

# Edit a Category

From the **Categories** page, you can use the **Edit** function to:

- Edit the name of the category.
- Edit the description of the group.
- Change the icon associated with the category.

## To edit a category

1. On the Admin Portal navigation bar, click **Categories**.
2. Click the **Edit** link next to the category name.
3. Modify information as necessary.
4. Click **OK** to save your changes.