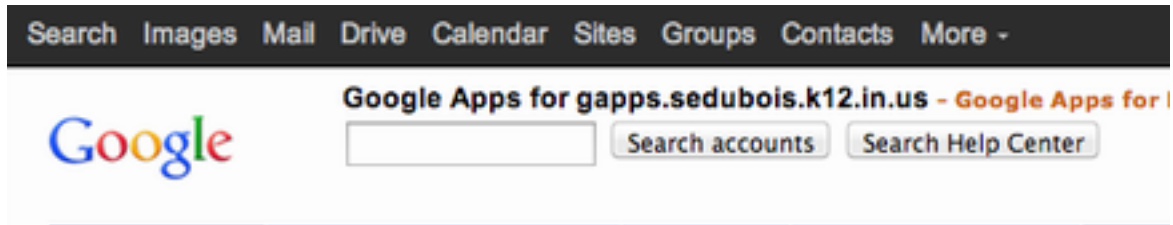
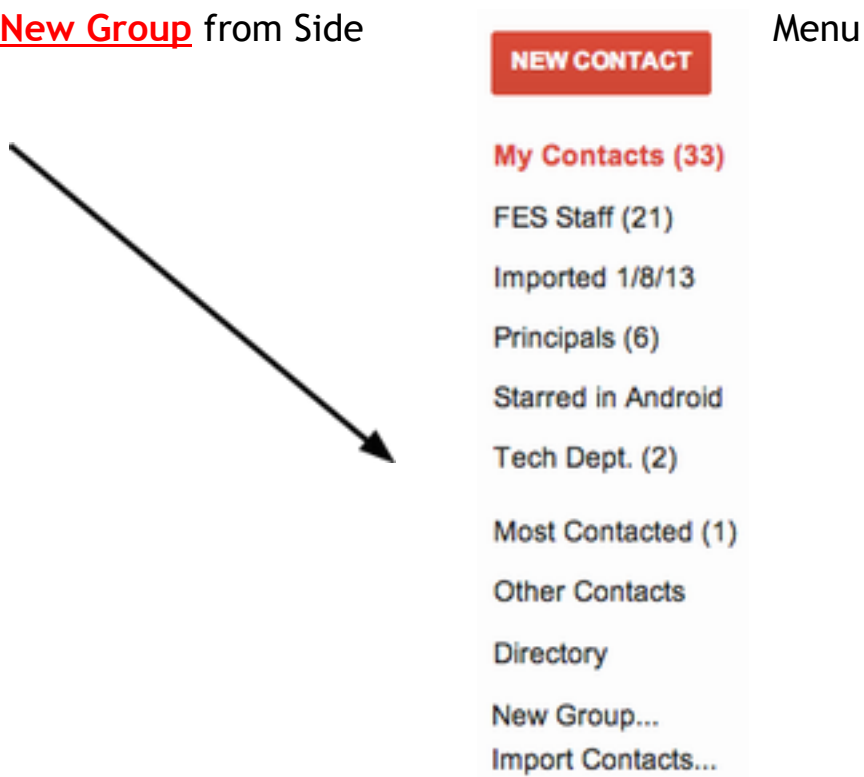


Creating Contact Groups

Click [Contacts](#) from Menu



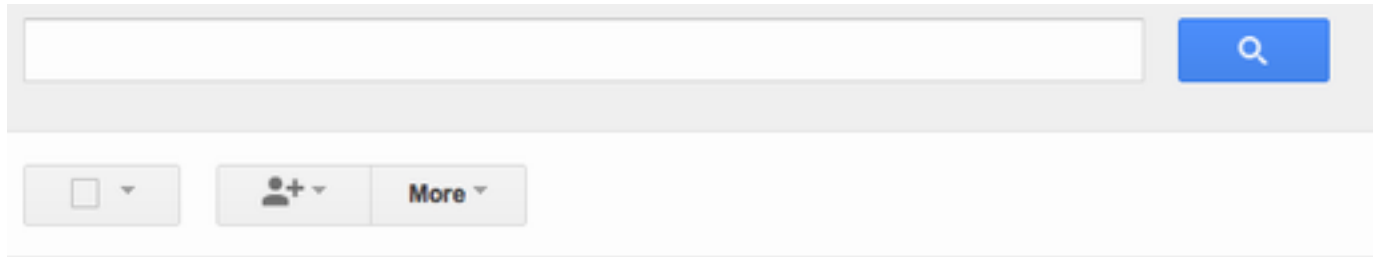
Click [New Group](#) from Side



Give the group a name and click OK
Your group now shows up in the Side Menu
Follow instructions below to add people to your group

Add contacts to Group:

Search for Student/Staff Name in the search bar across the top



Select Student/Staff member you would like to add to group.

Click the Groups button



Select the group that you would like to add them to.

****You may add multiple students/staff members at a time****

Need to Delete Groups - Click on group and look under More