

Introduction

Contact Groups can be configured to categorize different contacts quickly and easily into specific groups which can be used to send messages to an entire group of contacts at one time. This guide will take you through the steps to locate contact groups and create new contact groups within your MessageMedia account.

To View Your Current Contact Groups

1. Hover over the "Contacts" icon on the left-side menu and click "Contact Groups."

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*	All Contacts						
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2. In the **Contact Groups** page, you will see all your previously created Contact Groups as well as give you the options to *edit*, *delete*, *or add new groups*.

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To Create a New Contact Group

1. Within the **Contact Groups** page, select "**New Group**" on the upper right side of the screen.

Contact Groups

Search groups Q				Import contacts New Group
GROUP NAME	TOTAL CONTACTS	UNSUBSCRIBED CONTACTS	GROUP EMAIL	SHARED BY
SMSCLUB	1	0	smsclub@e2s.messagemedia.com	- ***
Show 10 \vee Entries				1 – 1 of 1

2. In the **New Group** pop-up window, fill in the "**Group Name**" and the "**Group email**" fields.

NOTE: **the Group Email should NOT be a customer email.** This is the email that the Email-to-SMS users will use to send an SMS to the entire group at one time. This email can have any name, but the domain will always be **@e2s.messagemedia.com.**

aroup name	
Blog Post Notifications	
aroup email	

3. Once you have named your Contact Group, click "Save." You will be taken back to the **Contact Groups** screen where you can confirm the group was created. To view Contacts within the group, click the group name.

Search groups Q				Import contacts	New Group
GROUP NAME	TOTAL CONTACTS	UNSUBSCRIBED CONTACTS	GROUP EMAIL	SHARED BY	
Blog Post Notifications	0	0	blogpostnotify@e2s.messagemedia.com	-	***
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4. To add contacts to the contact group, click the contact group and select "**New Contact**."

Blog Post Notifications (blogpostnotify)

Status: All Contacts v Search cont	acts Q					New Contact Export contacts	Import contacts
PHONE NUMBER	NAME 🌩	EMAIL	CUSTOM 1	CUSTOM 2	CUSTOM 3	LAST MODIFIED 👙	
You do not have any contacts, once create	ed your contacts will show here	е.					
Show 10 V Entries							0 - 0 of 0

 Within the New Contact page, fill in information needed. Note the Groups section will be preset with the Contact Group that you are editing. Select "Save." To complete your changes.

New Contact

All Contacts

Contact Information	Groups
First Name	Ring Post Notifications X
First Name	and the second se

6. To add a pre-existing contact to a Contact Group, hover over the "**Contacts**" icon and select "**All Contacts**." Find the contact you want to add to the group and click on the three dots on the right side of their name. Select "**Edit**."

All Contacts						*	
Status: All Contacts V Search	contacts Q					New Contact Export contacts	Import contacts
PHONE NUMBER	NAME 🌩	EMAIL	CUSTOM 1	CUSTOM 2	CUSTOM 3	LAST MODIFIED	
- +1	Archer Cell					Last Tuesday at 9:36 AM	
+16025551155	John Doe	johndoe@email.com				Today at 8:47 AM	
Show 10 V Entries							Send Message Edit Delete

In the groups section of the Contact's information begin typing the name of the Contact Group you wish to add them to. Once the name appears in the drop-down menu, click the Group name.

7. Click "**Save**" to complete the changes. If you go back to the **Contact Groups** page and select the contact group, you will see the contacts added when viewing list of contacts within the group.