

Utiliser les Groupes de Contacts

Ajouter des contacts à un groupe

Accéder aux Contacts :

The screenshot shows the Kajoom Contacts interface. At the top, there is a navigation bar with links for 'Retour à la liste', 'Nouveau Message', 'Nouveau Contact', 'Nouveau Group', 'Rajouter des contacts au', 'Effacer', 'Importer des Contacts', and 'Export Contacts'. A search bar is also present. The main area displays a list of contacts under a group named 'Hello Group'. The group details are shown in a right-hand panel titled 'View Group', which includes fields for 'Nom du groupe' (Hello Group), 'Renommer', 'Traiter comme une organisation' (checkbox checked), and an 'Organisation' dropdown menu. Below this, a table lists the contacts with their names and emails. At the bottom right of the panel are buttons for 'Enregistrer' (Save) and 'Supprimer du Groupe' (Delete from Group).

Assigner des contacts à un Groupe :

The screenshot shows the Kajoom Contacts interface. The 'Rajouter des contacts au' dropdown menu is open, displaying 'Hello Group' and '- Nouveau Group -'. The main list of contacts is visible on the left, and a right-hand panel shows email addresses being selected for a group message. The panel includes fields for 'Email' and 'Field' (set to 'TO') for three selected contacts: 'contact' <contact@kajoom.ca>, 'hello' <hello@kajoom.ca>, and 'KAJOOM.CA' <web@kajoom.ca>. A green button 'Leur envoyer un mail' (Send them an email) is visible.

Envoyer un courriel à un Groupe :

The screenshot shows the Kajoom Contacts interface. The 'View Group' panel is displayed, showing the group 'Hello Group' with its details. A green button labeled 'Groupe Mail' is highlighted with a cursor. The main list of contacts is visible on the left.

Rédiger le courriel à un Groupe :

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The screenshot shows a web-based email interface. At the top, there's a header with a mail icon, the email address 'prenom.nom@kajoom.ca', and the word 'Contacts'. On the right are links for 'Paramètres' and 'Déconnexion'. Below the header is a toolbar with buttons for 'Retour à la liste', 'Envoyer', 'Enregistrer', 'Importance ▾', 'Sensitivity ▾', and 'Annuler'. The main area has input fields for 'A:' (with 'hello@kajoom.ca, web@kajoom.ca, contact@kajoom.ca'), 'CC:' (empty), and 'Sujet:' (Message à tous :: Important!!). Below these is a dashed box containing the text 'Click to attach a file' and 'Or just drag and drop files here'. A rich-text editor toolbar is at the top of the message body, featuring icons for bold, italic, underline, lists, and other styling options. The message body itself contains the following text:

Bonjour Groupe,
J'ai qqchose à vous dire de très important.
Mais j'ai oublié.
J'y pense et vous reviens très bientôt.
Moi

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