

## Managing Groups in Contact Manager

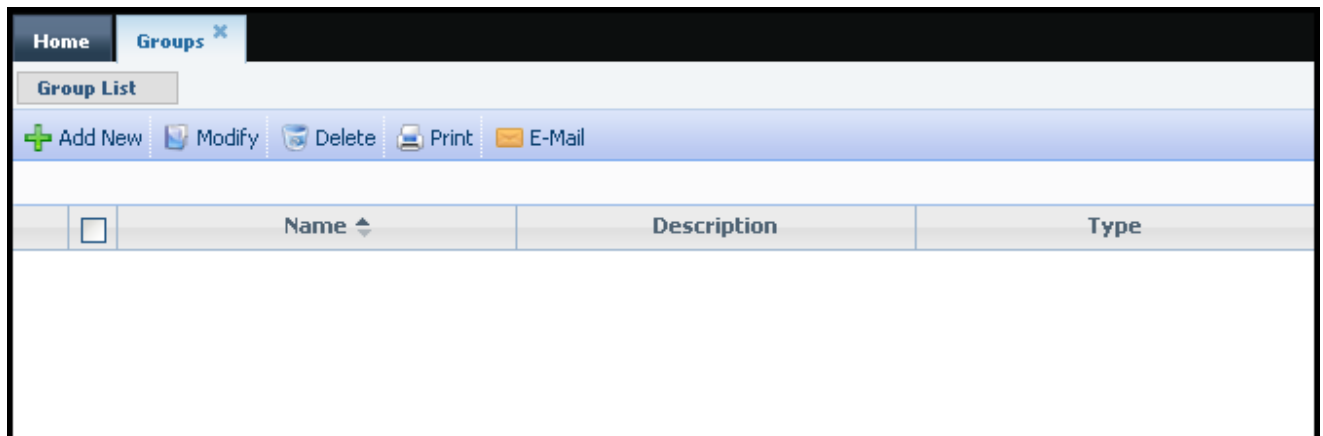
Using Groups within the Paragon Contact Manager, gives you the ability to quickly E-Mail, print, and sort groups of contacts at one time.

To Manage Groups within your contacts in Paragon, click **Contacts** and click **Manage Groups**. A new screen is displayed.

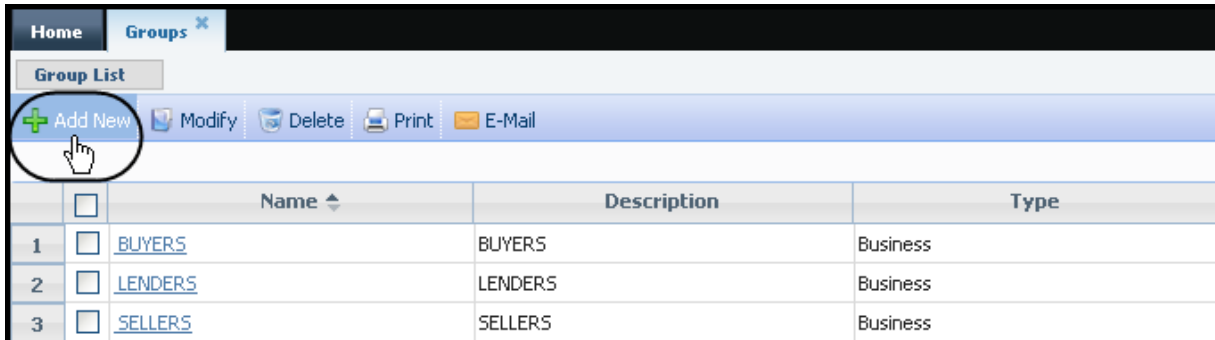


Using the manage groups tool, you create and maintain all of your groups. The manage group tool has the following functionalities:

- Add New
- Modify
- Delete
- Print
- E-mail



To add a new group, click **Add New**. A modal will open to enter group information.



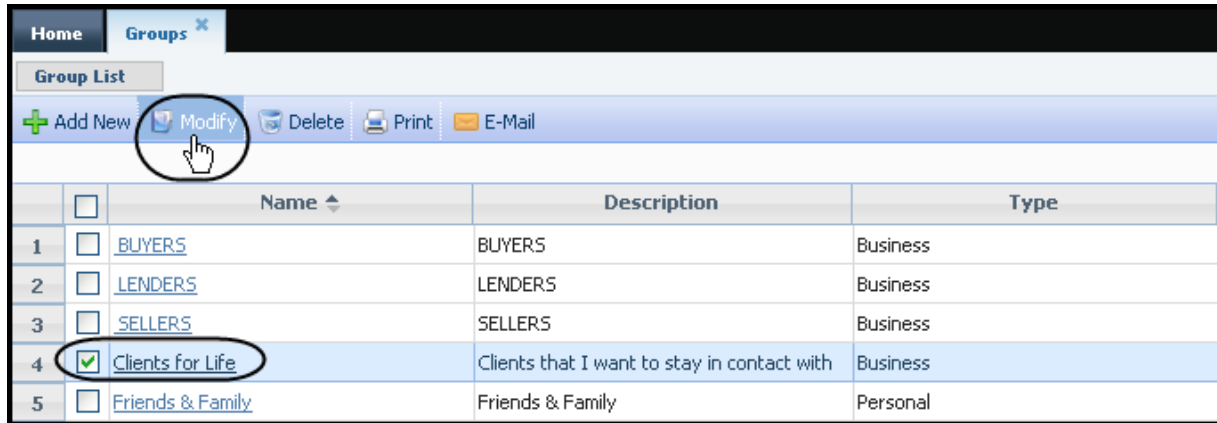
When creating a group, fill in the fields shown below. This information is display for each group, as shown above. The fields to complete are:

- Type ID (Business, Personal or Other)
- Group Name
- Group Description

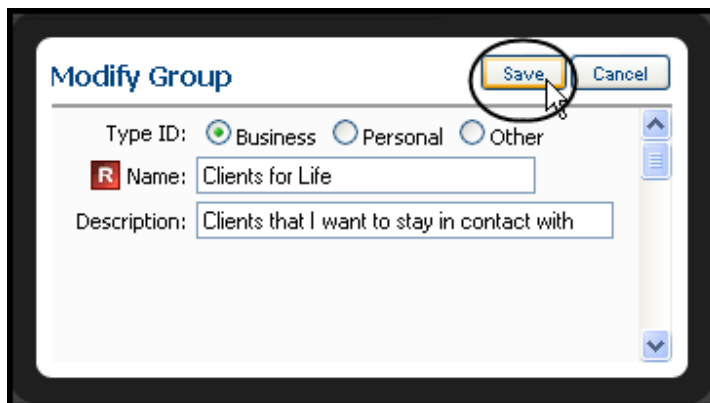


After you enter the group's information, click **Save** to add your new group.

Check the box to the left of the group you wish to modify and click **Modify**.



A modal will open allowing you to edit the group information. When finished, click **Save**.

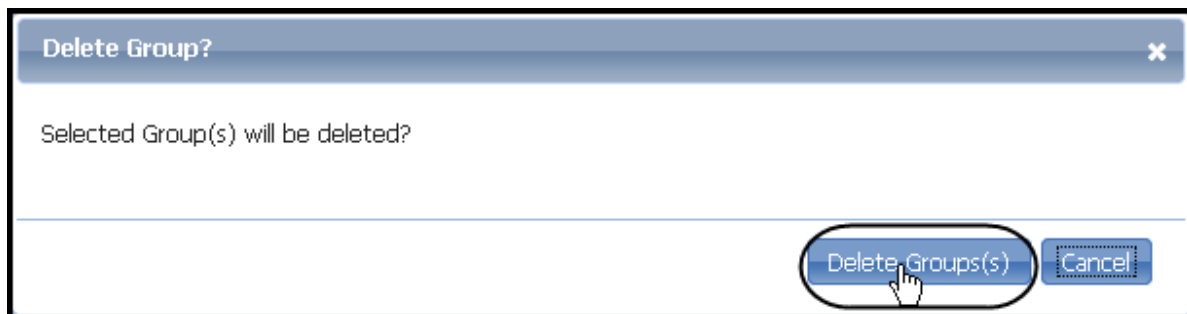


To delete a group(s), check the box(s) to the left of the group and click **Delete**.

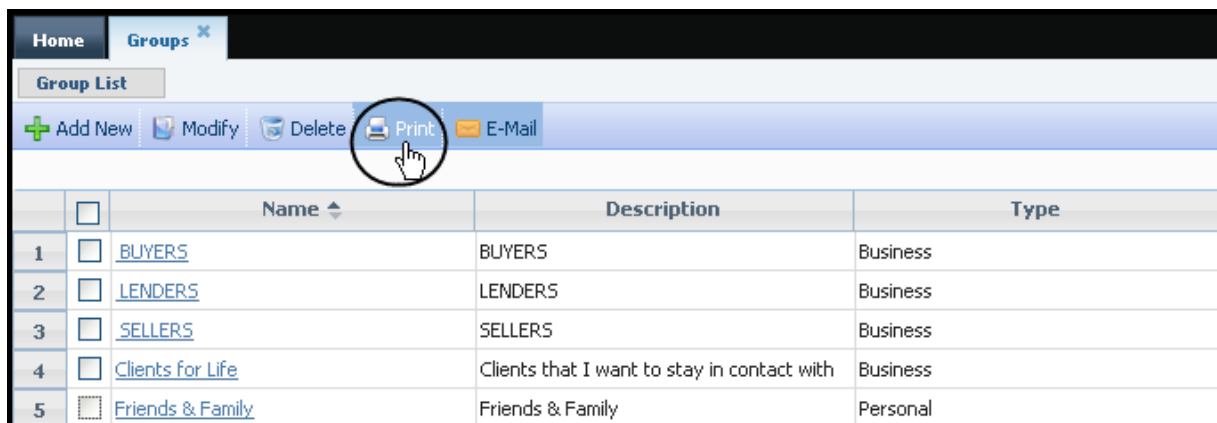


A modal will open to confirm your desire to delete the group(s) selected.

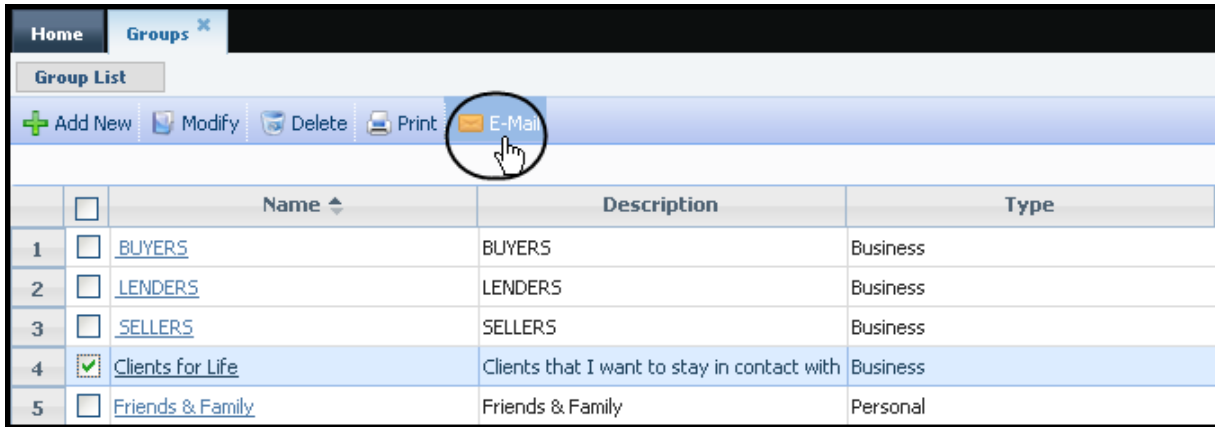
- If you want to delete, click **Delete Group(s)**.
- If you do not want to delete the selected group(s), click **Cancel**.



To print the page you are viewing, click **Print**.

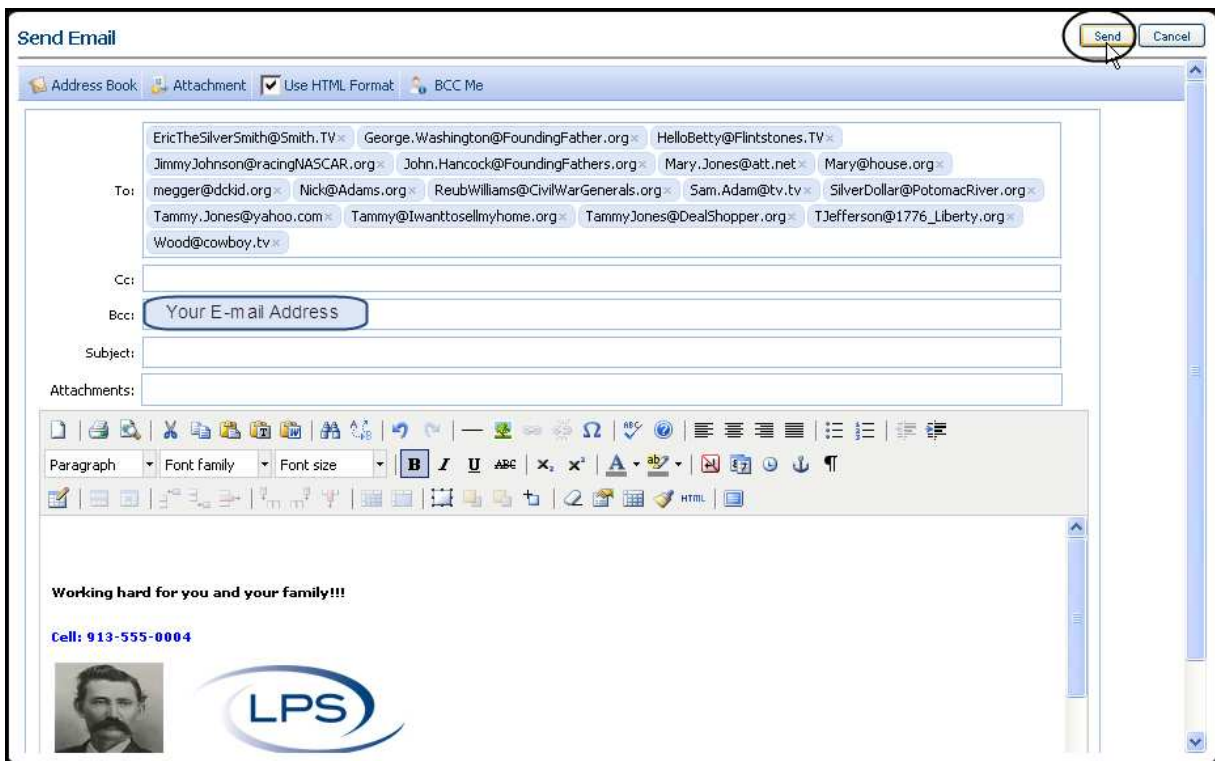


To E-mail a contract group, check the box to the left of the group and click **E-mail**.

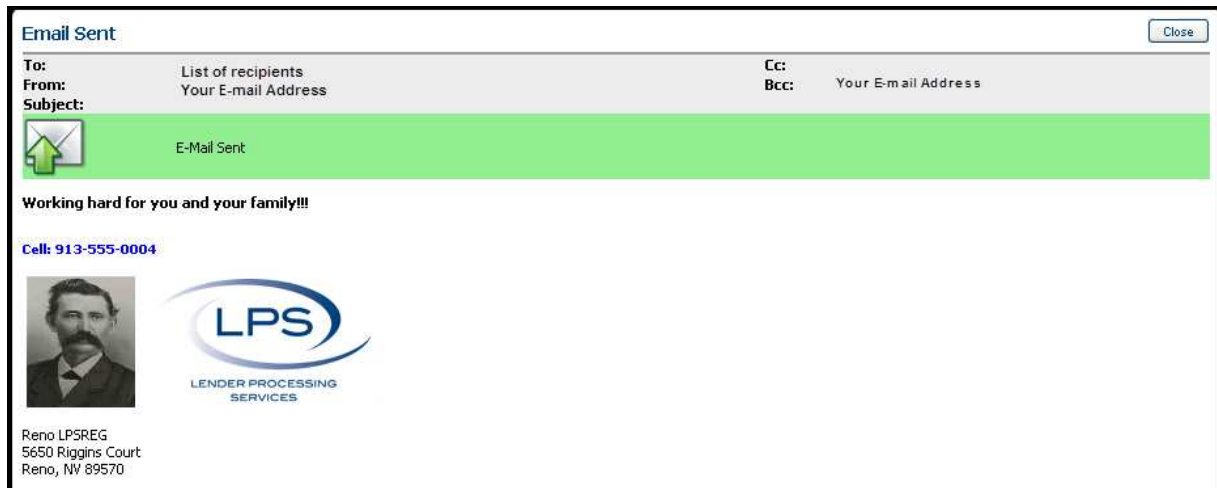


**Note:** You E-mail one group at a time.

The E-mail template opens with your group members' E-mail address already populated into the "To:" field. Add the message you want to send to this group's contacts using the rich text editor. When you are ready to send your E-mail, click **Send**.



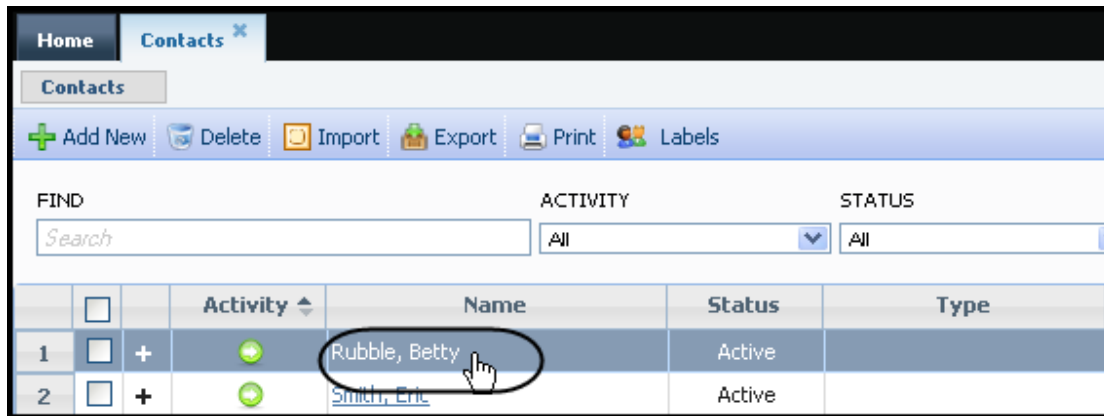
Paragon displays a confirmation of the E-mail you sent to the selected group's members.



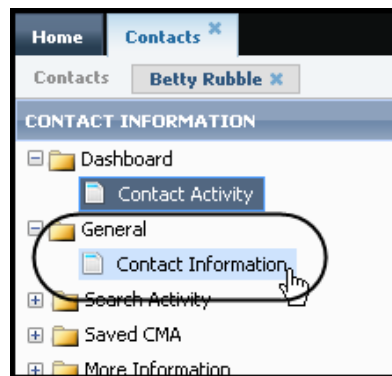
To add a contact to a group(s), make your group selection(s) at the time of contact input or during contact maintenance. Click **Contacts** and View / **Manage Contacts**.



A list of your contacts is then displayed. Click the name of the contact you want to maintain.



Click **General** and **Contact Information** to display your contact's information.



Paragon displays your contact's information. Check the box next to the group(s) to which you want to add your contact. When your selections are completed, click **Save**.