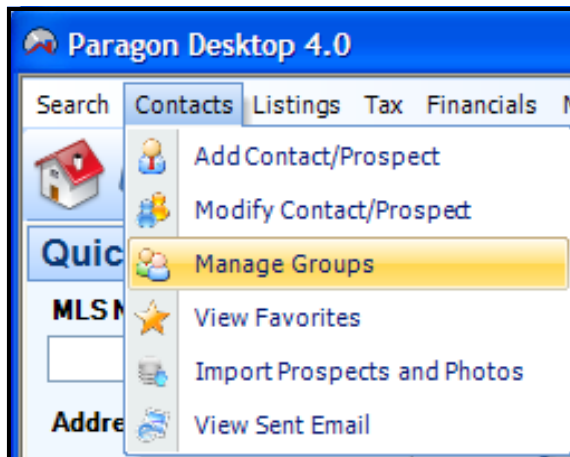


Managing Groups

Quick Start Guide Paragon Desktop 4.0

Using Groups provides a useful tool for users to organize and search their contacts / prospects.

To create, modify and delete groups, click on **Contacts** and then click on **Manage Groups**.



The Manage Group dialog box opens. From here you can click on **Add New** and a blank **Maintain Group** dialog box opens, select the **Type**, enter a **Name** and **Description** for the new group.

You can have multiple groups with any description you feel helps you organize your contacts.

