Mobile Application
Local Group for Android

perfectserve
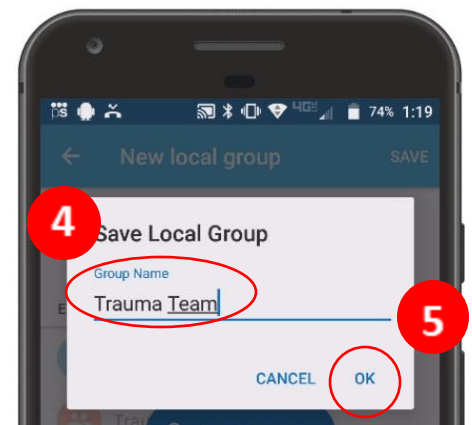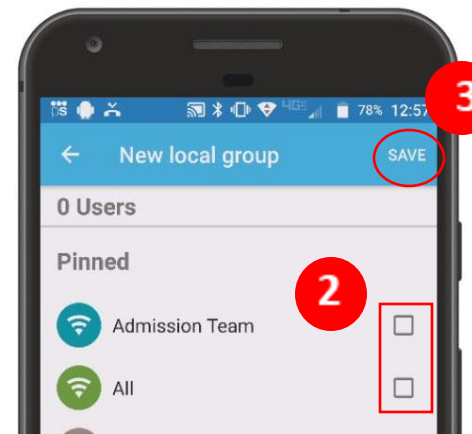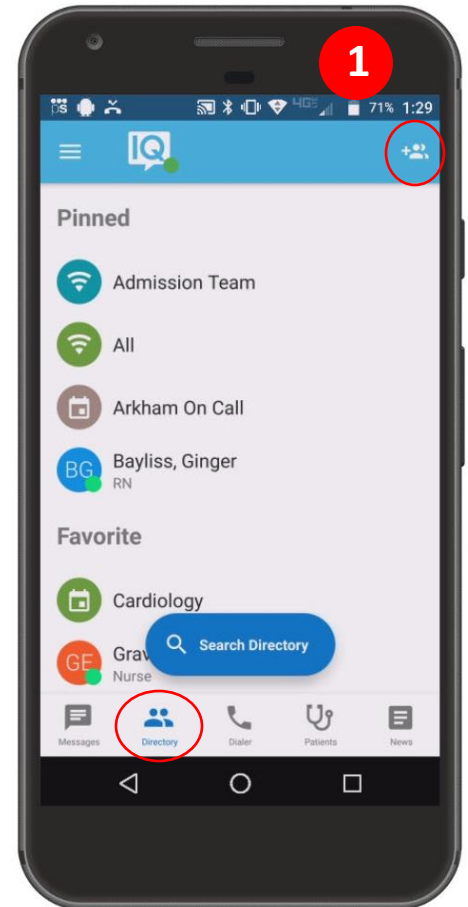Powered by Telmediq

Creating a Group of Contacts

1. To create a Group, click **Directory**; then, select the **Add** symbol.

2. **Add** recipients by searching for each contact individually; marking their name to add them to the group.

3. Click **Save.**

4. **Name** you group.

5. When finished, click **Ok.**

Your new saved group will appear under "Local Groups".

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Editing Saved Groups

1. Select **Directory > Local Groups** and **select** the group you want to edit.

2. Select the **pencil** in the upper-right corner.

3. To add a new group contact, search for and select desired recipients.

4. To remove a group member, search for and unselect the recipient.

5. When finished, press the **Save** button in the upper-right corner.

6. You will then have the option to edit the group name; click **Ok** when done.