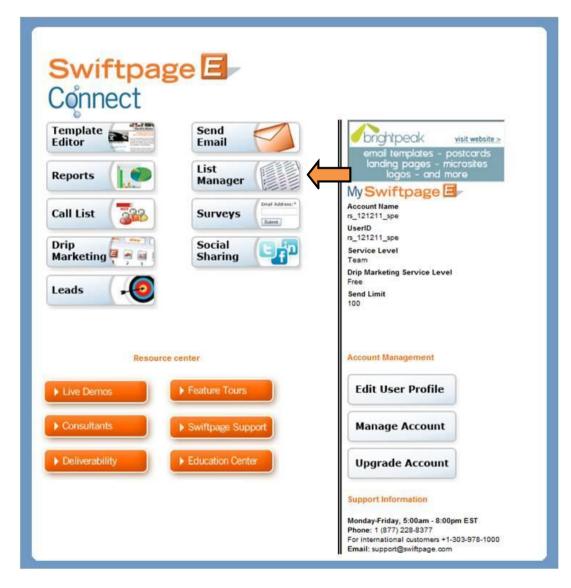


Quick Start Guide to:

Creating a Static Group

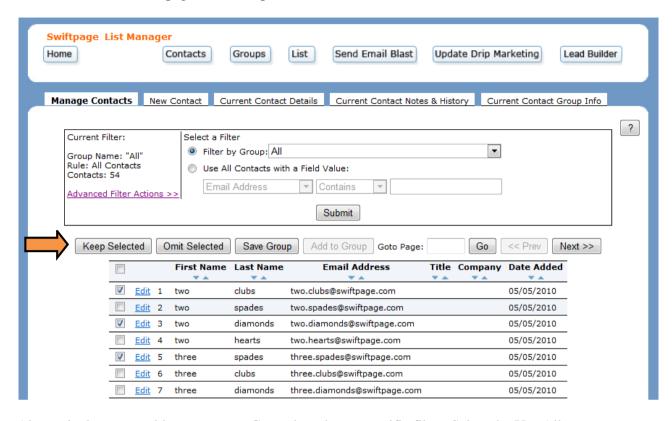
This Quick Start Guide provides the steps for creating a Static Group in the Swiftpage List Manager.

- 1. Go to www.swiftpageconnect.com.
- 2. Enter your account details at the top of the screen and click Submit.
- 3. Once you are on the Swiftpage Connect Portal, click List Manager.

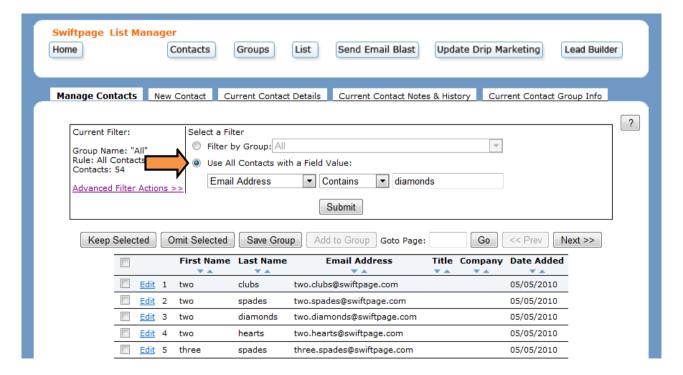


4. Select which contacts you would like to include in the Group. To manually select the contacts, click on the checkbox next to each contact you would like to include. Once you have made all

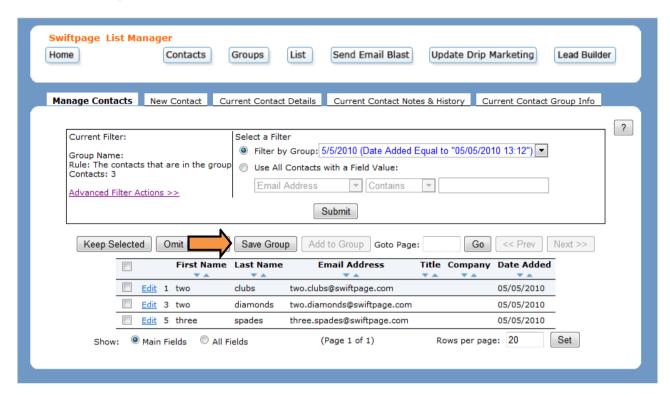
of the selections on that page, click Keep Selected.



Alternatively, you could create a new Group based on a specific filter. Select the Use All Contacts with a Field Value radio button, enter the criteria, and click Submit.



5. Click Save Group.



6. Enter a Group Name and click Submit to finish creating the Group.

