Edit a Distribution Group

Objective

To modify a distribution group in the Project level Directory tool.

Things to Consider

- **Required User Permission:**
  - 'Admin' level permission on the Project level Directory tool.

- **Prerequisite:**
  - You must add at least one (1) distribution group in the Project Directory. See [Add a Distribution Group to the Project Directory](https://support.procore.com/products/online/user-guide/project-level/directory/tutorials/add-a-distribution-group).

Demo

![Distribution Group Demo](image)

Steps

1. Navigate to the project’s **Directory** tool.
   This reveals the Project Directory.

2. Click **Distribution Groups**.
   This reveals a list of all the distribution groups on the project.

3. Locate the desired distribution group. Then click **Edit**.
   - **To modify the group name**, enter your changes as desired in the **Name** box.
   - **To modify the group description**, enter your changes as desired in the **Description** box.
   - **To add a group member**, type the user’s name in the **Add a Person to {List Name}** box. Then select the appropriate match.
     *Note:* To appear as a selection in this list, the person must be a user in the Project Directory. See [Add a Person to the Project Directory](https://support.procore.com/products/online/user-guide/project-level/directory/tutorials/add-a-person-to-project-directory).
To remove a group member, click the RED ‘x’ next to the person's name in the Members list.

4. Click Update.
   The system saves your changes to the distribution group.

See Also

- Add a New Distribution Group
- Delete a Distribution Group from the Project Directory