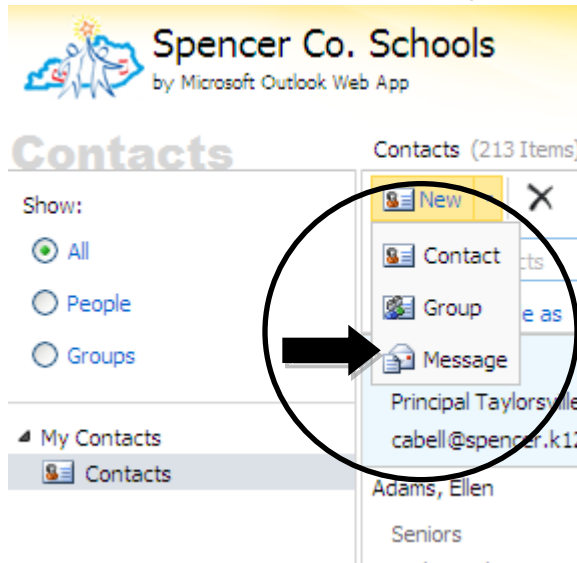
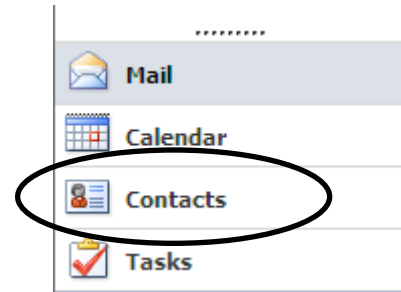
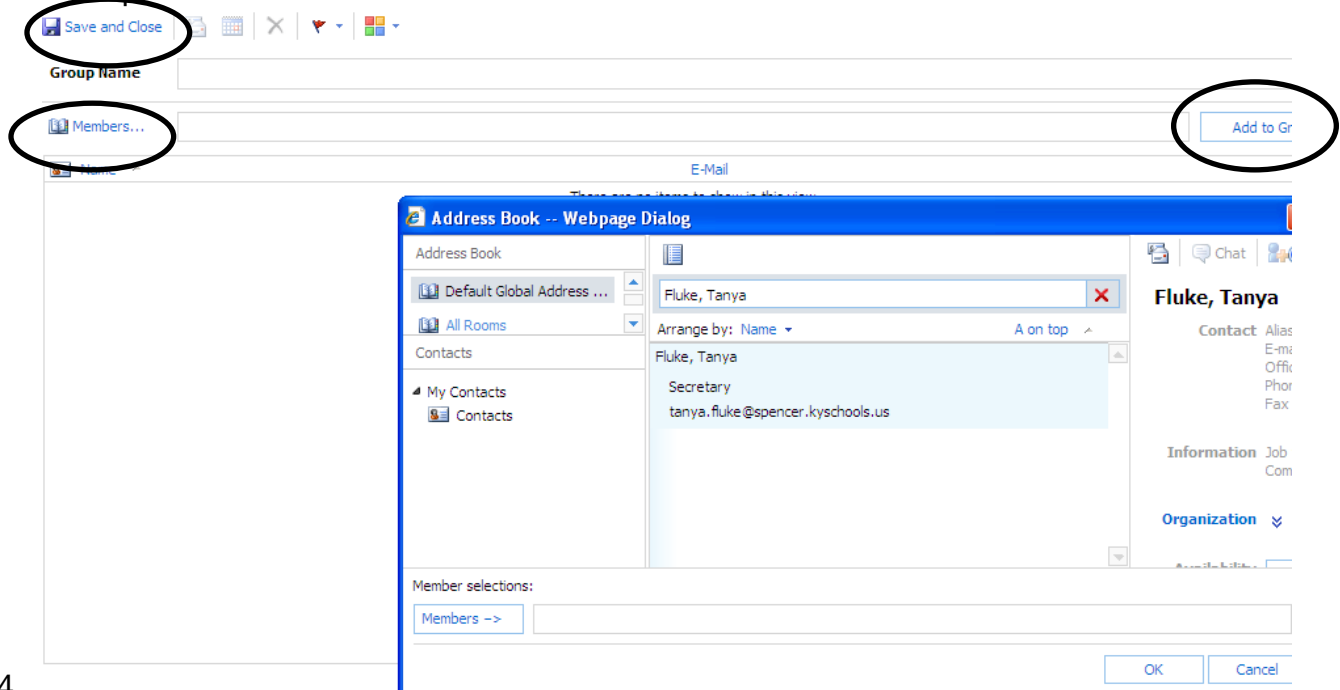


## Creating & Updating Contact Groups in Webmail

1. From Webmail, click on Contacts
2. From Contacts, click on the drop-down box next to New and select Group

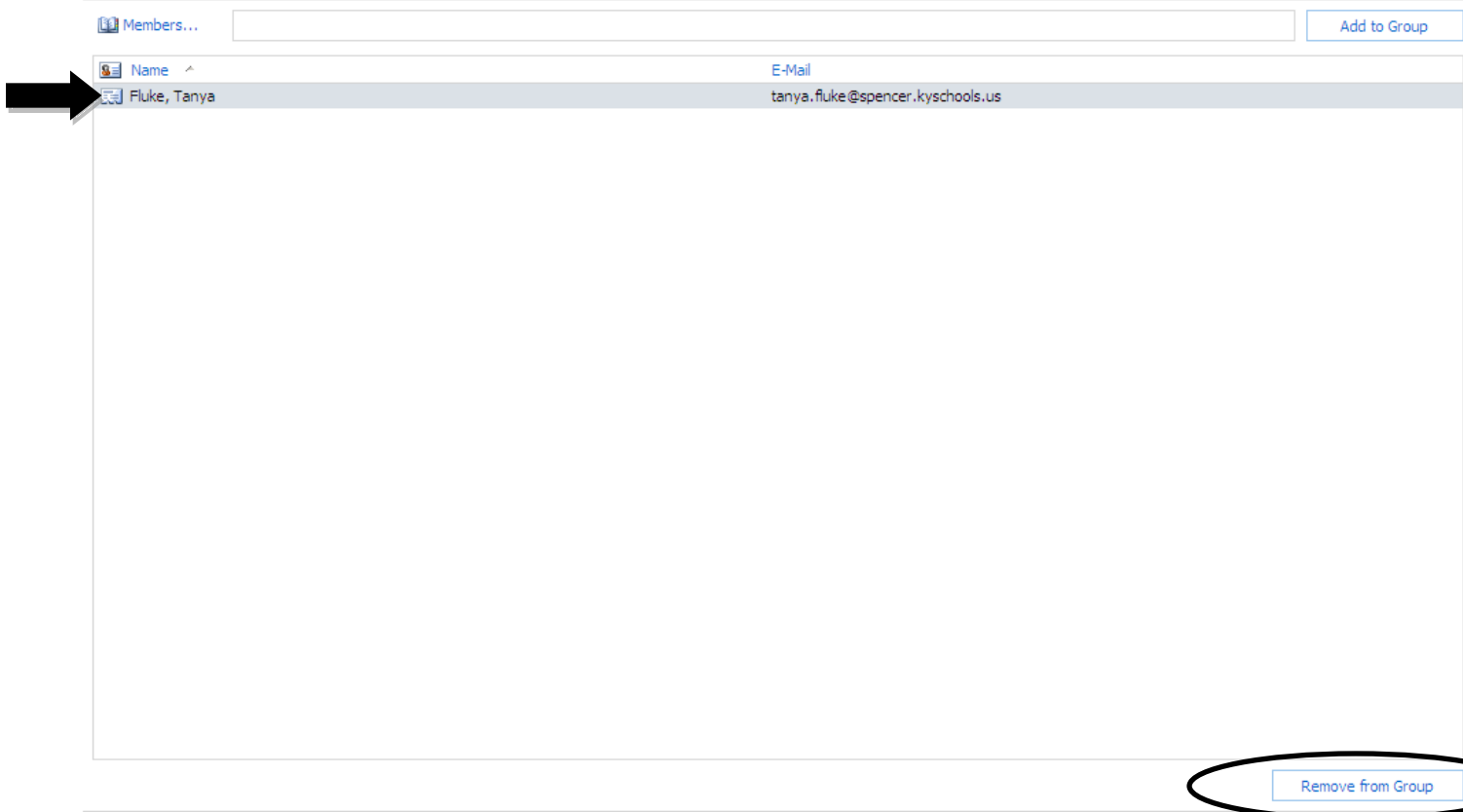
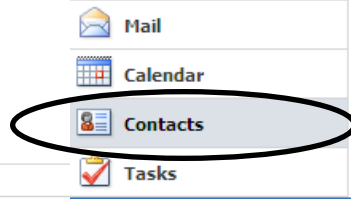
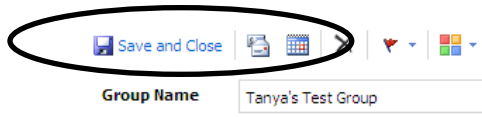
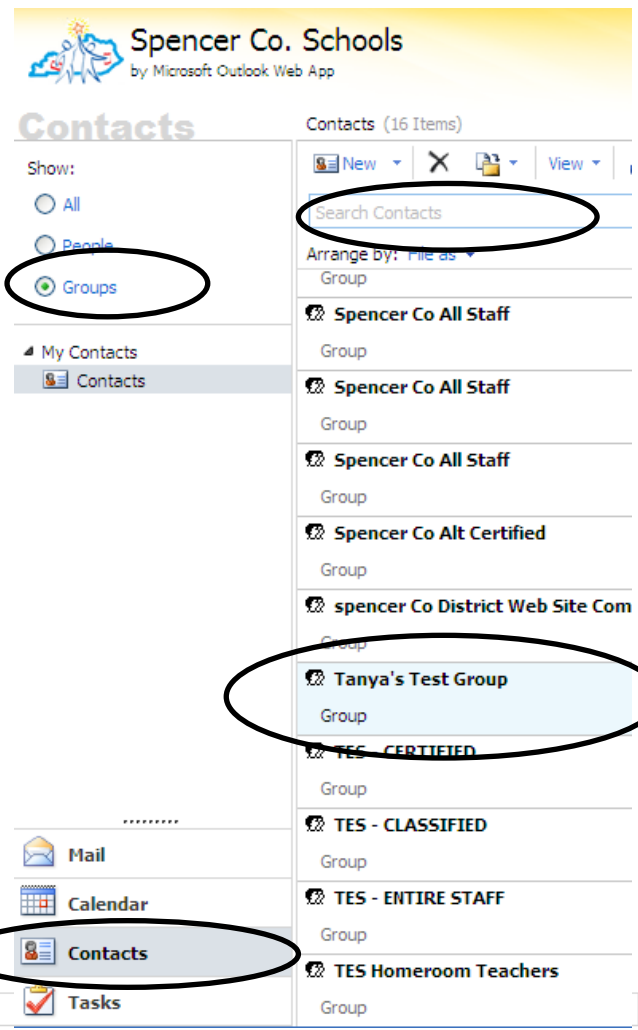


3. You can either select Members to search the Global for your contact or if you are adding an outside contact to your group, you can simply type in the email address of the contact in the box next to Members and then select the button Add to Group.



4. Once you have added all of the contacts to the group, click on Save and Close.

5. To update your Group Contact List, Click on Contacts (lower left corner) then bullet Groups.
6. Search for the Contact that you would like to modify.
7. Double click on the Contact Group you would like to modify.
8. To delete a Contact from the group click on the contact name and select Remove From Group.
9. To add a Contact to the group, follow the procedures in #3.
10. Always click Save and Close before exiting.



**Notes**