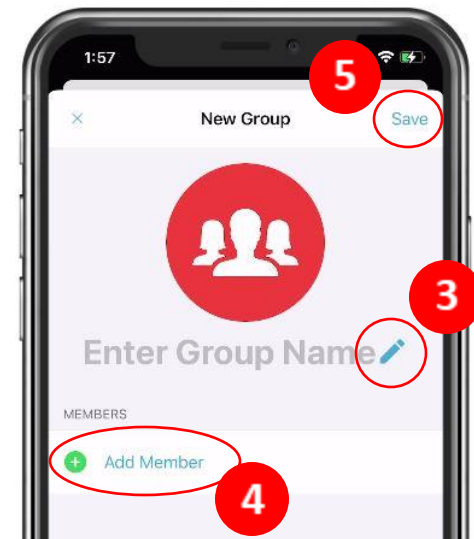
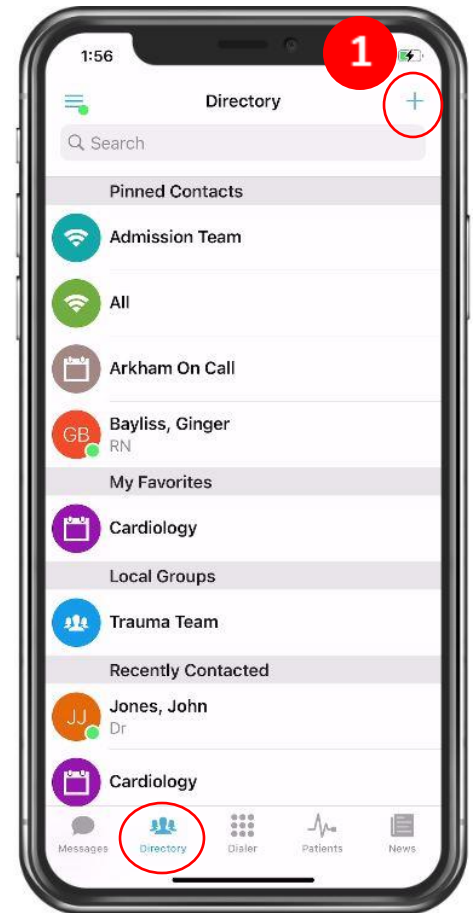


Creating a Group of Contacts

1. To create a Group, click **Directory**; then, select the **Add** symbol.
2. Select **New Group**.
3. **Name** you group.
4. Select **Add Member** and add recipients by searching for each contact individually; select their name to add them to the group.
5. When finished, click **Save**.

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



Editing Saved Groups

1. Select **Directory** > **Local Groups** and **select** the group you want to edit.
2. Select the **three ellipses** in the upper-right corner; click **Edit Group**.
3. To change the name of the group, select the pencil next to the current name and use the keyboard to edit.
4. To add a new group contact, select the **Add Member**.
5. **Search** for and select desired recipients.
6. To remove a group member, tap the **-** icon; select **Delete**.
7. When finished, press the **Save** button in the upper-right corner.

