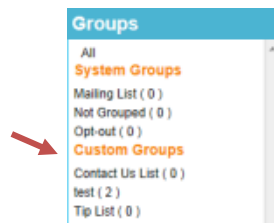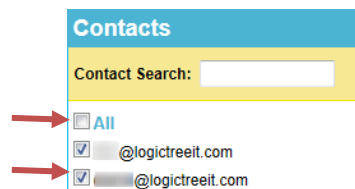## Move Contacts to a Different Group

To move multiple contacts to a different group:

1. In Step 1 select the group in which the contacts you want to move are.

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

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

4. Select 'Move'.

5. Click 'OK'.

To move an individual contact to a different group:

1. Locate the contact and check the box by its name.

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

Contact Information

Contact Group: Select a group ▼

Select 'Update'.   Update   Delete Contact   Cancel