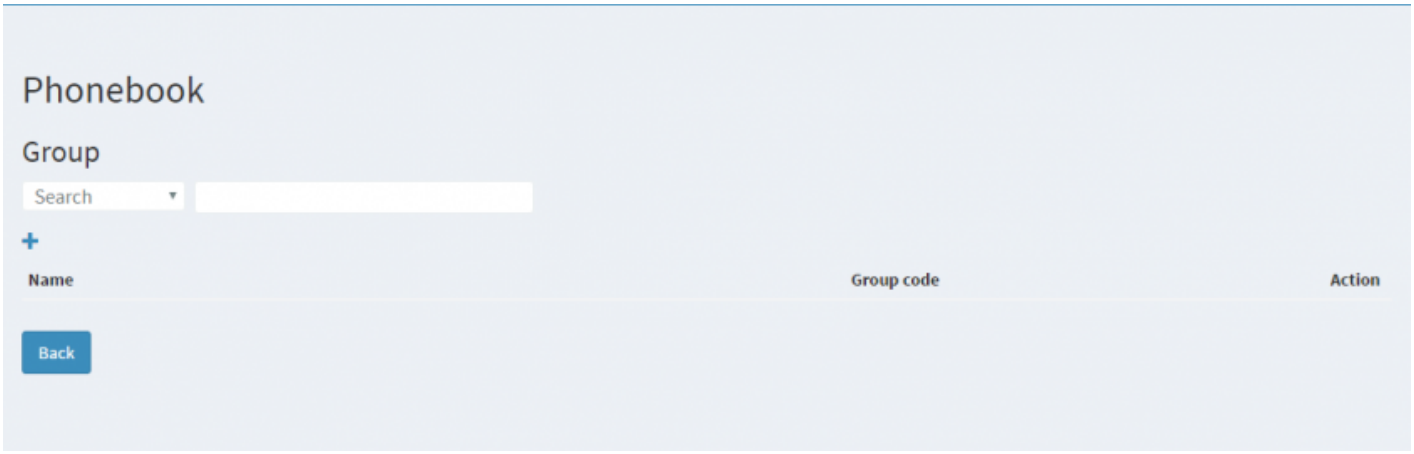
How to create a group of contacts

Access the Contacts List.

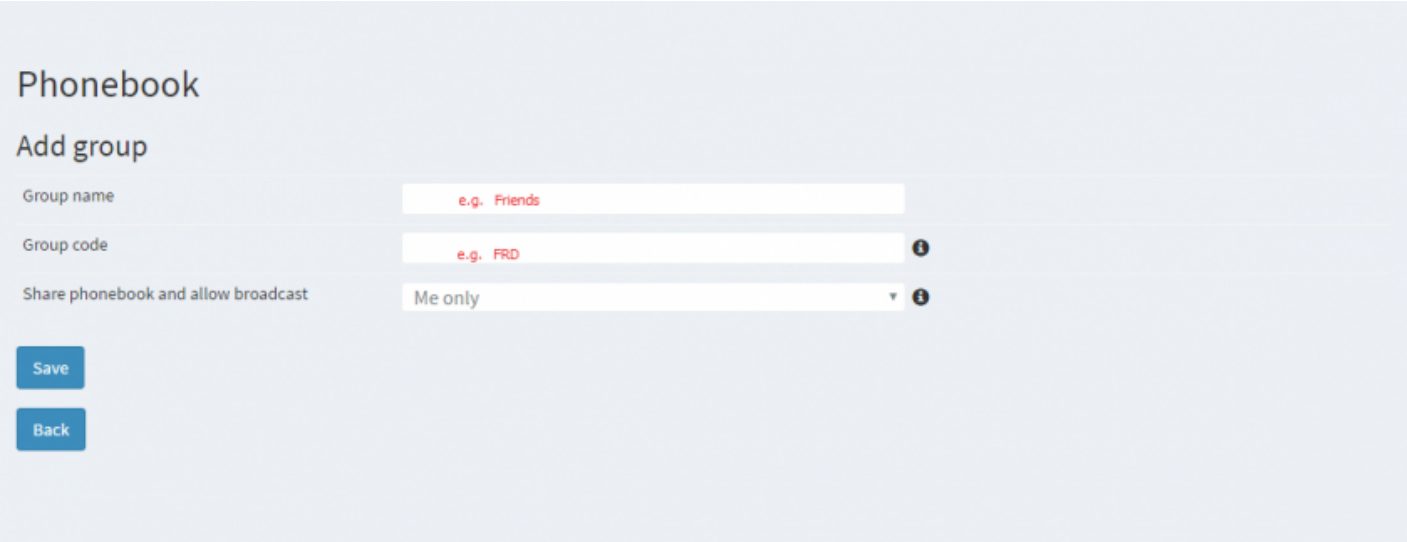
Click on the icon to land on a similar page as shown below.



Click on the icon.

Input the `required details`: a suitable group name and group code. Set the broadcasting permissions the. There are 3 broadcasting permissions' setting options:

1. ***Me only*** - Only the creator of the group has access to the contacts in the group and can send a broadcast message to the group members.
2. ***Members*** - The creator of the group and his / her subusers can send a broadcast message to the group members.
3. ***Anyone*** - The group is public.



Click on save.

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