Add Members to a Group

Last Modified on 11/12/2020 7:09 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.

V ViewPoint Web - Google Chrome				
https://vertical.vappcenter.com/vpw/?rc=2#/landing/directory				
SS ^e	Version 1.0.0.50	0 available Reload Dismiss	Ê	
2 ; (0)	$\overline{\mathbb{O}}$		× 🖒	
jim	×	JB Available		
Searching: "jim" JB Jim Brady Working from Home JB Jim Brady SF Avai/ Call J G Jim Avai Avai/ Call Send an IM ☆ Favorite JH Available TW_Jim Turner Available		ti∎ x21521		
		🛋 Add to Group	🛠 Favorite	

Select the Group and click Save. You can also create a new Group and then add the user to it.

	Ĵ
	-
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	