

## How to use groups to organise contacts

A contact can belong to one or more groups or can appear only in the general contacts list. Groups are useful whenever you want to regularly send messages out to only certain parts of your database.

For example a school may have every parents details on their contacts list but it would often make sense to have them grouped by the classes that the children are in. For example, Miss Smith's class can send messages to just the relevant parents reporting that the children will be arriving home late due to heavy traffic on their way home from a school trip. Updates on such an outing could also be sent to just the relevant parents easily.

Create a group

Add contacts to a group

Remove contacts from a group

Automatically opt people in and out of groups

With e-txt™ you can manage people to easily opt in and out of different groups, without being unsubscribed from the basic list. You can rename or move between groups easily using **Edit Group** on the **contacts toolbar**.

1. Open e-txt™ by clicking on the  icon on your desktop or selecting **Start | Programs | e-txt | e-txt**.

Ensure that the SMS Message **Main toolbar** is displayed by having a message folder selected in the **Main Navigation Tree** (If a **Contacts** folder is selected the Main Toolbar changes dynamically to the **Contacts Toolbar**).