

Contact groups have many uses in Notes:

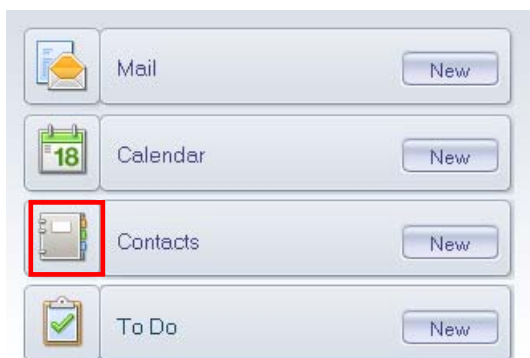
- Use as a distribution list for mail messages.
- Use groups to schedule meetings with.
- Use groups to assign delegate access.

A group can be made of people in the Monash directory or your contacts directory.

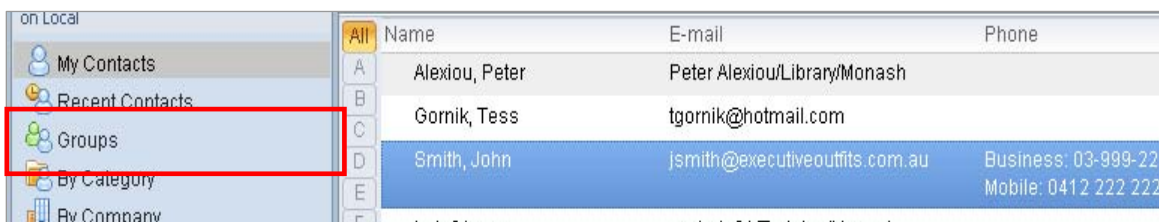
Create a group

Tip: Create a group based on the recipients of a mail message. Highlight the mail message in Inbox and from the **Actions** menu, select **More > Add recipients to new contacts group**. Name the group, and set the **Group Type** to “Multi-Purpose”. Click **OK** to save the new group.

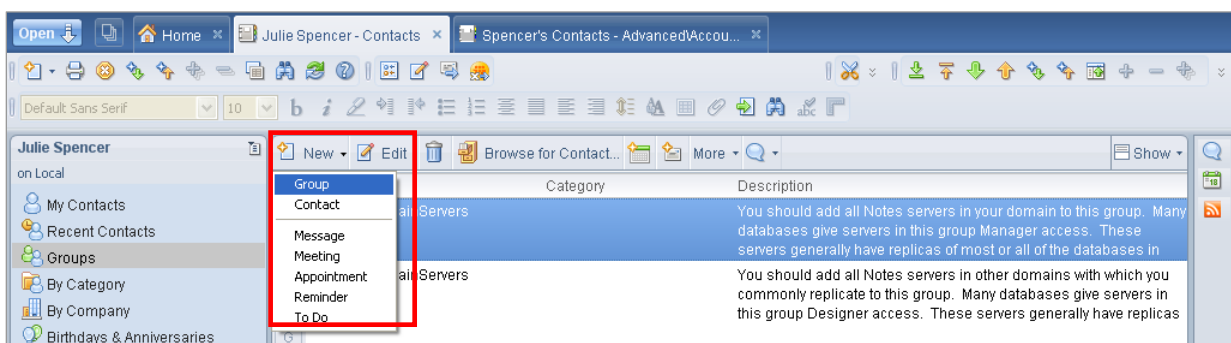
1. Go to your **Contacts** tab. If the Contacts tab is not open, select the **Contacts** icon on the Home page.



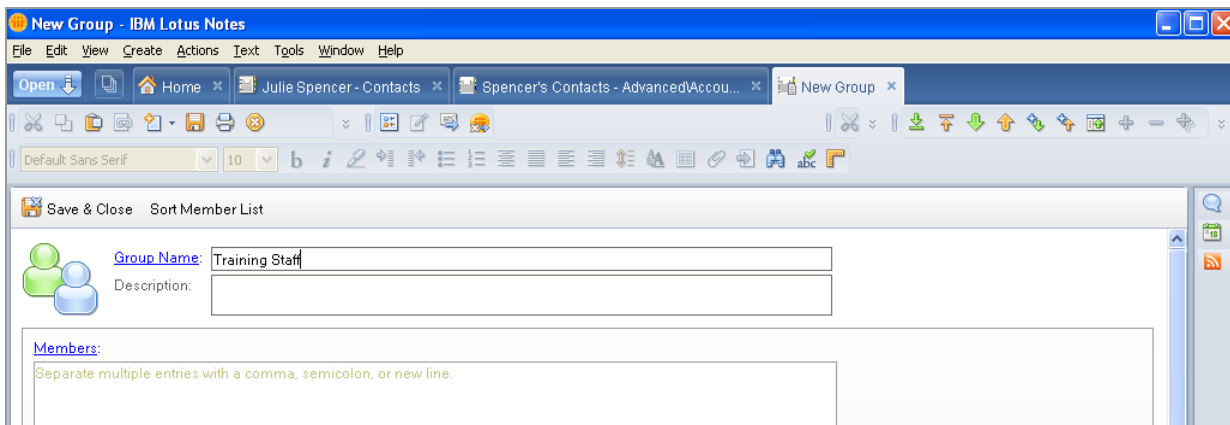
2. Click on **Groups** in the **View Selection** panel.



3. Click on the **New** button.

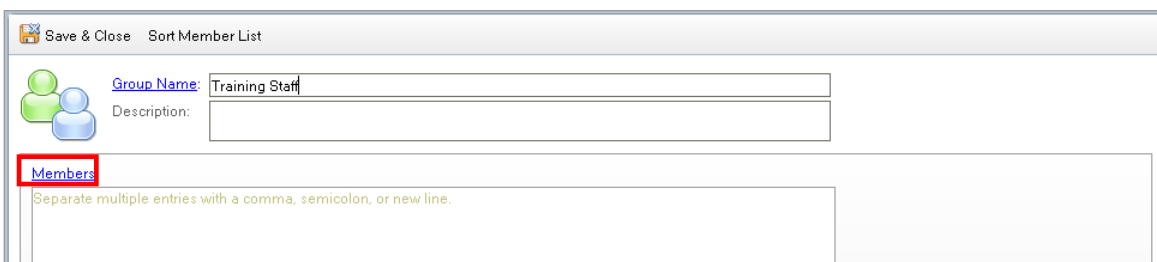


4. Type in the name of the group in the **Group Name** text field.

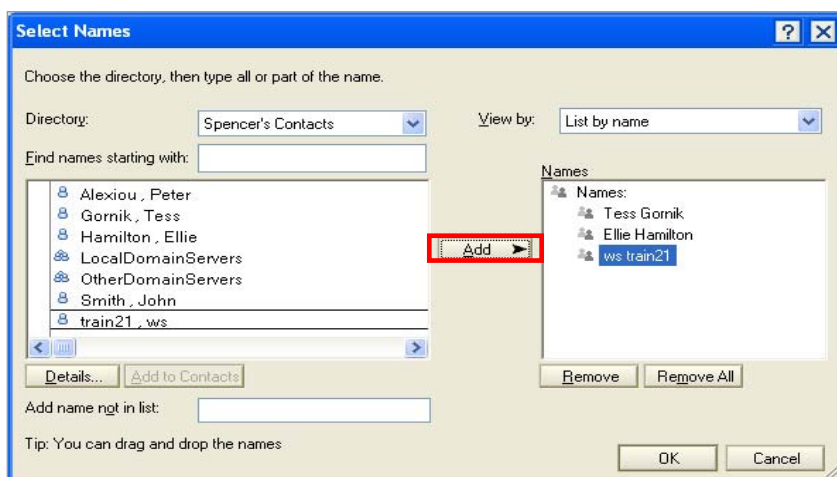


5. Type in the description of the group.

6. Click on **Members** to select names from your directory. You can select from your contacts or from Monash directory.

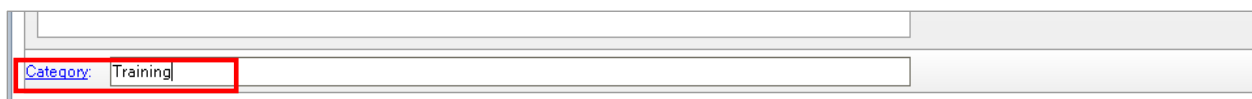


7. Click on the person's name, and then click on the **Add** button to add to the name to your group.

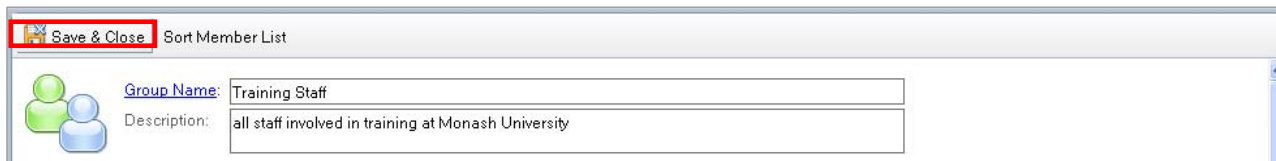


8. Click on the **OK** button when you have completed adding all the names.

9. In the **Category** text field type in the category.



10. Click on the **Save and Close** button to close your group window.



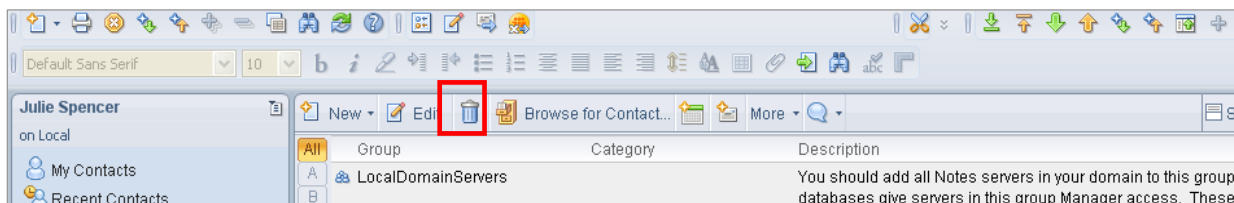
11. Your group will now appear in the list of groups. The icon showing will be a **people** symbol in **blue**.



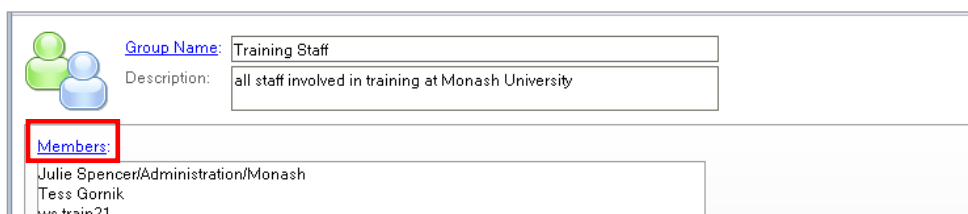
Editing a group

A group can be edited at any time to include additional names or remove a name from the group.

1. Click once on the group name and then click on the **Edit** button on the **Action** bar.



2. Click on **Members** to add additional members to your group.



To delete a member

1. To delete the name of a member, highlight the name in the members list and press **Delete** on your keyboard.

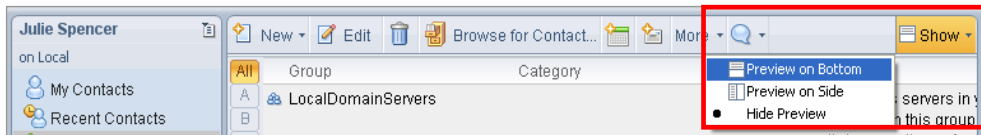
2. You can sort the member list alphabetically by clicking on **Sort Member List** in the **action** bar. The names will now be sorted alphabetically.



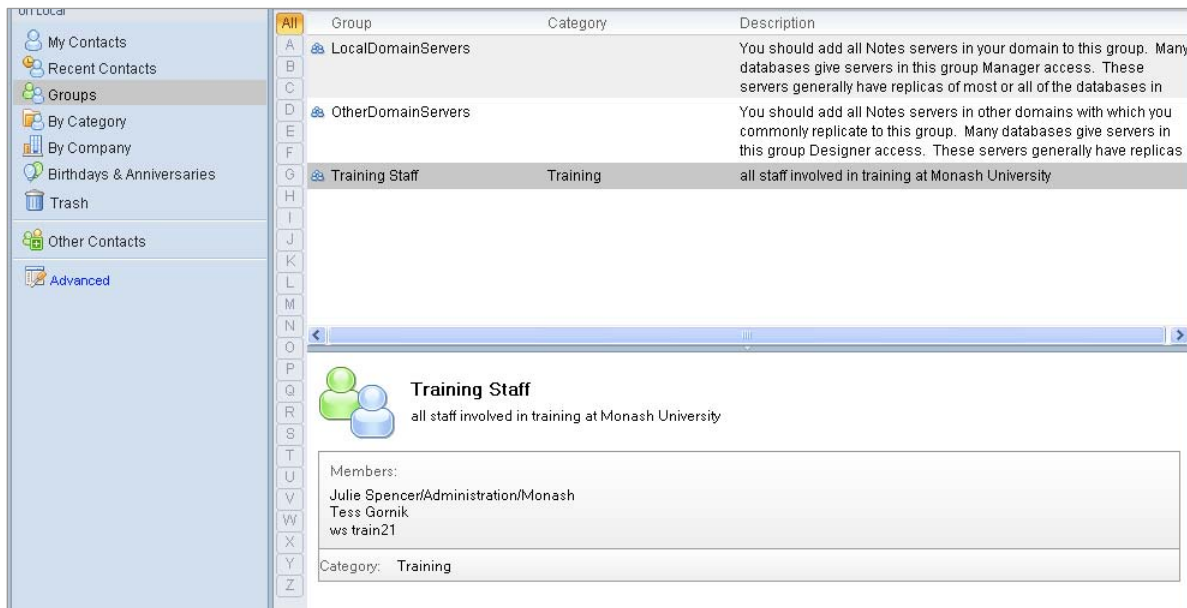
3. Click on the **Save and Close** button to save and close your group details.

Using the Preview pane to view the details of your group

1. Click once on the **Show** button and select **Preview on Bottom**.



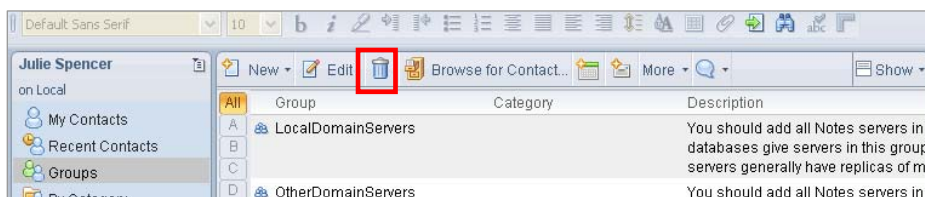
2. The preview pane will open showing the details of your group.



3. To hide the Preview, click on the Show button and select Hide Preview.

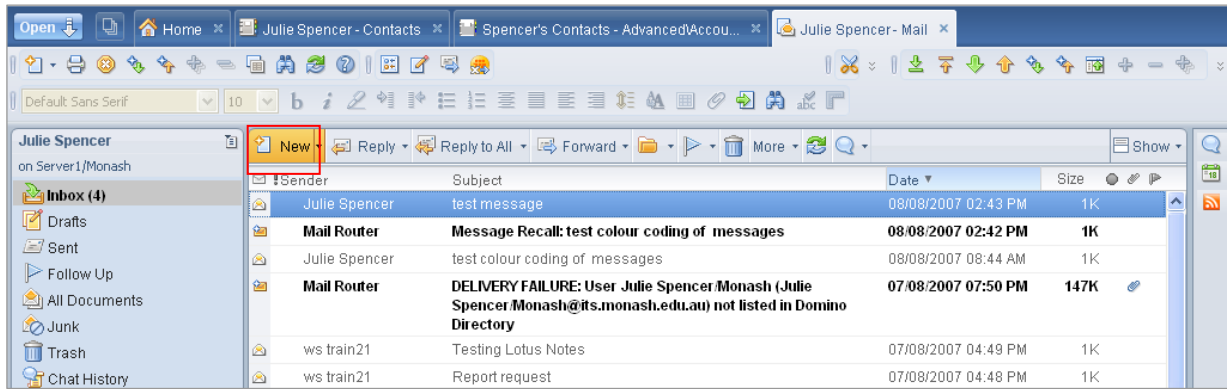
To delete a group

1. To delete a group, highlight the name of the group list and press delete on your keyboard. Alternatively, you can click on the **Trash** button in the **Action bar**.

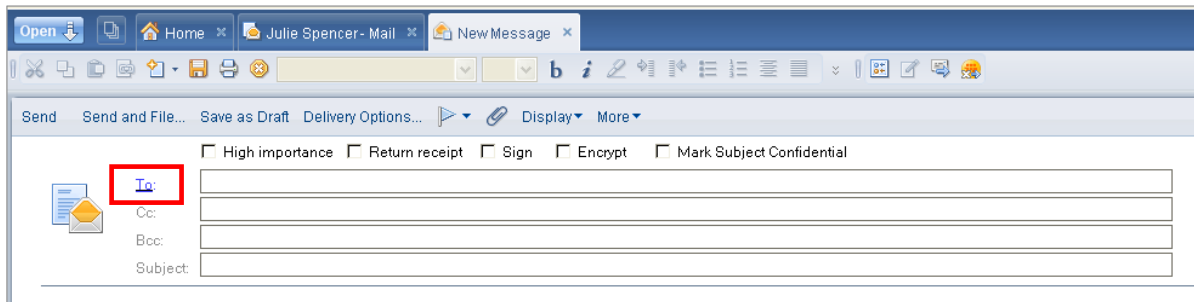

To send a mail message to group

1. Click on the **Home** tab and click on the **Mail** icon to open the mail tab.

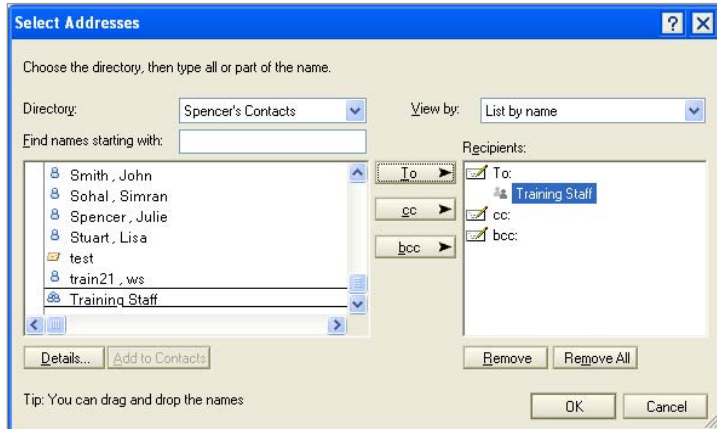
2. Click on the **New** button to create a new a mail message.



3. Click on **To** to access your contacts.

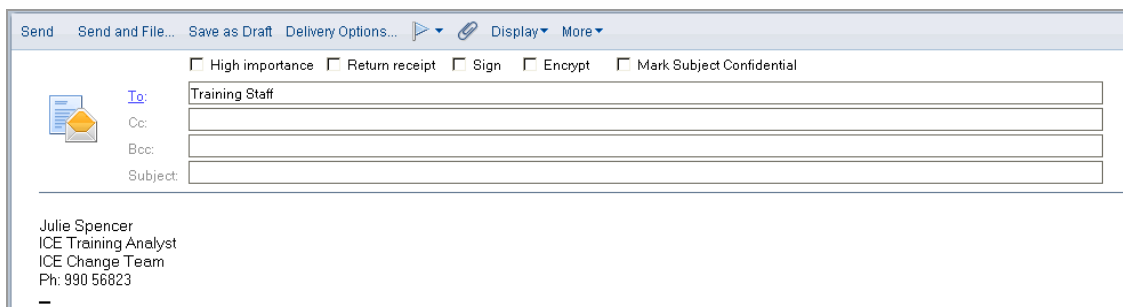


4. Select your contact group and click on the **To** button to add your group to the **To** field. Click on **OK** to close the **Select Addresses** dialog box.



5. Your group name will now appear in the **To** text field.

6. Add details to your mail message as per normal. Type in the subject and message.



7. Click on the **Send** button to send your email message.

