

Utiliser les Groupes de Contacts

Ajouter des contacts à un groupe

Accéder aux Contacts :

The screenshot shows the 'View Group' interface for 'Hello Group'. On the left, a list of contacts is displayed with checkboxes. The 'Hello Group' is selected. The main panel shows the group details: 'Nom du groupe: Hello Group', 'Traiter comme une organisation' (checked), and an 'Organisation' dropdown. Below this is a table of contacts with checkboxes. At the bottom right, there is an 'Enregistrer' button.

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

Assigner des contacts à un Groupe :

The screenshot shows the 'Assign contacts to a group' interface. A dropdown menu is open, showing 'Hello Group' and 'Nouveau Groupe'. The main panel shows a table of contacts with checkboxes. The 'Hello Group' is selected. The main panel also shows a table of contacts with checkboxes. At the bottom right, there is a 'Leur envoyer un mail' button.

| Email | Field |
|-------------------------------|-------|
| "contact" <contact@kajoom.ca> | TO |
| "hello" <hello@kajoom.ca> | TO |
| "KAJOOM.CA" <web@kajoom.ca> | TO |

Envoyer un courriel à un Groupe :


The screenshot shows the 'View Group' interface for 'Hello Group'. On the left, a list of contacts is displayed with checkboxes. The 'Hello Group' is selected. The main panel shows the group details: 'Nom du groupe: Hello Group', 'Traiter comme une organisation' (checked), and an 'Organisation' dropdown. Below this is a table of contacts with checkboxes. At the bottom right, there is an 'Enregistrer' button.

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

Rédiger le courriel à un Groupe :

Last update:

2014/11/03 courriel_web_contacts_utiliser_les_groupes https://wiki.kajoom.ca/courriel_web_contacts_utiliser_les_groupes?rev=1402163484
00:00

 **prenom.nom@kajoom.ca** | **Contacts** Paramètres | Déconnexion

Retour à la liste | Envoyer | Enregistrer | Importance ▾ | Sensitivity ▾ | Annuler

A:







hello@kajoom.ca, web@kajoom.ca, contact@kajoom.ca

CC:

Sujet:










Message à tous :: Important!!

[Click to attach a file](#)
Or just drag and drop files here



Tahoma

2



Bonjour Groupe,
J'ai qqchse à vous dire de très important.
Mais j'ai oublié.
J'y pense et vous reviens très bientôt.
Moi

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