

Delete a reader group

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Authors with **Full Admin** access can delete reader groups.

When you delete a reader group, that group will be removed from:

- All readers who were assigned to it.
- Any authors who were explicitly assigned to it.
- Any content that had been restricted to it (in either **Inherited Reader Groups** or in **Restrict Viewing to Reader Groups**).



Look before you leap

Deleted reader group restrictions and assignments are **NOT RECOVERABLE** by our support team, so please be absolutely sure you're ready to delete a group!

To delete a group:

1. Go to **Account > Readers**. The Readers page opens to the Readers tab.
2. Open the **Groups** tab.
3. In the **Reader Groups** list, select the trashcan icon to the right of the group you want to delete. The **Reader Group Delete** modal opens.
4. Verify that the group name listed in the modal is the group you wish to delete. [Incorrectly deleted groups and all their restrictions/members **CANNOT** be recovered.]
5. If the group name matches the group you wish to delete, select **OK** to complete the deletion. The group will disappear immediately from all Reader Group lists, and background processes will run to remove it from any readers, authors, or content where it was used.