

Working with Groups

Introduction

Working with Groups is for intermediate or advanced users. Please read all this document before proceeding. You can practice everything in this document but be careful not to delete all contacts. 😊

Jump to the end to skip the details and read my recommendations.

Neither the iPhone nor iPad Contacts app provide native support for creating Contact Groups. This document will provide work-arounds for both devices. Here's how to start

1. To start, make sure that you have all your contacts entered in the Contacts app
2. On all mobile devices, go to Settings, iCloud, and make sure that your contacts are sync'd between devices and icloud.com.



3. Go to your iCloud account at www.icloud.com and sign in
4. Follow the instructions [here](#) to set up groups. You can always come back here to add, delete or modify any group.

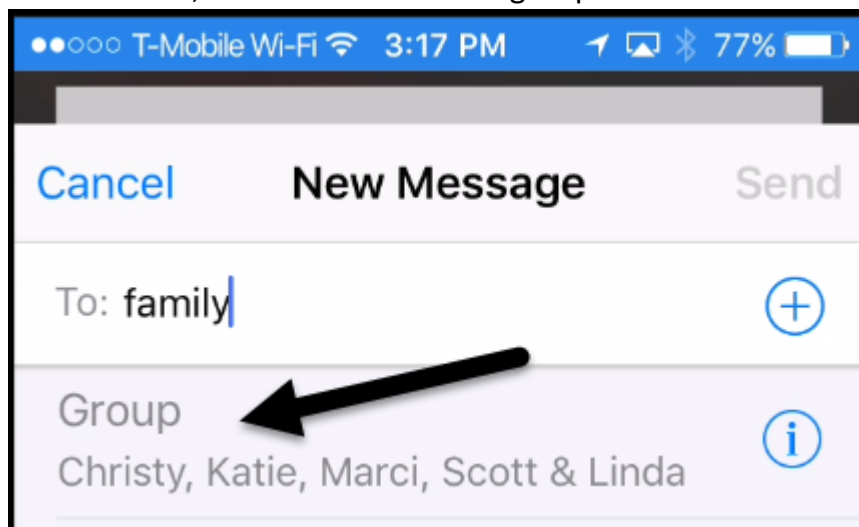
On the iPhone

Working with Groups

- You can't create a group on your iPhone so you'll have to follow the steps above
- You can add contacts to a group as follows:
 - Open Contacts
 - Tap Groups on the upper left
 - Tap Hide all contacts
 - Tap the group that you'd like to add to
 - Tap Done
 - Tap the + at the upper right
 - From here, you can only enter new contacts from scratch which makes this rather tedious. There's a better solution at the end of the document.

Sending a Group Email Message

- Open the Mail app
- Tap Compose
- In the To box, enter the name of the group and it will show as you can see below



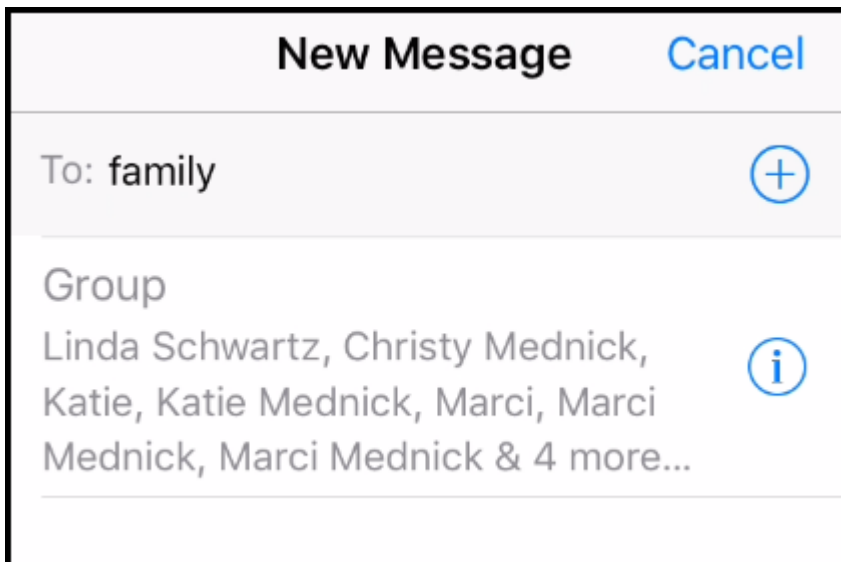
- Tap the Group and all the addresses in the group will be added as shown below



Sending a Group Text Message

This is rather buggy but here goes:

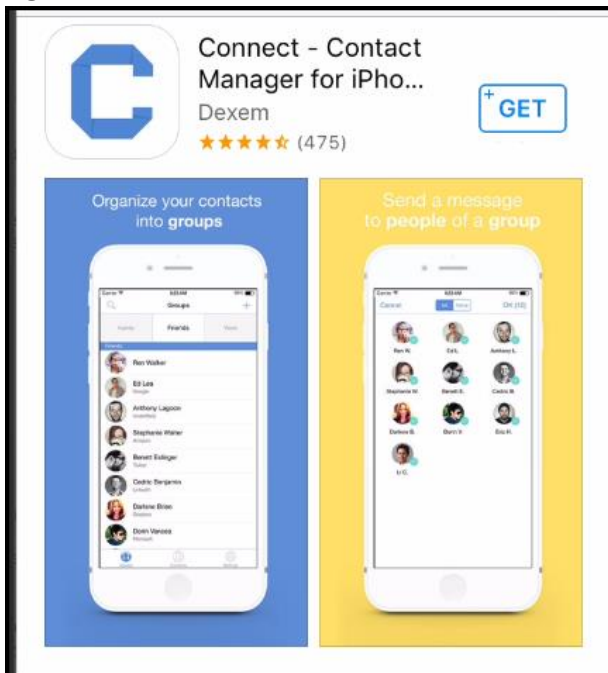
- Open the Message app
- Tap Compose
- In the To box type the name of the group
- As you can see, there are 11 entries for the 5 people in the group. This is because all of the mobile numbers and email address are entered. Not what you want.



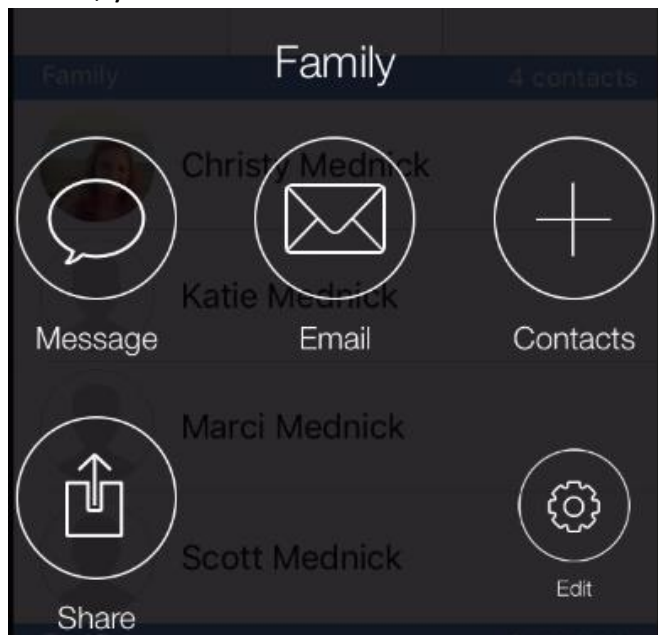
Here's what I recommend you do to deal with groups:

- Make sure all your contacts are entered (you can always enter more later)

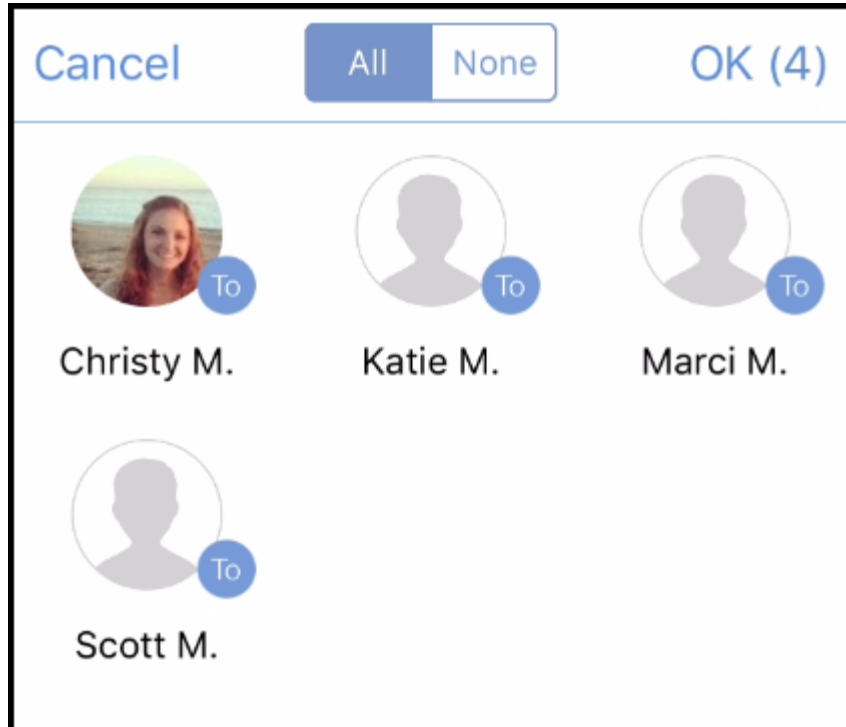
- For iPhone, go to the app Store and search for Connect Contact Manager. See the figure below.



- This app is **free** and does it all as follows:
 - Creates groups, no need to go to your iCloud account
 - Adds or deletes contacts in a group
 - When you long-press a group, you get the following options. As you can see below, you can send a text or email to all the members in the group.



- For example, tap Email and the following will show up.



- On this screen, you can tap an icon to remove it from the list. It will be grayed out.
- Next, tap OK at the top and your email program will open ready to enter your subject, etc., and send.
- When you first install the app, it imports all the groups that already exist in your Contacts app. From then on, you can manage groups from the Connect app. Also, any contacts that you delete from the Connect app will also be deleted from the Contacts app.
- Here's what swiping a contact will do in the groups view
 - Swipe right, place a call
 - Long swipe to the right, Send a message, email or Facetime
- Here's what swiping a contact in the Contacts view will do
 - Swipe left, add contact to group
 - Long swipe left, delete contact from group
 - Swipe right, call contact
- Tap settings at the bottom for more tips.

You can read about the app [here](#).

Cleanup your Contacts

- A free app named Groups does the following
 - Removes duplicates

- Allows you to delete multiple contacts at the same time – a great time saver.
- No need to pay for any other features

Summary

For the iPhone

- For working with groups, the best free solution is using the Connect Contact Manager app.
- If you choose to not use this app, you can still add and modify groups online at iCloud.com. These groups will work with Email but not for Messaging
- You can also add a Group using the Groups app.

For the iPad

- You can add and modify groups online at iCloud.com. These groups will work with Email but not for Messaging.
- There's no good, free solution for messaging (keep reading) since I could not find the Connect app in the iPad app Store. However, **to my surprise**, after installing the app on my iPhone, it appeared on my iPad so I'm all set. This is because I have Settings, iTunes and app Store, Automatic Downloads for apps enabled.

Notes

- Groups created at iCloud.com will show up in the Contacts, Connect and Groups apps on all devices and can be used with the Mail app assuming that the contacts have an email address listed.
- Groups created with the Connect app only show up in this app. Groups created with the Connect app on one device do not sync with other devices.
- Groups created with the Groups app show up in the Contacts app but not in the Connect app.
- Groups deleted with the Connect app will not be deleted from the Contacts app nor the Groups app.
- Groups deleted with the Groups app will be deleted from the Contacts app and from iCloud.com.
- Groups deleted at iCloud.com will be deleted in the Contacts app, but not in the Groups or Connect apps.

Final recommendations

- Use the Connect app for texting or emailing groups

- Use the Groups app for deleting multiple contacts at the same time
- Create new groups that will show up in the Contacts app by using the Groups app or by going to [iCloud.com](https://www.icloud.com).