## Add Members to a Group

Last Modified on 11/12/2020 7:08 pm EST

## To add a member to a Group:

- 1. Select a Directory.
- 2. Select an entry in the left pane.
- 3. In the right pane, click Add to Group.

ViewPoint Web - Google Chrome				
https://vertical.vappcenter.com/vpw/?rc=2#/landing/directory				
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Select the Group and click Save. You can also create a new Group and then add the user to it.

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Directory Conversations History	×
Enter name, number or extension Add to Cliff Barton to Group	
Full Directory  Search Groups Search Groups	П
Do Not Disturb Favorites	
Cliff Barton	
Available Congrats on the new product release	
Do Not Disturb Summit Meetings this week. Email is best.	
Available	
Douglas Morales Available Santa Clara Office Create a New Group	
Amanda Newman On Vacation I will return on 5/4/15	