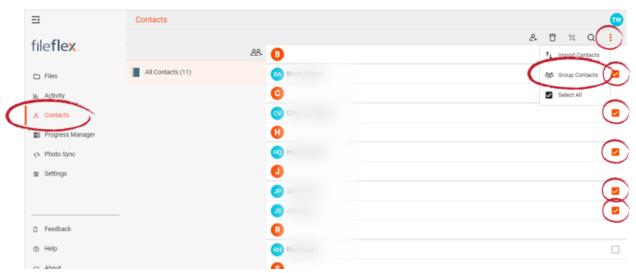
How to Group Contacts

Note: You will need authorization from your IT department in order to be able to group contacts. If you have permission, use the following steps to group contacts.

- 1. Open the contact view by selecting Contacts in the Application sidebar menu
- 2. Select the contact(s) that you want to group
- 3. Click the Activity Menu icon in the top right of the Activity Bar
- 4. Choose Group Contacts



Group Contacts

- 5. In the Groups dialog box, you can assign the contacts to a pre-existing group or you can create a new group. To create a new group, select **Create a new group**.
- 6. In the New Group dialog box, enter a name and then select **OK**.