

Utiliser les Groupes de Contacts

Ajouter des contacts à un groupe

Accéder aux Contacts :

The screenshot shows the Kajoom Contacts application. At the top, there's a navigation bar with links like Retour à la liste, Nouveau Message, Nouveau Contact, Nouveau Group, Rajouter des contacts au, Effacer, Importer des Contacts, Export Contacts, and a search bar. Below the navigation is a list of contacts. One contact, 'Hello Group', is selected and highlighted in blue. To the right, a 'View Group' panel displays the group's name ('Hello Group'), an 'Organisation' dropdown, and a list of its members with checkboxes. A green button labeled 'Groupe Mail' is visible.

Assigner des contacts à un Groupe :

This screenshot shows the 'Rajouter des contacts au' dropdown menu open. It lists existing groups ('Hello Group') and an option to create a new group ('- Nouveau Group -'). On the left, a list of contacts is shown with checkboxes. On the right, a panel shows email addresses in the 'TO' field for each contact. A green button labeled 'Leur envoyer un mail' is present.

Envoyer un courriel à un Groupe :

The screenshot shows the 'View Group' panel for 'Hello Group'. It includes fields for 'Nom du groupe' (Hello Group), 'Traiter comme une organisation' (checkbox checked), and an 'Organisation' dropdown. Below these are lists of contacts and their emails. A green button labeled 'Groupe Mail' is highlighted with a cursor. Other buttons include 'Enregistrer' and 'Supprimer du Groupe'.

Rédiger le courriel à un Groupe :

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The screenshot shows a web-based email editor 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 side of the header are 'Paramètres' and 'Déconnexion' buttons. 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 fields is a dashed box containing the text 'Click to attach a file' and 'Or just drag and drop files here'. A toolbar below the subject line includes icons for file attachments, font size (Tahoma), font style (2), bold (B), italic (I), underline (U), and other rich text options. The message body starts with 'Bonjour Groupe,' followed by several paragraphs of text: 'J'ai qqchose à vous dire de très important.', 'Mais j'ai oublié.', 'J'y pense et vous reviens très bientôt.', and 'Moi'. The entire interface is styled with a light gray background and dark blue header bars.

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