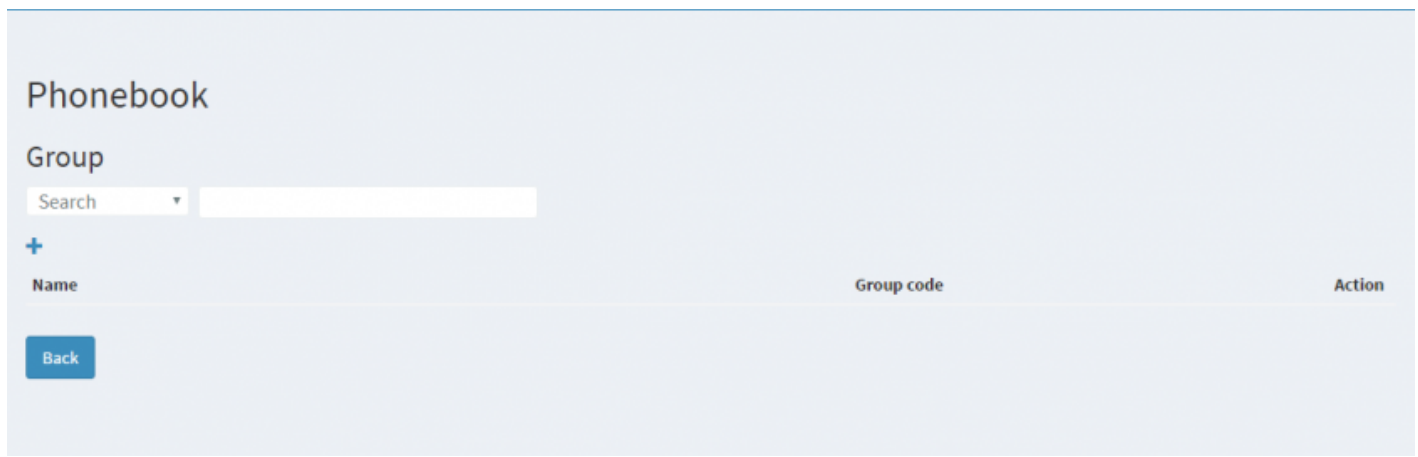



How to create a group of contacts

Access the Contacts List.

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



The screenshot shows a web interface titled "Phonebook". Below the title is a "Group" section with a "Search" dropdown menu and an empty text input field. To the left of the input field is a blue "+" icon. Below the input field is a blue "Back" button. At the bottom of the page, there is a table with three columns: "Name", "Group code", and "Action".

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.


Phonebook

Add group

| | | |
|-------------------------------------|---|---|
| Group name | <input type="text" value="e.g. Friends"/> | |
| Group code | <input type="text" value="e.g. FRD"/> |  |
| Share phonebook and allow broadcast | <input type="text" value="Me only"/> |  |

Save

Back

Click on  save.

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