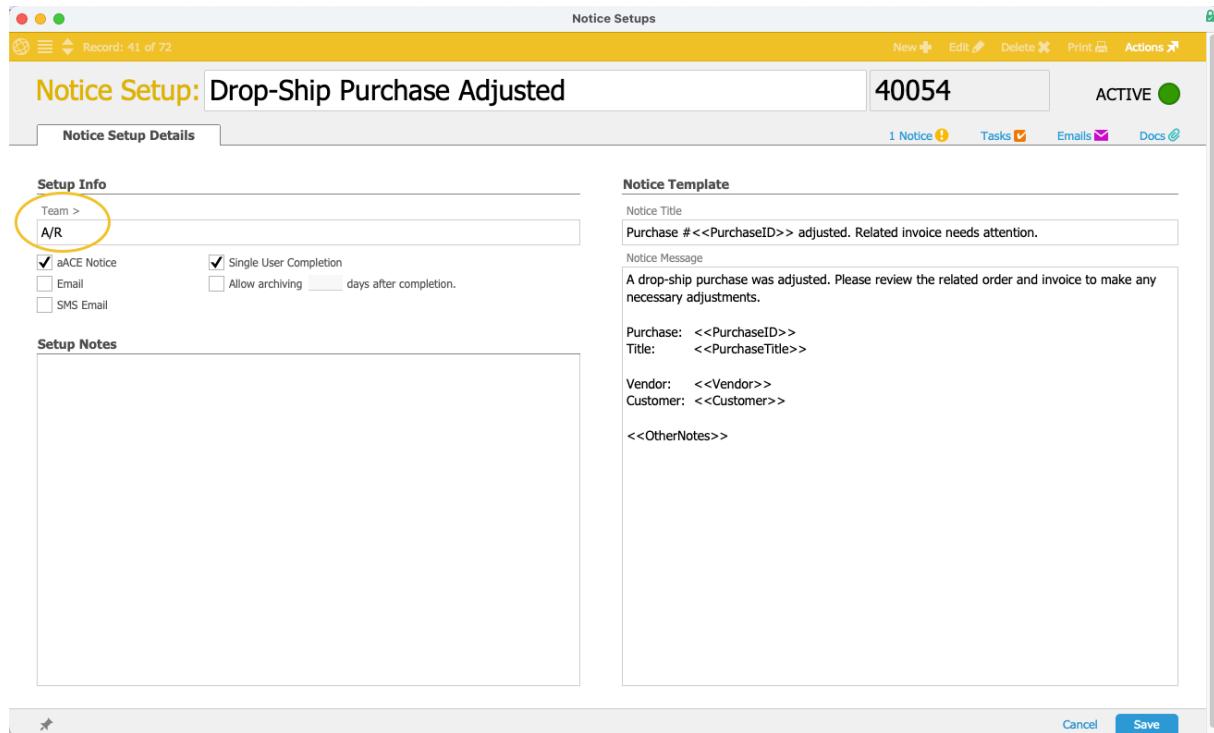# Reassigning Notice Setups to Different Teams

Last Modified on 12/31/2025 12:23 pm EST

> This guide explains how to assign system notices to specific teams. It is intended for system administrators.

If your team members are receiving too many system notices, you can adjust the teams that receive each notice. Your aACE system includes several default teams you can use. You can also create additional teams (https://aace6.knowledgeowl.com/help/setting-up-teams) to assign to a notice setup.

1. From the Main Menu, go to **System Admin** > **Notice Setups**.
2. Use the Quick Search bar to locate the notification you want to update.
3. At the detail view, select **Edit**, then select the new team assignment from the **Team** dropdown list.

4. Select **Save**.

If your team requires additional notice setup management options, such as utilizing teams or voiding notices, refer to Managing Notice Setups (https://aace6.knowledgeowl.com/help/managing-notice-setups).