Add Members to a Standard Group



Note: This procedure assumes that you have already created the standard group. See Create a Notification Group.

To add members to a standard group

- 1. In the Contacts plugin, click the Notification Groups tab.
- 2. Select the group.
- 3. In the panel, click Members.

E - < Ad Hoc Alerts × Contacts ×			>	D
ACCOUNTS NOTIFICATION GROUPS ORGANIZATIONS	×			
Groups + NEW			Fire Rescue Training Attendees Case workers who attend the training.	
Search			Details	>
			Access	>
Name 🛧	Туре	Shared With	Members Jn	>
Fire Rescue Managers	Filter based	Everyone		
Fire Rescue Training Attendees	Standard	Myself		
Fire Rescue Unit #54	Standard	Organizations		

Helpful Links

- Juvare.com
- Juvare Support Center
- Juvare Training Center
- **Community Resources**

- In the *Members* page, click Add Accounts. The *Add Accounts to Group* page displays.
 Search for and select the accounts.

≡• < #	Ad Hoc Alerts X Contacts	×					> 0
× Add Accounts to Gr	oup						ADD
FILTER (1)	CLEAR ALL	^		Name 个	System Role	Email	
Smith			~	John Smith	Regular User	John.Smithe@nomail.com	
Recipient type Choose a filter	~ *						
Contacts	^						
Name							

6. Click Add. The accounts are added, and you return to the Members page.