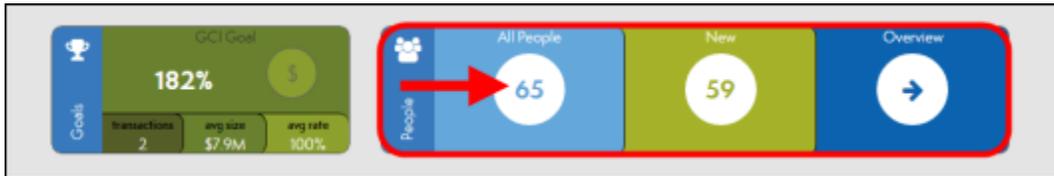


Creating a New Group in Moxi Engage

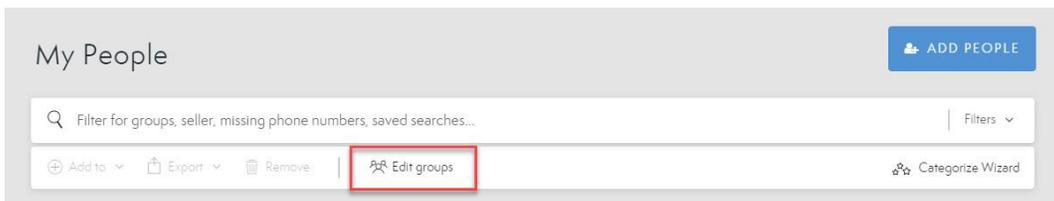
Do you have baseball fans that you would like to send a special note to on Opening Day? Or a selection of people you wish to send a postcard of your Just Listed or Just Sold properties? You can use groups to sort your people.

Creating a New Group in Moxi Engage

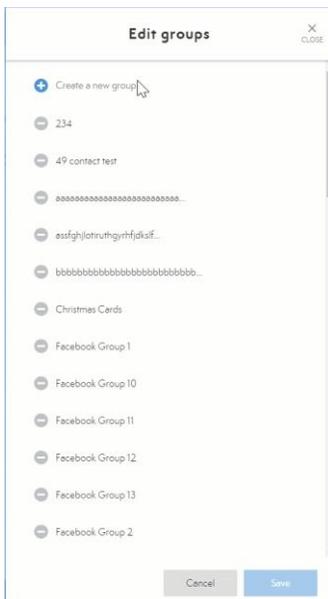
1. Click on **All People** in the People section.



2. This brings you to the My People screen and the Command Bar. Select **Edit Groups**.



3. Select the **Create a new group** field and enter the name of your client group.



4. Make sure to click the **Save** button at the bottom of the window when you are finished.

- a. **NOTE:** Group names must be at least 3 characters in length.
- 5. To Delete a group, click on the **Minus Icon** then choose **Delete**.
 - a. **Note:** Deleted a group will not delete individuals within that group.

