



# Create and administer author teams

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## Create author teams

You must have **Full Admin Access** to create author teams. This feature is available on [select plans](#).

To create a new author team:

1. Go to **Account > Authors**. The **Authors** page opens to the **Authors** tab.
2. Open the **Teams** tab.
3. Select **+ Add Author Team**.

A dark blue button with white text that reads "Select + Add Author Team".

Select + Add Author  
Team

The **Create Team** modal opens.

4. Enter the **Team Name** you'd like to use for this team.
5. Then select **Create Team**. Your team's created.

Once your team is created, [add authors to the team](#) and [restrict categories or articles to editing by that team](#).

## Change the order of author teams

To set the order of your author teams:

1. Go to **Account > Authors**.
2. Select the **Teams** tab.
3. Use the **up arrows** next to your team names to reorder the teams.

A dark blue button with white text that reads "Use the up arrow in the Actions section to reorder teams".

Use the up arrow in the Actions section to reorder  
teams

This changed order will be displayed in:

- The old article editor in the **Restrict Editing to Author Teams** section
- The new article editor in the **Edit access** section
- The category editor in the **Restrict Editing to Author Teams** section
- The edit screen for an individual author in the **Author Teams** section
- In **Manage** in the create/edit filter, the **Teams** section

Refer to [Restrict content to author teams](#) for more information on using author teams in articles and categories to determine who can edit them.

## Edit and delete author teams

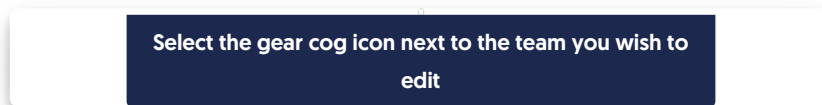
You must have **Full Admin Access** to edit and delete author teams. This feature is available on [select plans](#).

Once you've used author teams for a while, you may need to edit or delete existing teams, whether to rename existing teams or to remove teams you're no longer using.

### Edit an author team

To edit an author team:

1. Go to **Account > Authors**. The **Authors** page opens to the **Authors** tab.
2. Open the **Teams** tab.
3. Find the author team you wish to make changes to.
4. Select the gear cog icon to the right of the team:



The **Edit Team** modal opens.

5. Edit the **Team Name** to reflect your new desired team name.
6. Select **Update** to save your changes.

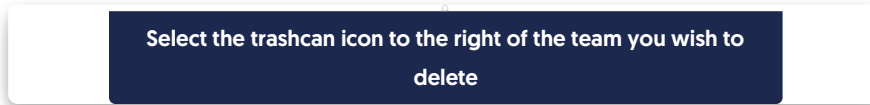
The author team will update on this page, in the author profile details, and in the category and article editors.

### Delete an author team

To delete an author team you no longer need:

1. Go to **Account > Authors**. The **Authors** page opens to the **Authors** tab.
2. Open the **Teams** tab.

3. Find the author team you wish to delete.
4. Select the trashcan icon to the right of the team:



The **Delete Author Team** modal opens.

5. Select **OK** to delete the team.

When you delete an author team, it is removed from this page, all authors it was assigned to, and all content where it was applied. It's also removed from the category and article editors.

If you need to delete multiple teams, we recommend waiting a few minutes between deletes to make sure the team has been fully removed everywhere before you delete another team.

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