HOW TO MAKE A GROUPS LIST ON YOUR SAMSUNG GALAXY TABLET

Open the Contacts app:

1. Touch the Groups tab.

2. Add a new group. If you see the New Group icon, touch it. Otherwise, touch the Menu button and choose the Create command.

3. Type a name for the group.

   For example, type Arts group

4. Touch the Save button.

   The group is created, but it's empty. The next step is to add members to the group.

5. On the left side of the screen, select the group.

6. Add members.

   Touch the Add icon at the top the screen to add members. If you don't see that icon, touch the Menu button and choose the Add Member command.

   The tablet's address book is displayed. Next to each contact you find an empty check box.

7. Scroll your Contacts list and touch the box next to the name of each person you want to add to the group.

   A check mark appears in the box next to each selected name.

8. Touch the Done button.

   You see the group displayed, along with all its members.

To perform an action with the group, first choose it from the list of groups shown in the Groups tab. Press the Menu button and choose Send Message or Send Email. Then follow along with the directions on the screen, as well as elsewhere in this book, for completing your group message or activity.

- To add members to an existing group, follow Steps 5 through 9.

- To remove people from the group, display the group and long-press the contact you want to remove. Choose the Remove command or the Remove Member command from the pop-up menu.

- Delete a group by long-pressing the group's name on the screen. Choose the Delete command, and then choose Group Only. Touch the OK button to zap the group. Deleting a group doesn't remove its members from the tablet's address book.