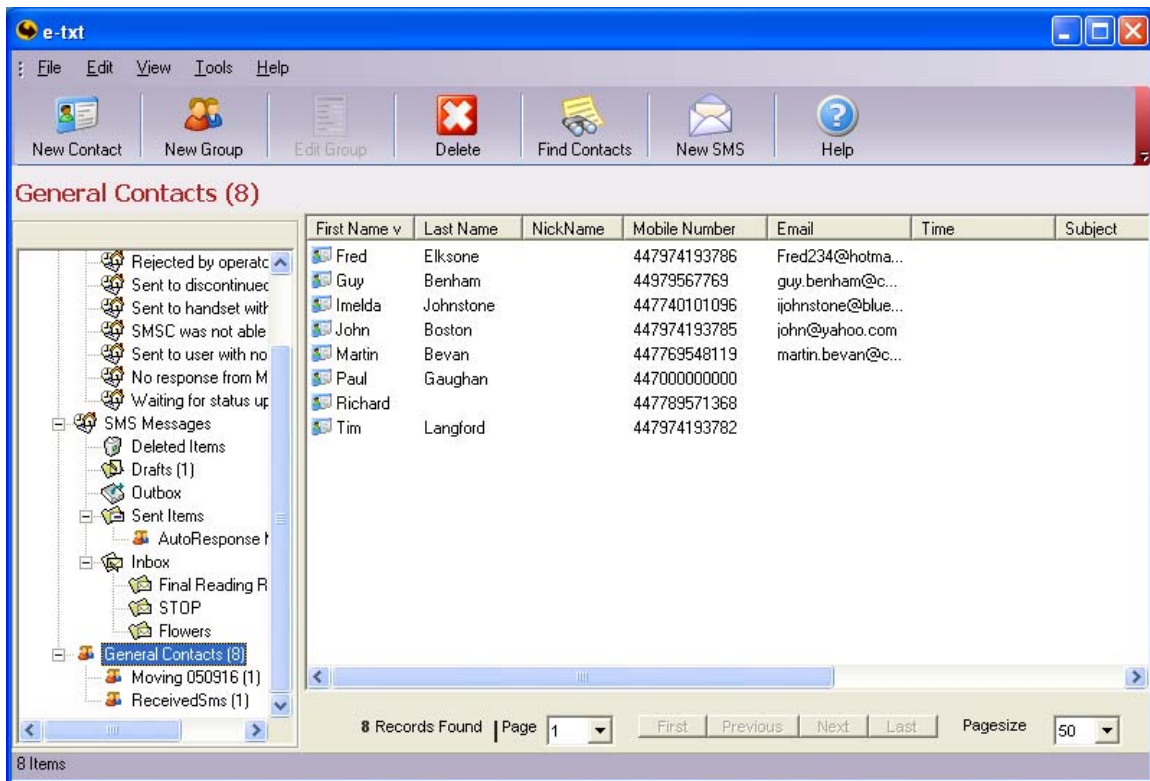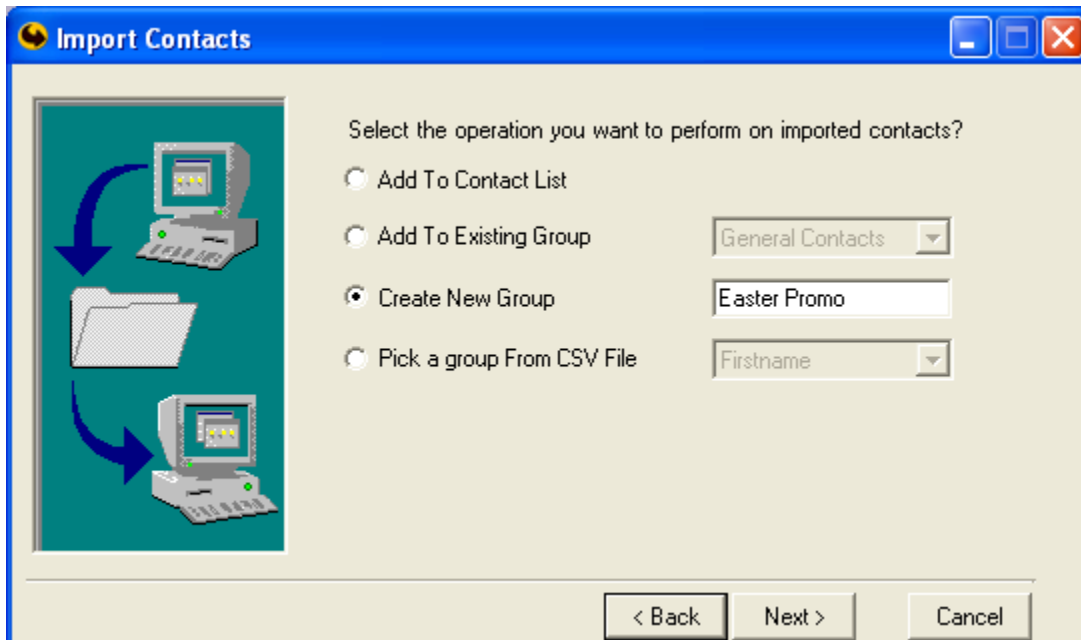# Organising your Contacts into groups

If you plan to send a single message to a large number of contacts, it is recommended that you use e-txt groups. Although e-txt will work with up to about 100 individual contacts, you will find it is easier to use groups for any bulk send over e.g. 25 people or so.   You can then simply select the group when you create your text message. You may have as many groups as you like.

1. There are 3 ways of working with groups.
   - Importing Contacts
   - Creating a group with your general contacts
   - Editing groups

2. For each of them start by opening e-txt™ by clicking on the ⟳ icon on your desktop or selecting **Start ¦ Programs ¦ e-txt ¦ e-txt**.

3. Ensure that the **Contacts toolbar** is displayed by having a contacts folder selected in the **Main Navigation Tree** (If a **Message** folder is selected the Main Toolbar changes dynamically to the **Messaging Toolbar**).
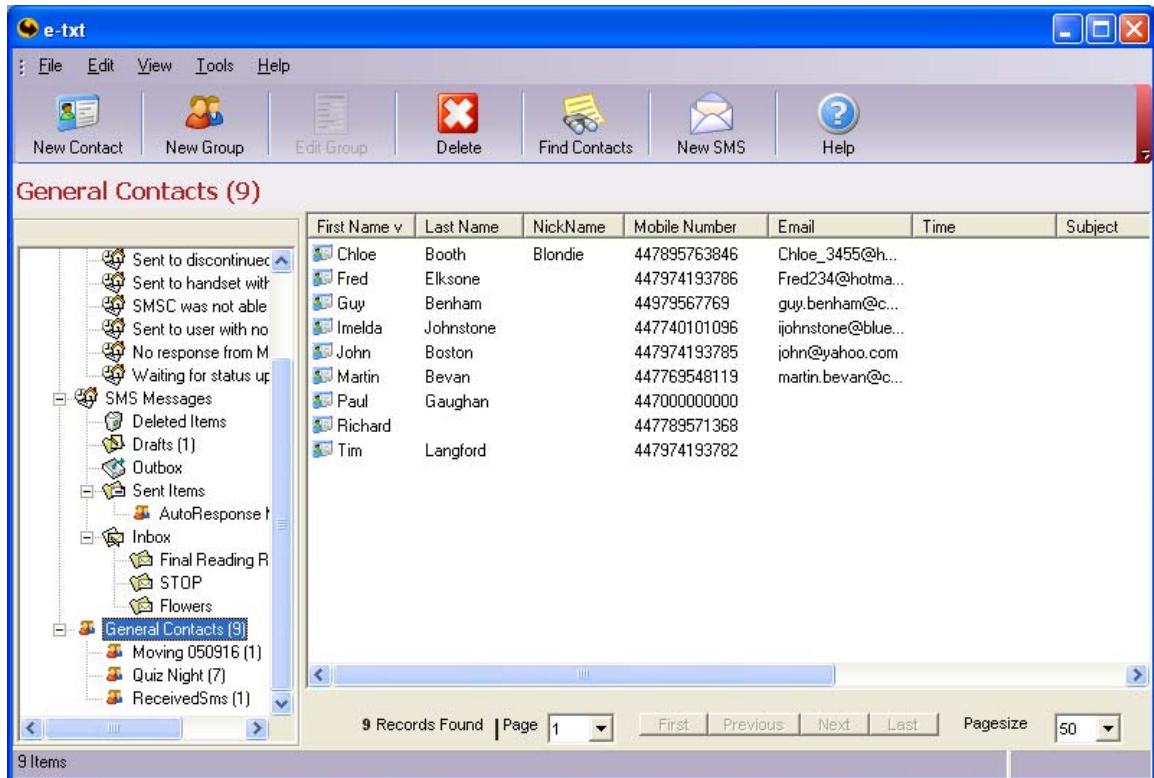
4.1 The first way is that when **importing contacts**, you can choose or create a group. Most steps for this are covered in the guide "How to Import Contacts". The relevant screen is
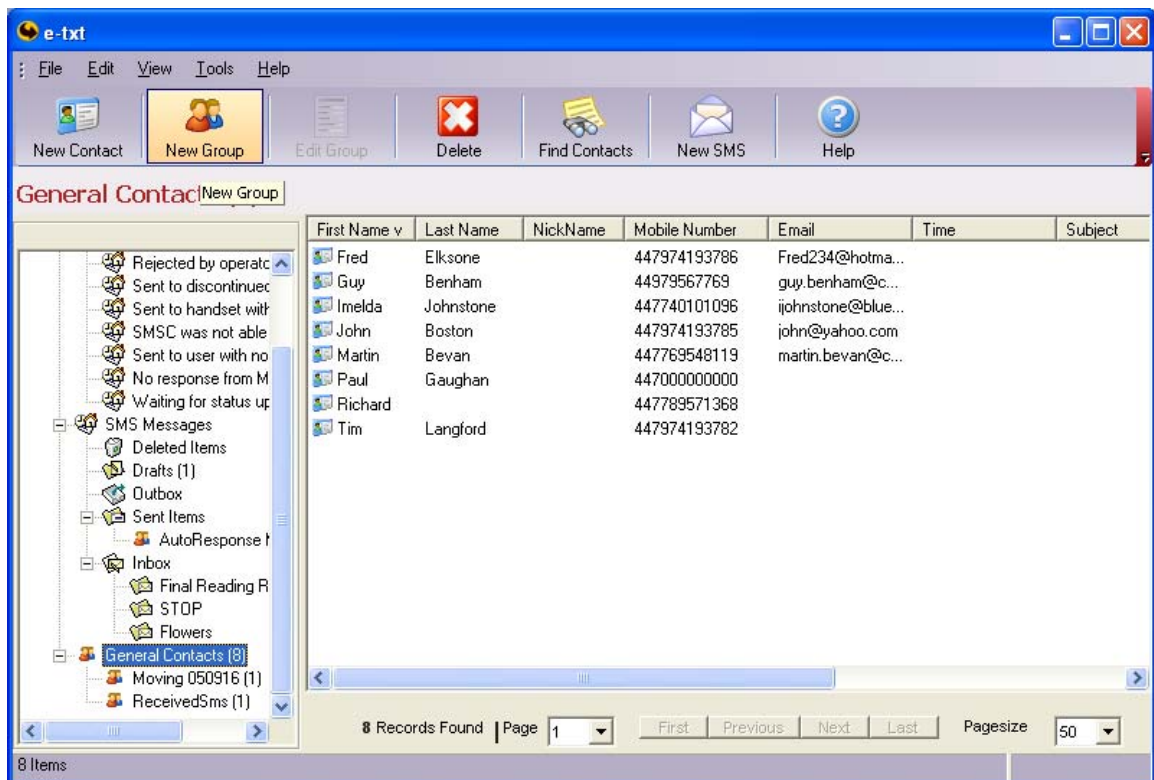

4.2 You can create a new group for all the contacts you are importing, by checking the 'Create New Group' section and naming it.

4.3 You can have a different group for different contacts, by using a column in the Excel or CSV file to say the group name for the contact. In e-txt you can then refer to the column heading by checking 'Pick a group from CSV File'.

5.1 You can also create a group with contacts that you have in your general contacts folder already. All e-txt contacts are stored in the **General Contacts** area of e-txt. You can see it at the bottom of the Navigation pane. Click on it to show all contacts.

5.2 To create a new group, then select **New Group.**

5.3 You will be presented with the screen **shown below**. Enter a name for your group in the **Group Name** box , e.g. "Quiz Night".
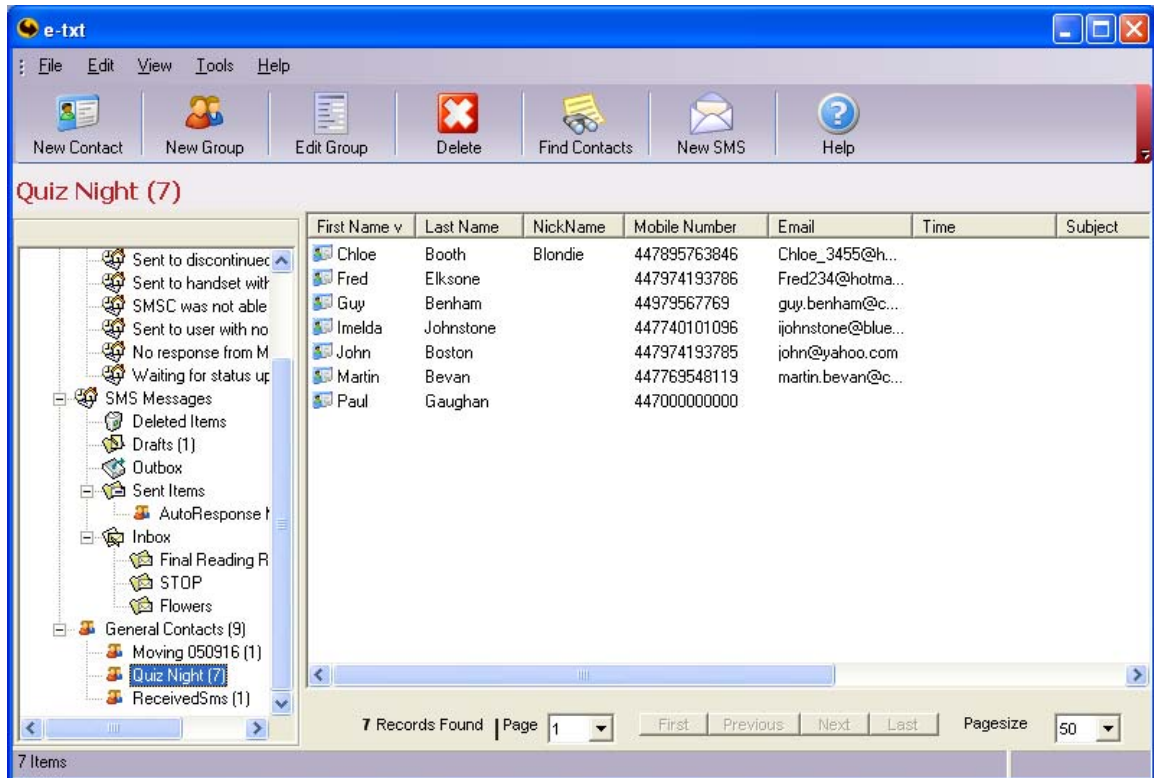

5.4 At the bottom-left of the dialog you can see a list of all your existing contacts and groups. To add any of these contacts or groups to your new group simply select them and click on the 'Right Arrow' button in the middle of the dialog. In the example below, Fred was highlighted and moved to the group.
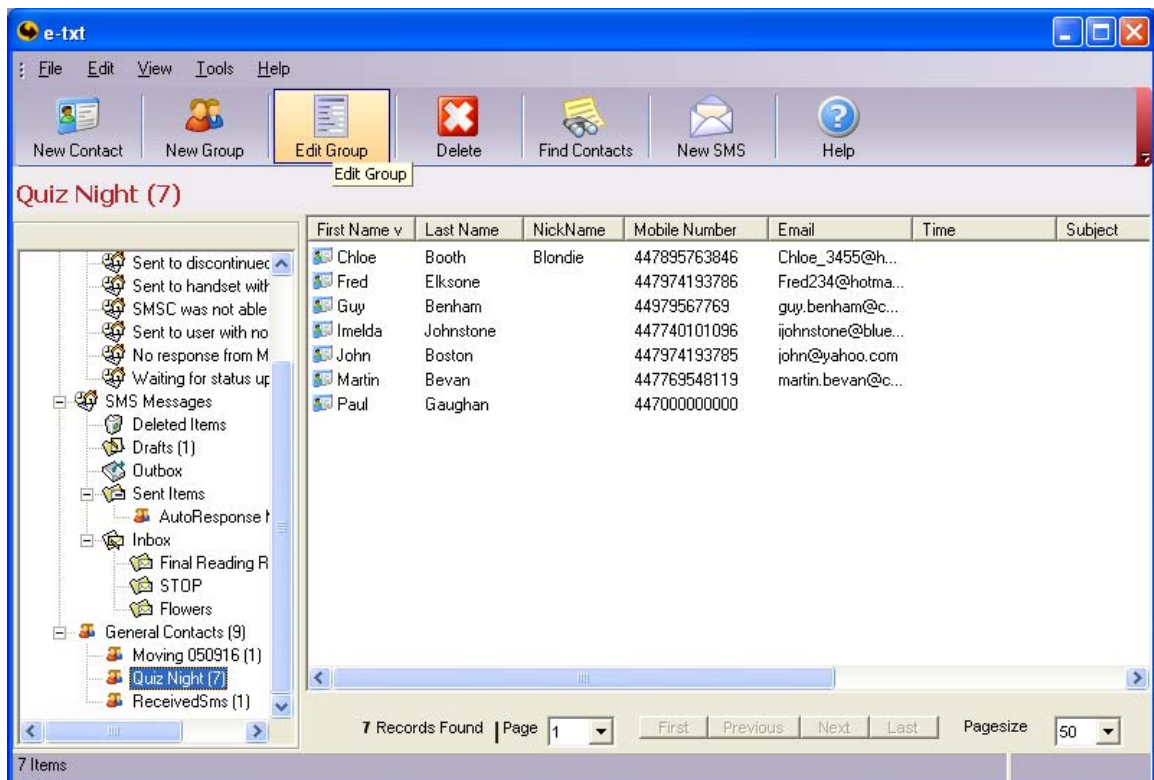
5.5 You will see that your contacts have been added to the **Selected Recipients** list on the right side of the dialog. You can clearly see which contacts have been selected from the main list, for example Fred, because they are coloured orange.

Once you have selected the contacts for your new group press the "Save Group" button.

6.1 You can **edit a group** at any time by simply highlighting a group in the tree control on the left hand side of the e-txt main window
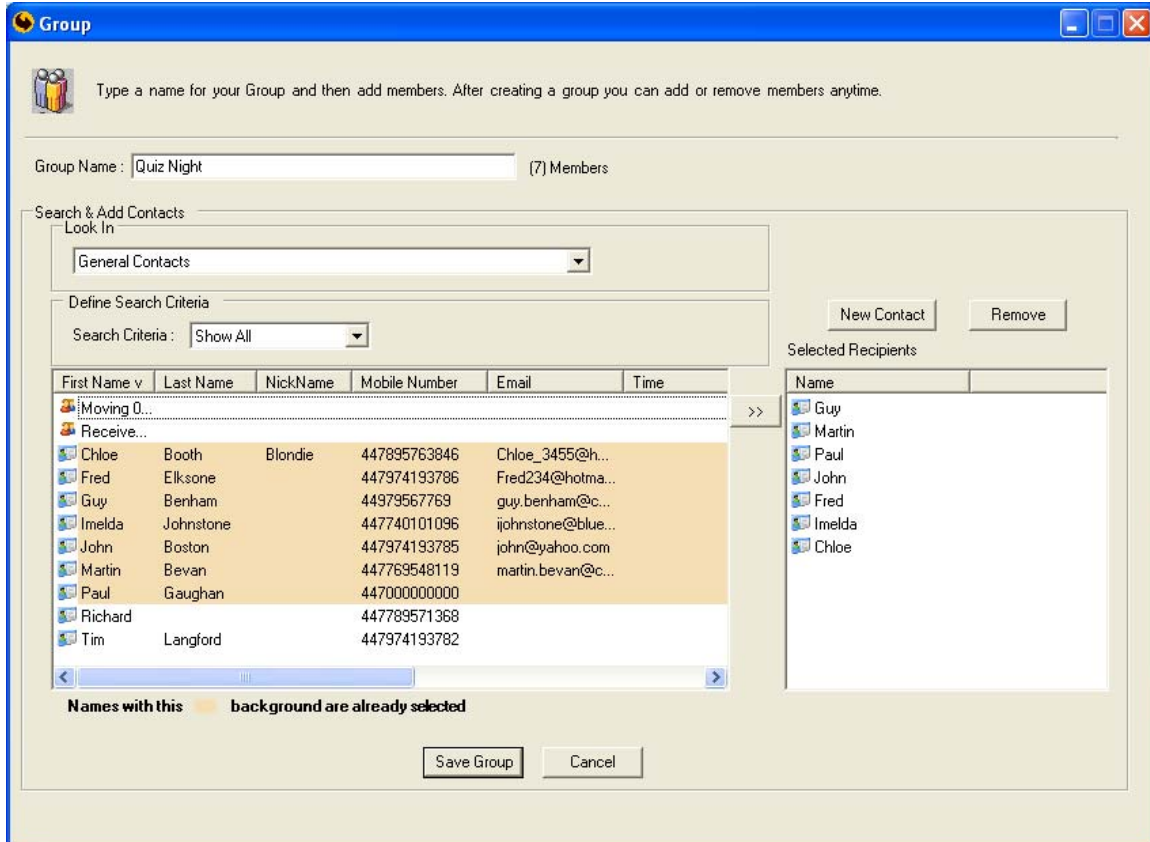
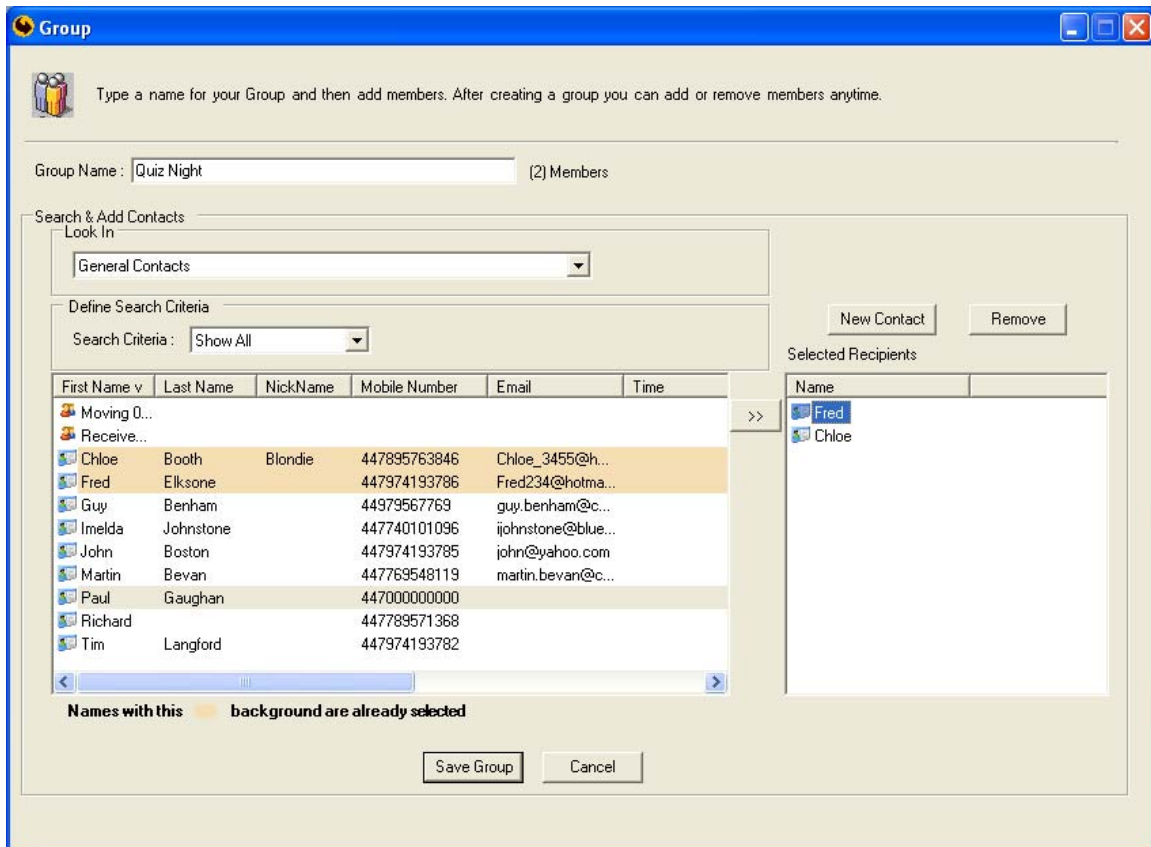6.2 Click on the **Edit Group** icon on the contacts toolbar

6.3 You will see the **Group** window

6.4 You can use the New Contact and Remove buttons here to edit the group. Add contacts as explained above, and remove contacts by clicking on the contact you wish to remove in the right-hand window. You will see Fred has been highlighted in the screen below.

6.5 Click on **Remove.** You will find that Fred has been removed from the group but still appears in the General Contacts List. Click Save group to confirm and exit