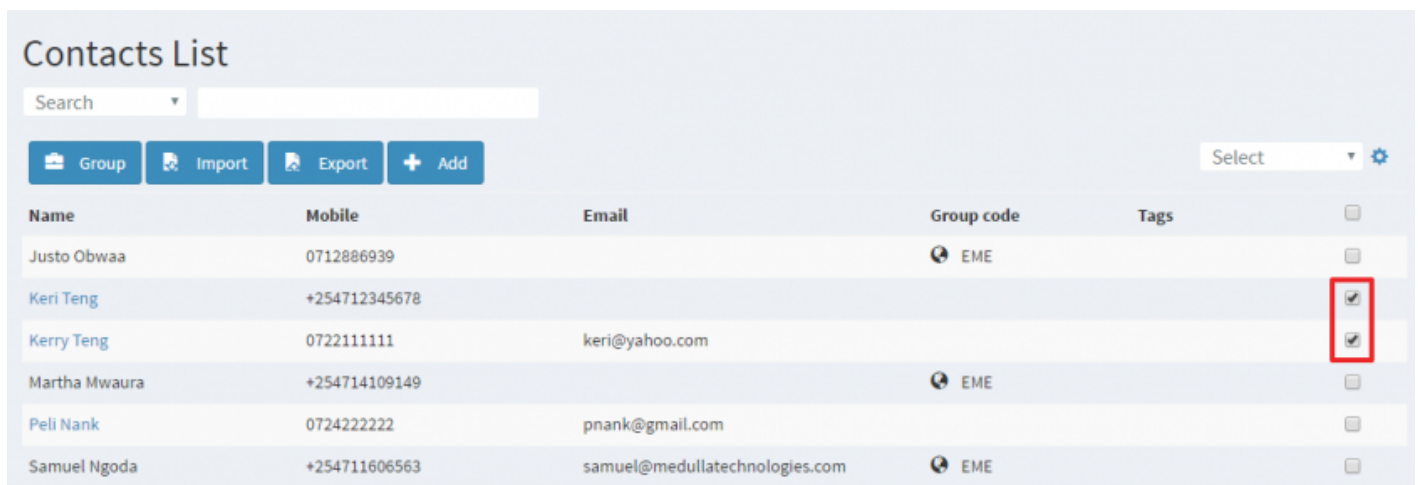


How to add multiple contacts to a group

Add all contacts to the contact list either singularly or in multiples.

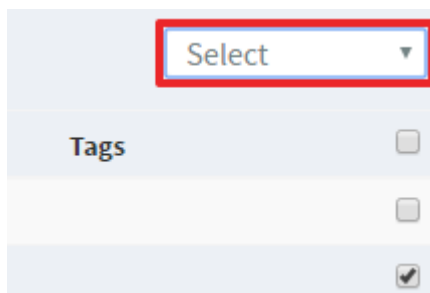
Ensure the group has already been created.


Select the contacts to be added to the group as illustrated below:



Name	Mobile	Email	Group code	Tags	
Justo Obwaa	0712886939		EME		<input type="checkbox"/>
Keri Teng	+254712345678				<input checked="" type="checkbox"/>
Kerry Teng	0722111111	keri@yahoo.com			<input checked="" type="checkbox"/>
Martha Mwaura	+254714109149		EME		<input type="checkbox"/>
Peli Nank	0724222222	pnank@gmail.com			<input type="checkbox"/>
Samuel Ngoda	+254711606563	samuel@medullatechnologies.com	EME		<input type="checkbox"/>

Click the [select drop down menu](#) to select the group at the top right corner.



Click the  icon to effect the change.