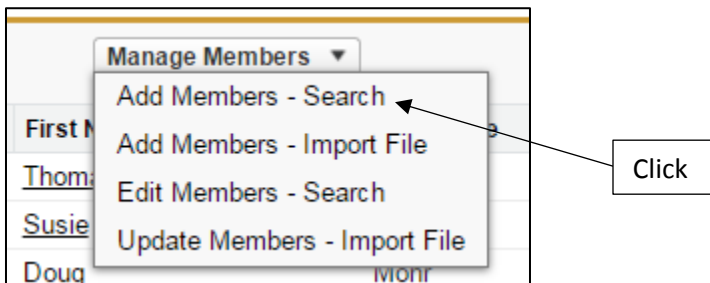
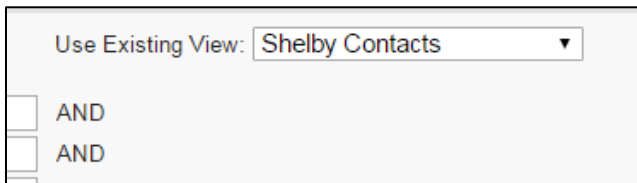


How to Add Mail Group Members in Salesforce

1. Click the **Mail Groups** tab at the top of the page.
2. Click the **Go** button next to your county's view from the top drop-down menu (ex. "Shelby Mail Groups").
3. Select the mail group you want to add a member to in the **Mail Group Name** column.
4. Scroll down to the **Mail Group Members** section.
5. Click the **Manage Members** drop-down button, and then select **Add Members – Search**.



6. Select the **Contacts** radio button in the **Step 1: Choose Member Type to Search** section.
7. Select your county's view for the **Use Existing View** field.

A screenshot of a Salesforce form section. It features a label "Use Existing View:" followed by a dropdown menu currently set to "Shelby Contacts". Below this, there are two radio buttons, each followed by the text "AND".

8. Click the **Go** button to search through all of your contacts, or filter your results in the second step section. For example, select **Last Name** in the first drop-down, **equals** in the second drop-down, and then the last name of the person you want to add into the **Value** field. Click **Go** to see results of that last name.

Use EXIS

Field	Operator	Value	
Organization Name	equals	Shelby County	AND
Last Name	equals	Johnson	AND
--None--	--None--		AND
--None--	--None--		AND
--None--	--None--		

[Clear Filters](#)

Add with Status ▼

<input type="checkbox"/>	Name ↑	Organization Name	Title	Phone
<input type="checkbox"/>	Johnson, Henry	Shelby County		(317) 7
<input type="checkbox"/>	Johnson, Robert	Shelby County		

9. Select the check box next to the member you want to add, and then click **Add with Status** above the contact list.
10. Click **Responded**, and then that contact will be added to member list for that selected mail group.

Add with Status ▼

	Organization Name
<input type="checkbox"/>	Shelby County
<input type="checkbox"/>	Shelby County