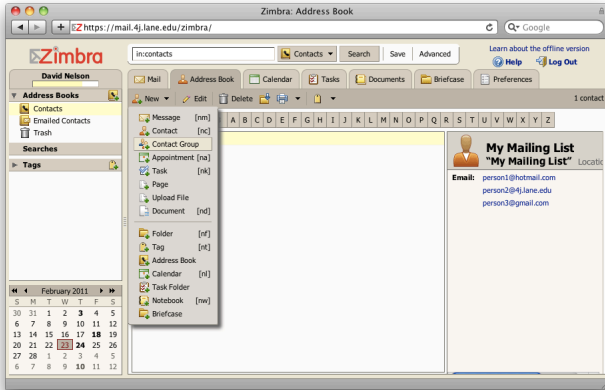




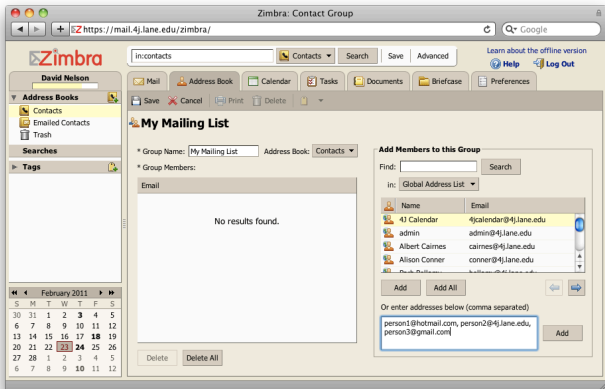
Zimbra Contact Groups

Creating Contact Groups

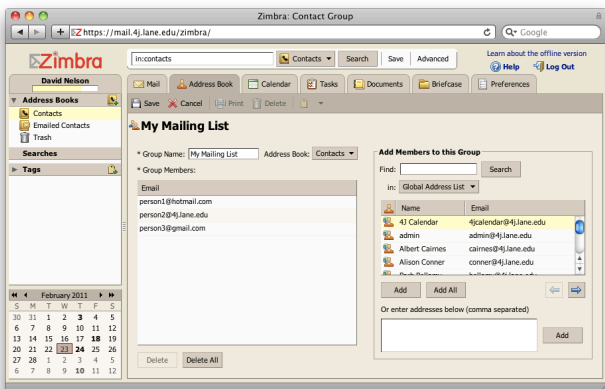
1. In Zimbra, click on the **Address Book** tab.



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 paste a list of addresses into this field.



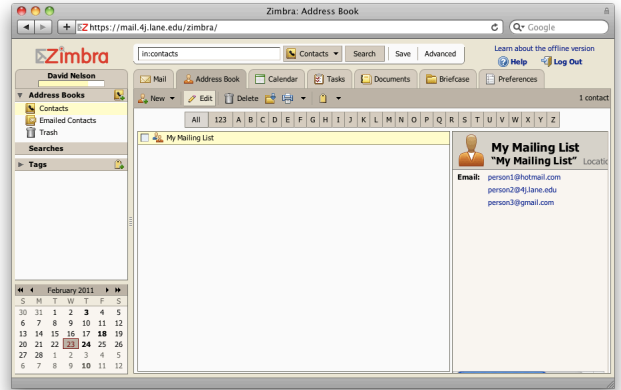
5. Click the **Add** button that appears to the right of the list.



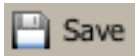
6. Click the **Save** button.

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.



3. 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.
5. 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.
4. 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.
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.

