

# Utiliser les Groupes de Contacts

## Ajouter des contacts à un groupe

Accéder aux Contacts :

The screenshot shows the KAJOOM Contacts interface. At the top, there's a navigation bar with links like Retour à la liste, Nouveau Message, Nouveau Contact, Nouveau Group, Rajouter des contacts au, Effacer, Importer des Contacts, Export Contacts, and a search bar. Below the navigation is a list of contacts. A specific group, "Hello Group", is selected and highlighted in blue. The list includes:

Nom	Email
contact	contact@kajoom.ca
hello	hello@kajoom.ca
KAJOOM.CA	web@kajoom.ca

To the right, a "View Group" panel is open. It displays the group name "Hello Group" with a "Renommer" link. There's a checked checkbox for "Traiter comme une organisation". Below this is a section for "Organisation" with a list of the same three contacts. At the bottom of the panel are buttons for "Adresses Mail selectionnées", "Supprimer du Groupe", and "Enregistrer".

Assigner des contacts à un Groupe :

The screenshot shows the KAJOOM Contacts interface. The "Rajouter des contacts au" dropdown menu is open, showing two options: "Hello Group" and "- Nouveau Group -". To the right of the menu, there's a panel for sending email. It has three entries under "Email" and "Field": "contact" <contact@kajoom.ca> TO, "hello" <hello@kajoom.ca> TO, and "KAJOOM.CA" <web@kajoom.ca> TO. A green button labeled "Leur envoyer un mail" is visible.

Envoyer un courriel à un Groupe :

The screenshot shows the KAJOOM Contacts interface. The "View Group" panel is open for the "Hello Group". On the right side of the panel, there's a green button labeled "Groupe Mail". A cursor is hovering over this button, indicating it is about to be clicked.

Rédiger le courriel à un Groupe :

Last update:

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The screenshot shows a web-based email interface. At the top, there's a header with a mail icon, the email address 'prenom.nom@kajoom.ca', and a 'Contacts' button. On the right side of the header are 'Paramètres' and 'Déconnexion' buttons. Below the header is a toolbar with buttons for 'Retour à la liste', 'Envoyer', 'Enregistrer', 'Importance', 'Sensitivity', and 'Annuler'. The main area shows the recipient field ('A') containing 'hello@kajoom.ca, web@kajoom.ca, contact@kajoom.ca', the 'CC' field (empty), and the subject field ('Sujet') containing 'Message à tous :: Important!!'. Below the subject is a dashed box with the text 'Click to attach a file Or just drag and drop files here'. Underneath the message body area is a toolbar with icons for bold, italic, underline, and other rich text options.

Bonjour Groupe,

J'ai qqchose à vous dire de très important.

Mais j'ai oublié.

J'y pense et vous reviens très bientôt.

Moi

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