Add Group
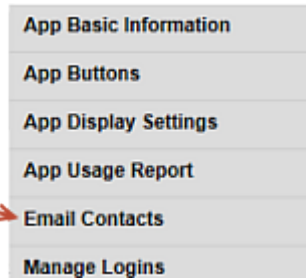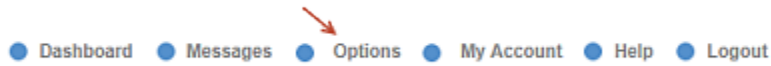
From the Dashboard:

1. In the header select 'Options'.

2. Select 'Email Contacts'.

3. Click 'Add Group' in Step 1. **Groups** → **Add Group**

4. Name your group.

Group Name: [ ]

5. Enter a brief description for your group.

Group Description: [ ]

6. Select 'Add'. **Add**