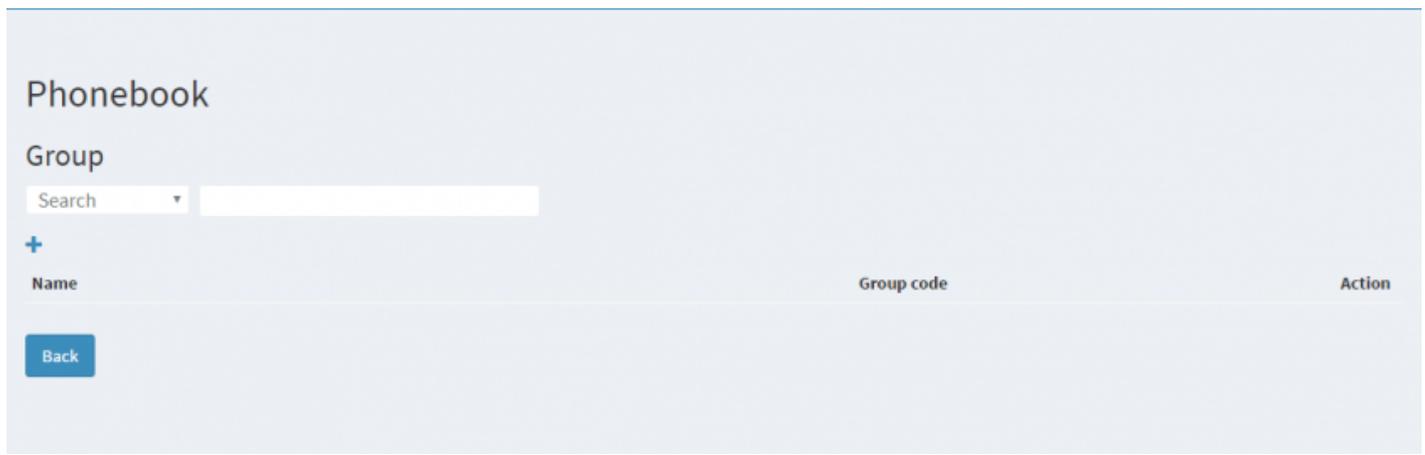


How to create a group of contacts

Access the Contacts List.

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



The screenshot shows a 'Phonebook' interface. At the top left, there is a 'Group' label above a search bar with a 'Search' dropdown and an input field. Below the search bar is a blue plus icon. Underneath is a table with three columns: 'Name', 'Group code', and 'Action'. A blue 'Back' button is located at the bottom left of the interface.

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

e.g. Friends

Group code

e.g. FRD



Share phonebook and allow broadcast

Me only



Save

Back

Click on [save](#).

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