

Zimbra Contact Groups

Creating Contact Groups

1. In Zimbra, click on the Address Book tab.



- 2. Click the triangle next to New.
- 3. In the menu that appears, click Contact Group.
- 4. In the lower right corner of the window, look for a field labeled Or enter addresses below (comma separated). You may type or past a list of addresses into this field.

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5. Click the Add button that appears to the right of the list.

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6. Click the Save button.

Editing Contact Groups

- 1. In Zimbra, click on the Address Book tab.
- 2. Click on the group you want to edit, then click the Edit button.



- To remove a group member, click on the name or address, then click the Delete button at the bottom of the screen.
 Warning: Do not click the upper Delete button labeled with a trash can icon: That one will delete the entire group.
- 4. To add new members, type or paste addresses in the field that says Or enter addresses below (comma separated), then click the Add button that appears to the right of the list.
- Click the Save button at the top of the screen once you have finished making changes.

Deleting Contact Groups

- 1. In Zimbra, click on the Address Book tab.
- 2. Click on the group you want to edit, then click the Edit button.
- 3. Click the upper Delete button that is labeled with a trash icon.
- If you accidentally delete the wrong group, just click on Trash, locate the group, and drag it back onto Contacts.

Writing to Contact Groups

- 1. In Zimbra, click on the Mail tab.
- 2. Click the New button.
- **3.** Click in blank field next to **To** or **Cc** field.



Save

Tip: When writing to a

large number of recipients, click on **Show BCC** and use the **BCC** field instead.

- **4.** Begin typing the name of the group you want to write to. When it appears, click on it with your mouse.
- 5. The addresses will all appear. Write the message and click Send when you are done.