

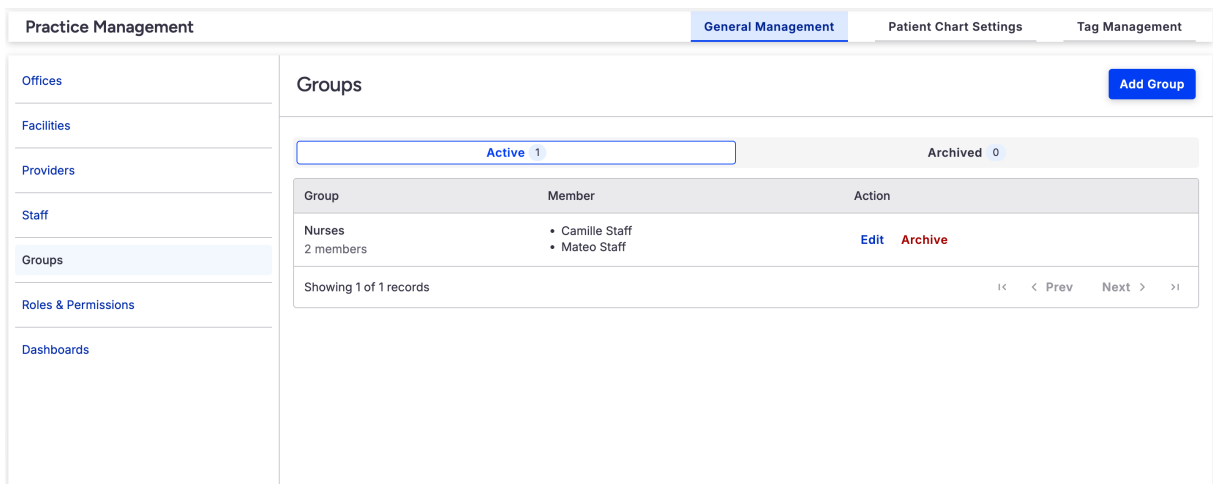
Create Groups

Last modified on 05/15/2026 6:36 pm EDT

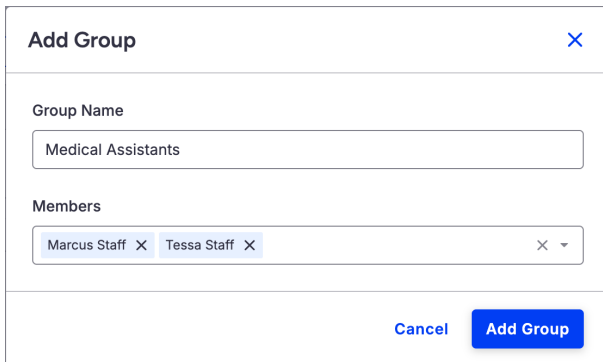
You can create groups from the **Groups** page. You can assign messages or tasks to any group.

Create a group

1. Select **Account > Practice Management > General Management > Groups**.
2. Select **Add Group** to open the **Add Group** window.



3. Enter the group's name, select the members, and then select **Add Group**.



The newly created group appears in the group list. When you assign a message or task to this group, it will be sent to all of its members.

