

**Product description**

**Group individual contacts into folders to reach them all at once.**

You can use the Popfax contacts folders called “Contact groups” in order to organize sets of contacts related to a certain topic (your friends, your technical support team, your providers, your major clients). Then you can reach, in a few clicks, all the grouped contacts with the same message (fax or SMS).

**Contact book**

Find:   Records per page : 10

| <input type="checkbox"/> | Name (Optional) | FAX          | GSM          |  |  |
|--------------------------|-----------------|--------------|--------------|--|--|
| <input type="checkbox"/> | Office (1)      |              |              |  |  |
| <input type="checkbox"/> | Personal (2)    |              |              |  |  |
| <input type="checkbox"/> | Alice           | +33123456788 |              |  |  |
| <input type="checkbox"/> | Cristine        | +33123456789 |              |  |  |
| <input type="checkbox"/> | Fred Mobile     |              | +33234567890 |  |  |

These Contact Groups will remain available to you in the **Contact book** section of your Popfax account and they are synchronized to be accessible through the different PC and mobile tools released by Popfax (printer, companions...).

The **Contact grouping** option is included in the **Option pack**.

Using the **Contact grouping** option you will be able to:

- Create, view, organize and manage your groups of contacts.
- Send a fax/SMS to all contacts from an existing group at the same time. (*You can add up to 10 contacts to each contact group*). Improve your business communication and increase your business productivity!

*Note: A contact that is added from individual contacts to a group is duplicated. If you delete or alter either of the records (contact in the group or individual contact), the other record will not be affected.*