# Manage Notification Groups

You can manage the grouped accounts that you created in the *Contacts* plugin. Actions that you can perform include viewing the contact record history, updating group information, modifying group access, adding and removing accounts from the groups, and deleting groups.

Note: You cannot add or remove members from filter-based groups.

To manage a group

1. In the *Contacts* plugin, click **Notification Groups**.
2. In the *Groups* page, search for the group.
3. Select the group. The panel opens.
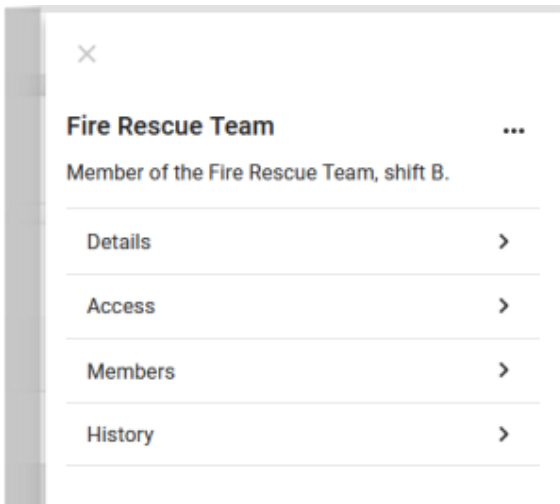
4. Perform any of these actions:

If you want to…	Then…
View the past updates	Click **History**. **Note**: You cannot modify this information.
View account member details	Click **Members**.
Add an account to a group	*See Add Accounts to a Group.*
Remove an account from a standard group	a. Click **Members**. b. Select the account you want to remove. c. Click **Remove Accounts**.
Delete a group	a. Click the ellipsis. b. Click **Delete**.
Manage group details	a. In the panel, click **Details**. The *Details* page opens. b. Enter or update the **Name** and **Description** as necessary. c. Click **Save**.

Helpful Links

Juvare.com

Juvare Support Center

Juvare Training Center

Community Resources

Manage group access	**To add group access**
	a. In the group profile, click **Access**. The *Access* page opens.
	b. Select who should have access.
	c. Click **Save**.
	Note: If you select **Administrators of selected organizations**, perform these additional steps:
	a. Click **Add Organizations.**
	b. Select the organizations to which the group has access.
	c. Click **Select**.
	d. Click **Save**.
	To remove organizational access
	a. In the panel, click **Access**. The *Access* page opens.
	b. Select the organization you want to remove.
	c. Click **Remove Organizations**.
	d. Click **Save**.