



Step 1:

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## Step 2:

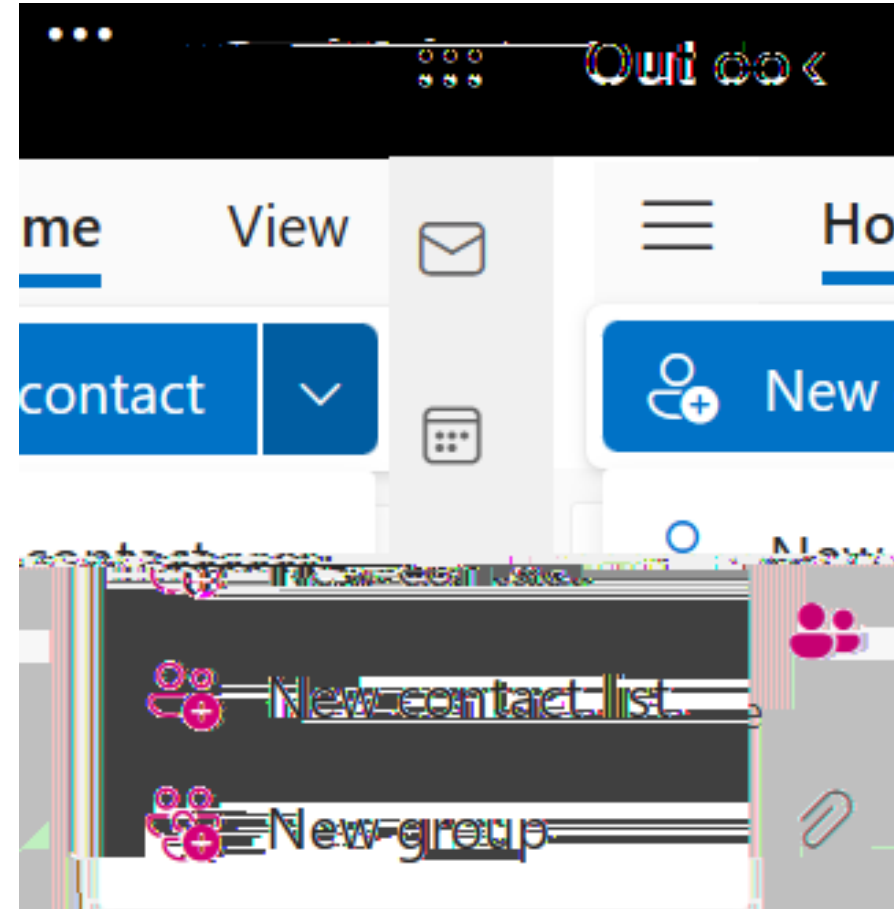
3/4 Select Home

3/4 Select New Contact Drop Down Menu and choose New Group

3/4 Enter a name for your New Group in the Name Bar

3/4 Add a description and purpose of your group

3/4 Select Create



## Step 3:

<sup>3</sup>/<sub>4</sub> Add members to your group by entering a name or email address

## Step 4:

<sup>3</sup>/<sub>4</sub>To delete a Group

<sup>3</sup>/<sub>4</sub>

