page provides no field or action to rename it.

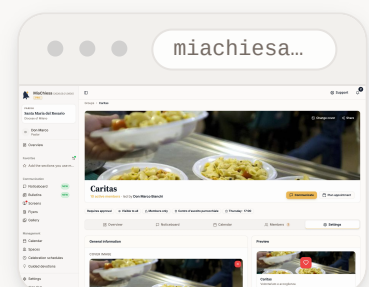


Fig. 2 The page keeps descriptive details separate from the preview and other settings.

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STEP 3 OF 4 · 2 MIN

Prepare the changes

Edit the fields and check the preview. When saved, changes to the day, time or place also attempt to align the recurring appointment and space booking.

The description in the figure is unsaved; review the form before selecting Save changes.

If the booking conflicts, check its space and times: other details may already be saved.

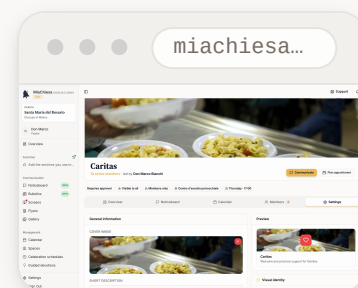


Fig. 3 The new description is filled in and visible in the preview, but the capture does not select Save changes.

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STEP 4 OF 4 · 1 MIN

Save and check

Save the changes and wait for confirmation, then check the description, contacts and meeting in Overview.

The cover image and conversations switch apply during their own action without waiting for Save changes.

What you have achieved

- ✓ Fields confirmed with Save changes are updated on the group page.
- ✓ Immediate-save actions have already taken effect when their command finishes.