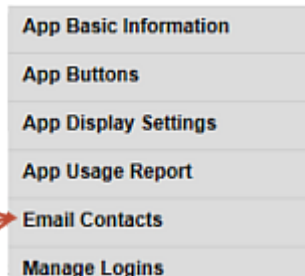


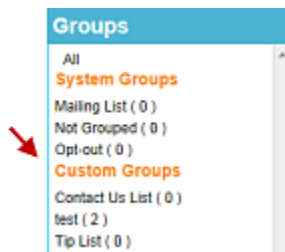
Move Multiple Contacts to a Different Group

From the Dashboard:

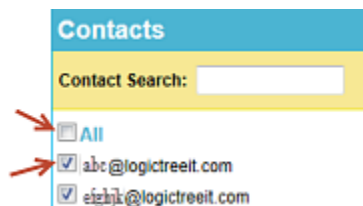
1. Select 'Options' in the header.



2. Select 'Email Contacts'.
3. In Step 1 select the group in which the contacts you want to move are.



4. Check 'All' or check the boxes by the contacts you wish to move in Step 2.



5. Select the desired group from the 'Move Contacts to' drop down menu in the Actions box.

Move Contacts
to:

Select a group



6. Select 'Move'.

Move

7. Click 'OK'.

OK