

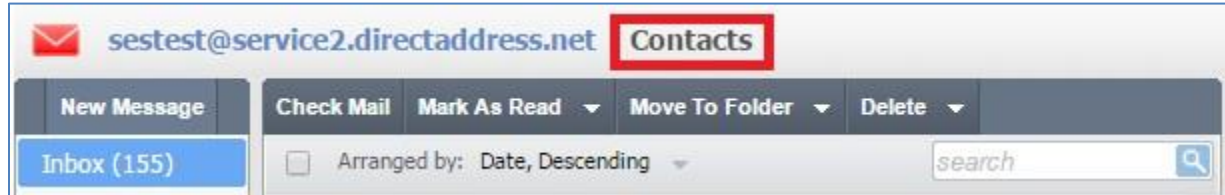


## Direct Messaging

### Managing Contacts

#### View Contacts

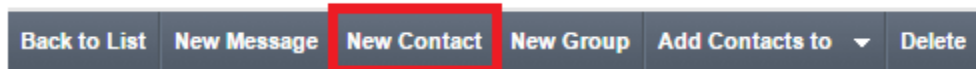
On the left of the screen, click **Contacts**.



All instructions in this guide require the user to begin from the **Contact view screen**.

#### Add a New Contact

1. Click **New Contact**



2. Enter a **name** and **email address**.

### New Contact

Name:

Email\*:

Use Friendly Name (for example, John Doe <johndoe@mail.com>)

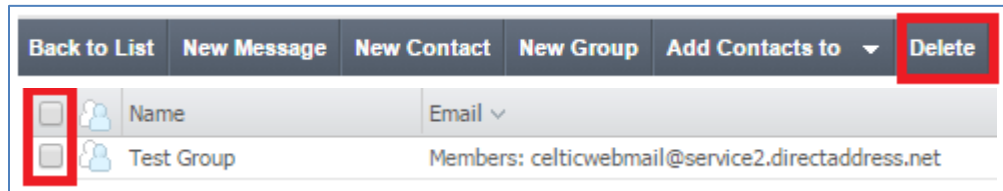
3. OPTIONAL - To enter additional contact details, click **Show additional fields**. Fill in any additional information you would like regarding this contact.
4. Click **Save**.

Show additional fields

Save Cancel

## Delete a Contact

Select the box next to the contact(s) to delete. Click **Delete**.



## Add a New Group of Contacts

1. Click **New Group**.



2. Enter a **name for the group**. Checking the box **Treat as an Organization** will allow you to enter specific organizational details such as Company Name, Address, and Phone/Fax numbers.

**New Group**

Group Name:

Treat as an organization

3. Click **Create Group**



## Add Contacts to a Group

1. Select the box next to the contact(s) to be grouped.
2. Click **Add Contacts to**.
3. Select the desired Group from the drop-down list.

