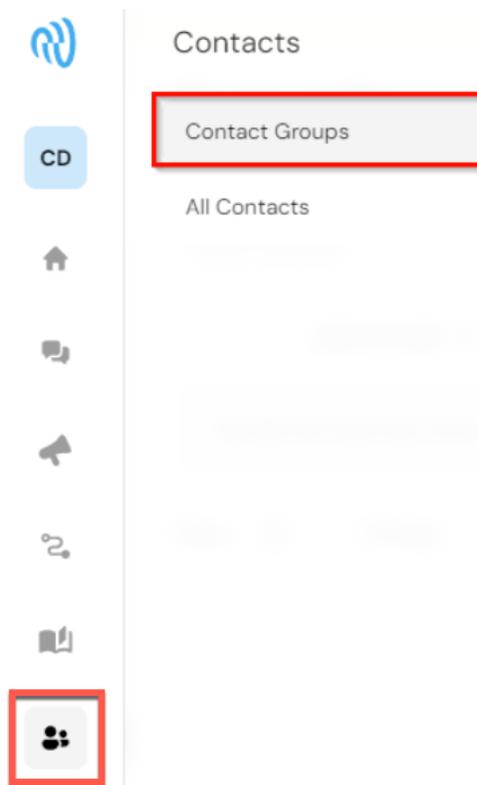


## Introduction

**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.**”

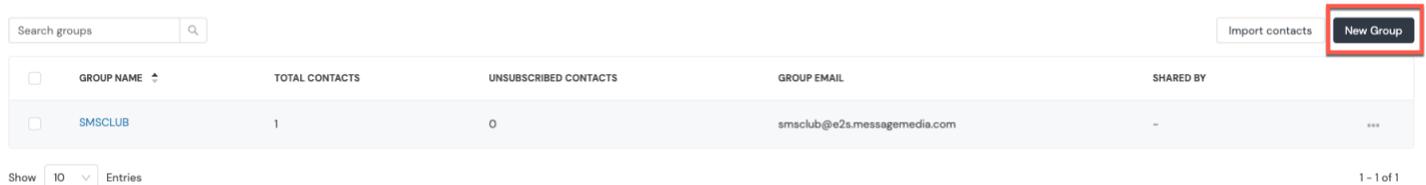


2. In the **Contact Groups** page, you will see all your previously created Contact Groups as well as give you the options to *edit, delete, or add new groups*.

## 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



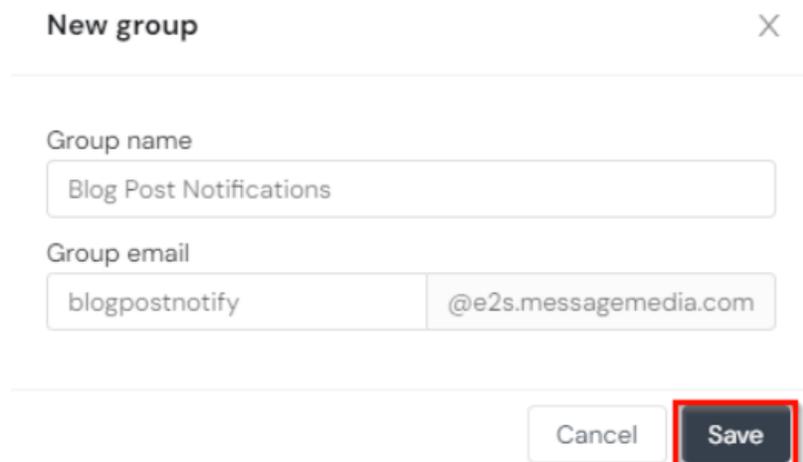
<input type="checkbox"/>	GROUP NAME ↕	TOTAL CONTACTS	UNSUBSCRIBED CONTACTS	GROUP EMAIL	SHARED BY
<input type="checkbox"/>	SMSCLUB	1	0	smsclub@e2s.messagemedia.com	-

Search groups

Show  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**.



**New group** ✕

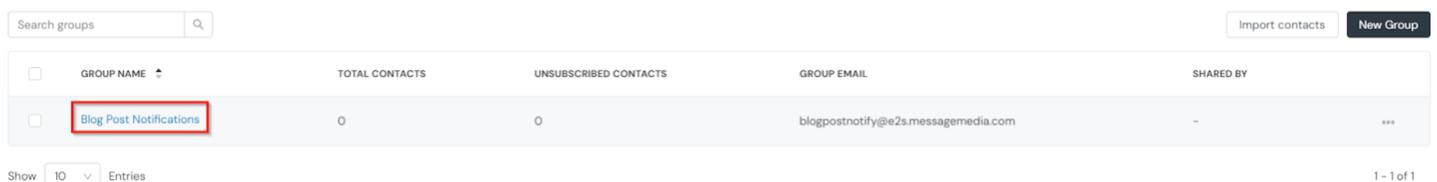
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Group name

Group 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.

### Contact Groups



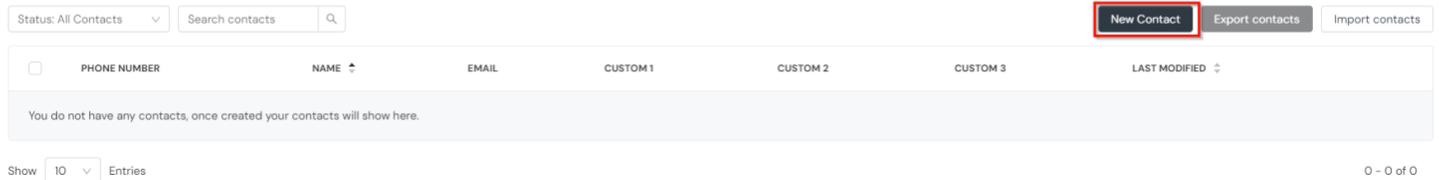
<input type="checkbox"/>	GROUP NAME ↕	TOTAL CONTACTS	UNSUBSCRIBED CONTACTS	GROUP EMAIL	SHARED BY
<input type="checkbox"/>	Blog Post Notifications	0	0	blogpostnotify@e2s.messagemedia.com	-

Search groups

Show  Entries 1 - 1 of 1

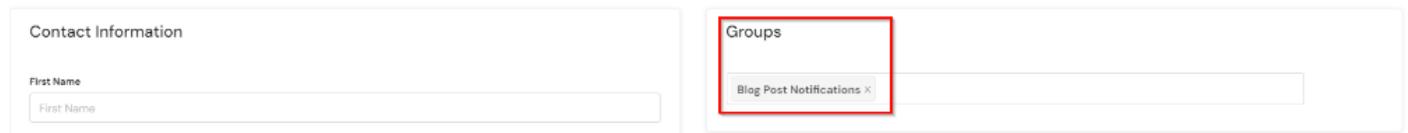
- To add contacts to the contact group, click the contact group and select “**New Contact.**”

#### Blog Post Notifications (blogpostnotify)



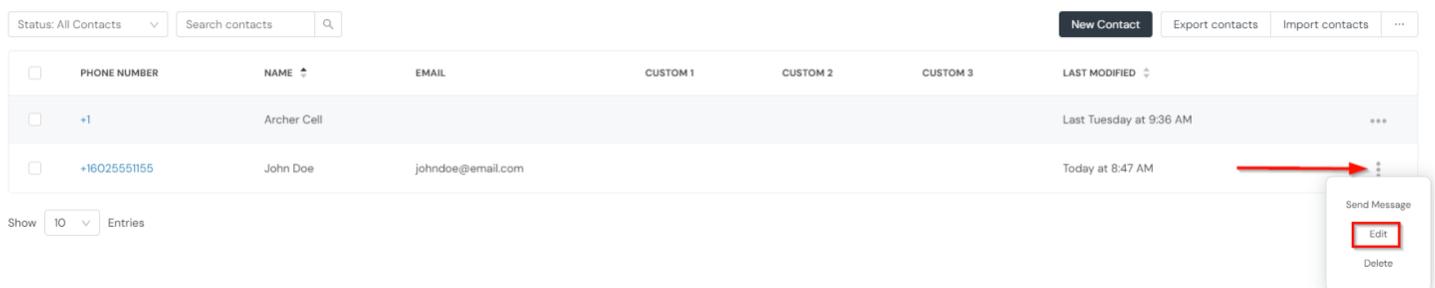
- Within the **New Contact** page, fill in information needed. Note the **Groups** section will be preset with the Contact Group that you are editing. Select “**Save.**” To complete your changes.

#### New Contact



- 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



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.

- 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.