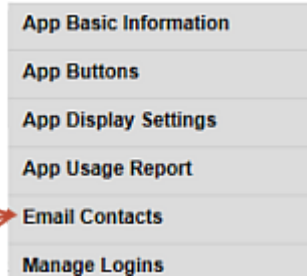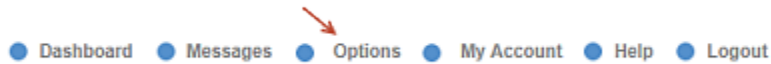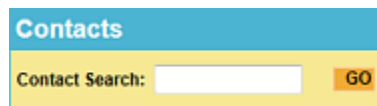## Move Individual Contact to a Different Group

From the Dashboard:

1. Select 'Options' in the header.

2. Select 'Email Contacts'.

3. Enter the name of the contact in the Contact Search box and hit 'Go' or click on a particular group to locate the contact you would like to move.

4. Check the box by your contact's name.

5. In the Actions box select the group from the 'Contact Group' drop down menu into which you would like to place your contact.

6. Select 'Update'.