Modify an existing group share

<div style="background-color:#2ecc9c; color:white; padding:10px; display:inline-block; border-radius:8px;">**Fluorine+**</div>

You can easily make changes to your group share within the Group Share form. Any changes made to your group share records will be applied to all associated dynamic share and bulk share records.

Prerequisites

⚠️ First, you will need to [create a group share](#).

Procedure

⚠️ **WARNING! Modifying group share fields related to dynamic and bulk shares will also modify the associated dynamic and bulk share records.**

To modify an existing group share, follow these steps:

1. Log into your ServiceNow instance and navigate to **Perspectium** > **Group Share** > **Group Share** or simply type **Group Share** and then click **Group Share**.

2. From the list of group shares, click into the group share that you want to modify.

3. Modify the fields or values that you want to change. Then, at the top right-hand corner of the screen, click the **Update** button to save your changes.

ℹ️ <u>**NOTE:**</u> Changes made to individual bulk shares will NOT be applied to any group shares that the bulk shares are associated with.

Similar topics

- [Create a new group share](#)
- [Execute bulk shares for a group share](#)
- [Execute a table compare for a group share](#)
- [Modify an existing group share](#)
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