

## Create Contact Group

**Home Page:** Logon to the AlertFirst system, click the [Contacts](#) tab in the top tool bar.

**Step 1:** Click the [Manage Contact Groups](#) link on the left side under Hosted Contact Database.

**Step 2:** Click [Create](#) at the bottom of the page.

**Step 3:** Enter a name and description (optional) for your group under Group Information. Under Owned By, leave this as Base Group.

**Step 4:** Under Search for Members, enter your search criteria in the Search Criteria box. (For example, search by Last Name for all records with same last name; search by Group to find all contacts that belong to that Group.) To add additional search criteria, click on the green [Plus](#) button. Click the [Search](#) button. Search Results under Add Member to Group displays all records that match your search criteria.

**Step 5:** Add members to group by selecting the check boxes next to the contact. Click the [Add to Group](#) button. The member names will display on the right as members of the group. If you wish to remove one or more names from the group, select the checkbox(s) to identify those member names. Then click on the [Remove from Group](#) button on the bottom right.

**Step 6:** Click [Save Group](#) when done.

## Modify Existing Contact Group

**Home Page:** Logon to the AlertFirst system, click the [Contacts](#) tab in the top tool bar.

**Step 1:** Click the [Manage Contact Groups](#) link on the left side under Hosted Contact Database.

**Step 2:** Select contact group and click on the [Modify](#) button.

**Step 3:** To add members: see Step 5 above. To Remove Members, select checkbox(s) on left. Click on the [Remove Members](#) button.

**Step 4:** Click [Save Group](#) when done.

## Delete Existing Contact Group

**Home Page:** Logon to the AlertFirst system, click the [Contacts](#) tab in the top tool bar.

**Step 1:** Click the [Manage Contact Groups](#) link on the left side.

**Step 2:** Select contact group and click on the [Delete](#) button.