Update or Delete a personal contact group (distribution list)
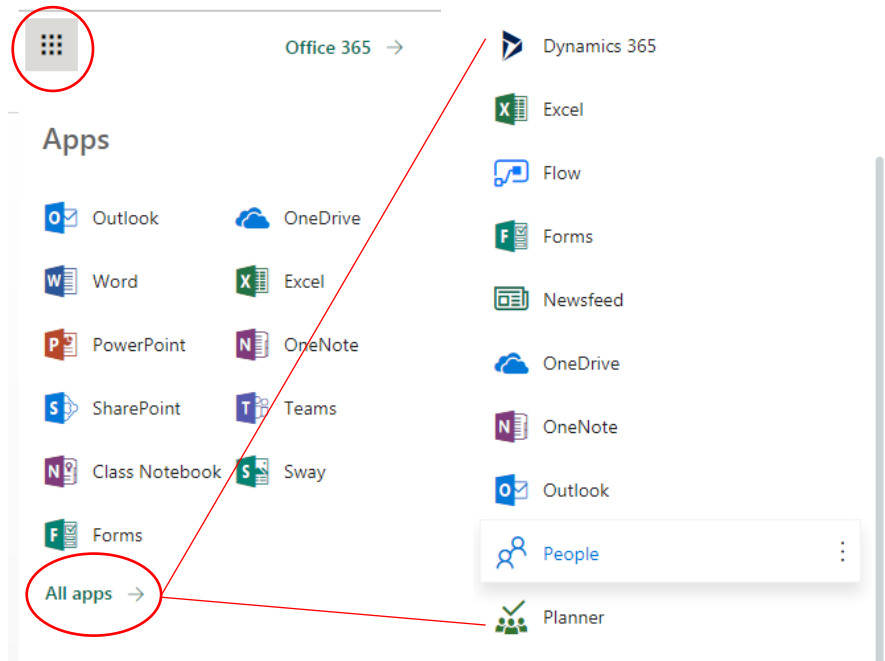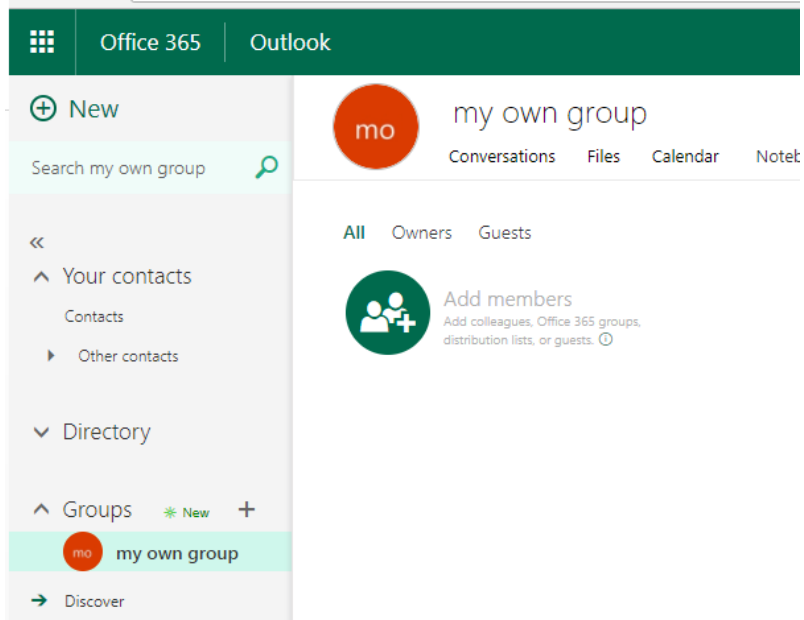
1) Select "People" from the list of available Apps. If "People" is not listed in the most frequently used list of app, select "All apps" and a listing of all app on your account will appear, scoll down this list and select "People"

2) Expand "Groups" and select the group name to be updated / deleted

3) To add a new member to the group, select "Add members" and enter the information requested and then save. To remove a member or change their status, hover over the person's name to be removed. Three dots "…" will appear to the right of the name, select these dots and from the drop down list select "Remove from group" or the appropriate option to change their status. To view the files that are posted as part of the group, or past conversations, select those options listed at the top of the group listing.
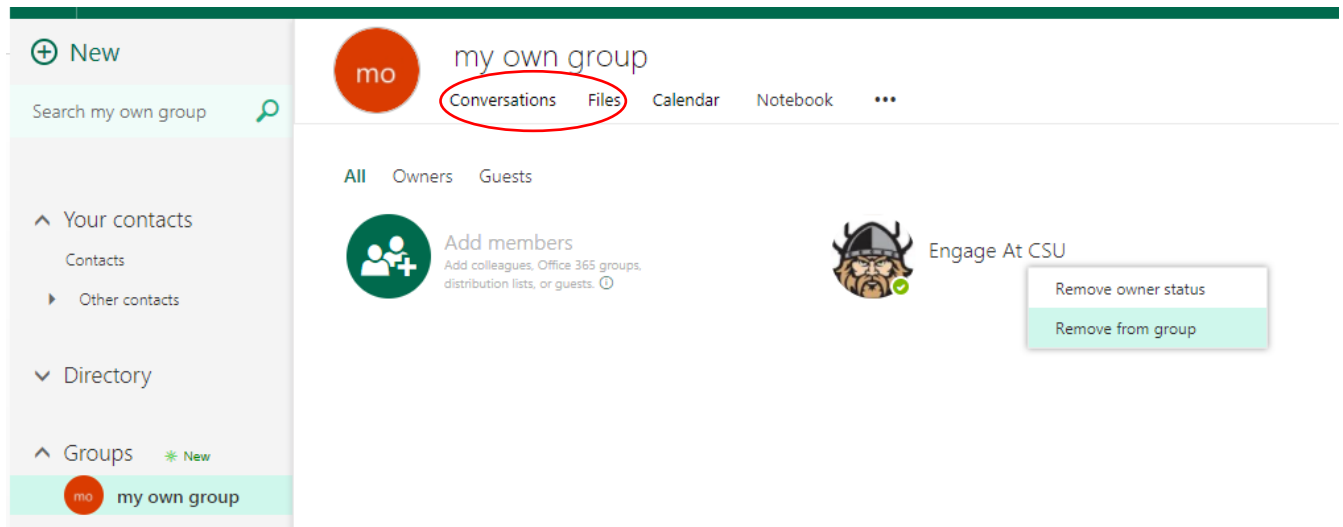
4) To delete the group, or update the description, name or options on the group, the group must be edited. Select the gear icon in the upper right corner, select "Edit group"
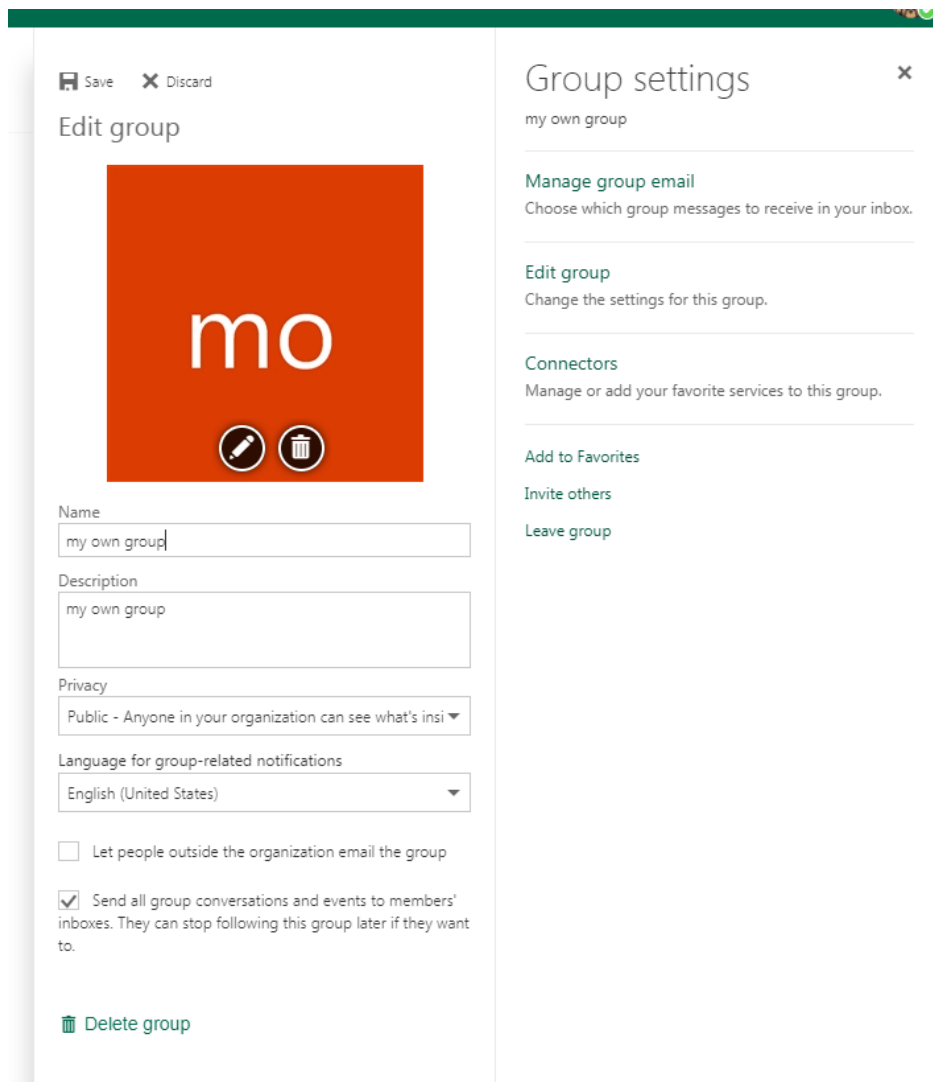
5) Change the information desired and select "Save" when completed. Please note, the privacy setting cannot be changed once it is defined at the time of creation. To change the privacy setting the group, along with all of its contents, must be deleted and the group re-created.

To delete the group, select "Delete Group"