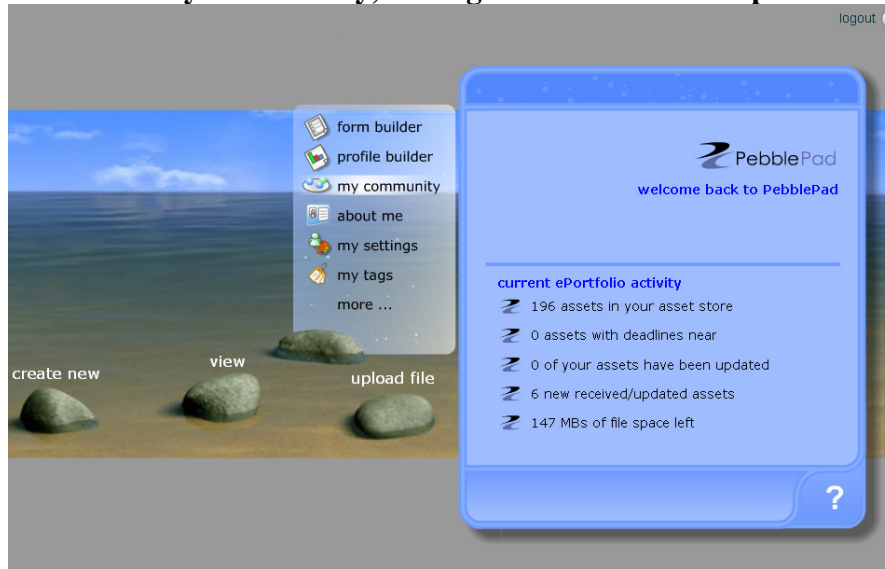
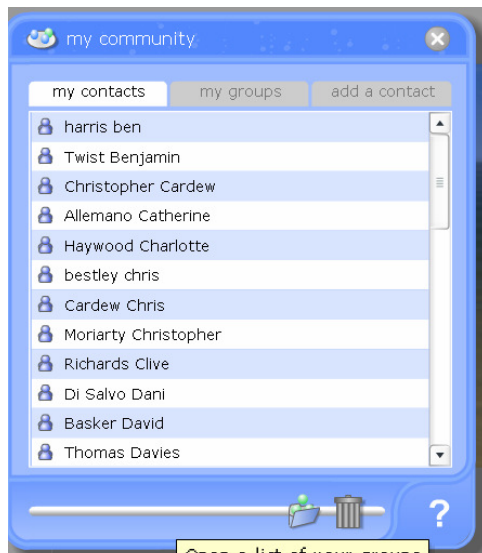


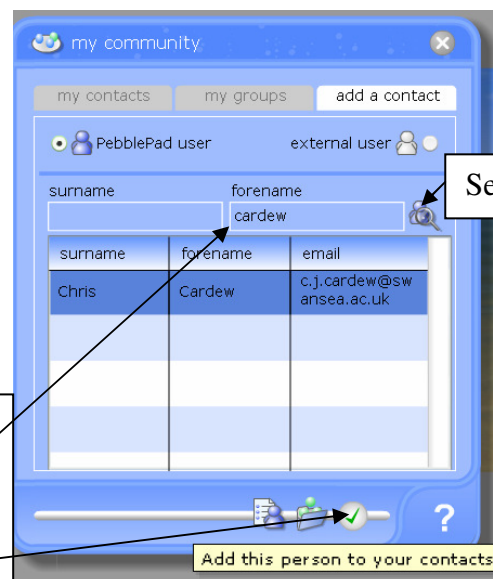
My Community, adding Contacts and Groups in PebblePad



Login to PebblePad, click on the **'tools'** menu and then **'my community'**

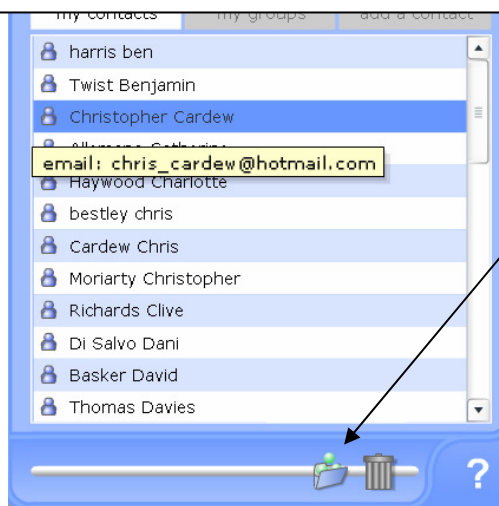


The **'my community'** menu will appear and the **'my contacts'** list will be showing

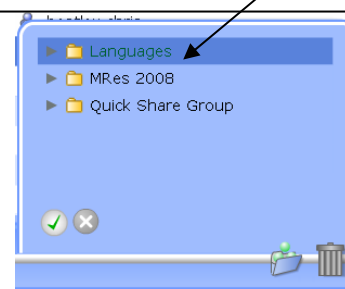


Search icon

To add someone to your list of contacts you need to search for them. Enter their name and click on the search icon. (Note that at present surname and forename are swapped). When found click on the person and then on the green tick to add them.



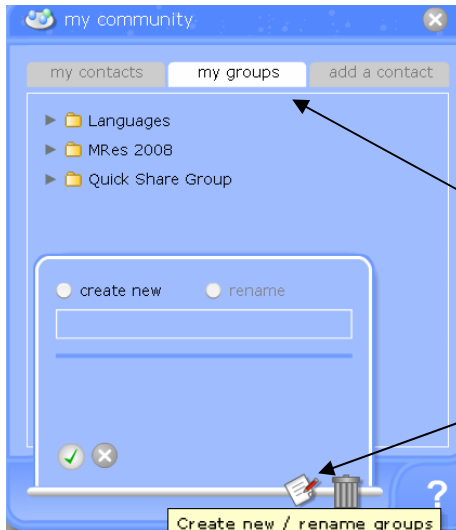
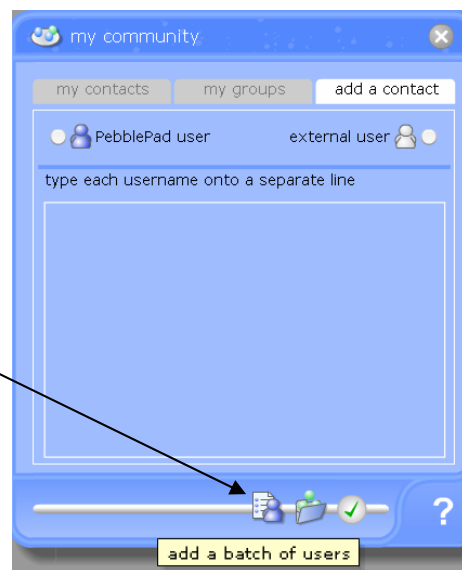
Back in the contacts list you can add anyone in your list into a group by clicking on the **'open a list of groups'** icon, selecting the group and then clicking on the little green tick





I can also add an external contact to my list of contacts.
If I click on the '**external user**' button a menu appears asking for name and email. I can add the external person to my group

You can add a batch of users at once if you want to by clicking on the '**add a batch of users**' icon. Type in their user names and then click the green tick



To create groups click on the '**my groups**' tab and then the '**create new/rename groups**' icon

Now when you want to share an asset with an individual or a group you can do so by hovering over the '**send to icon**' and selecting '**person**'

