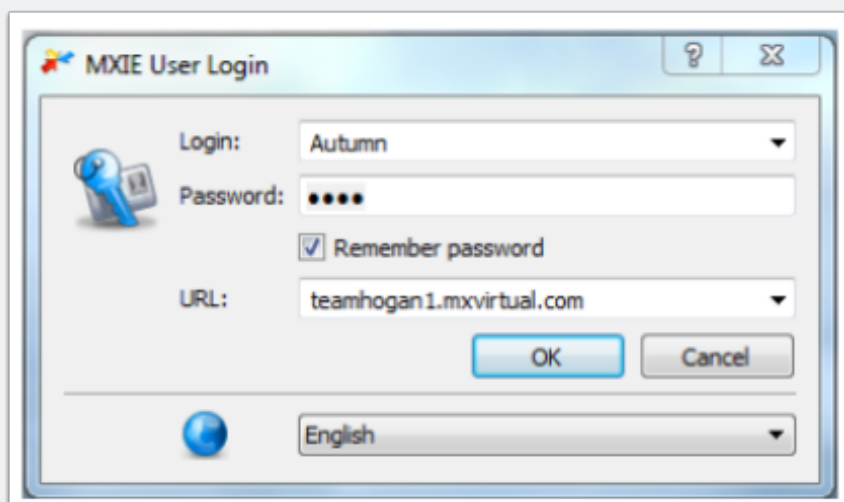


How to add an all extensions group to your buddies list

Step 1

Log in to MXIE.

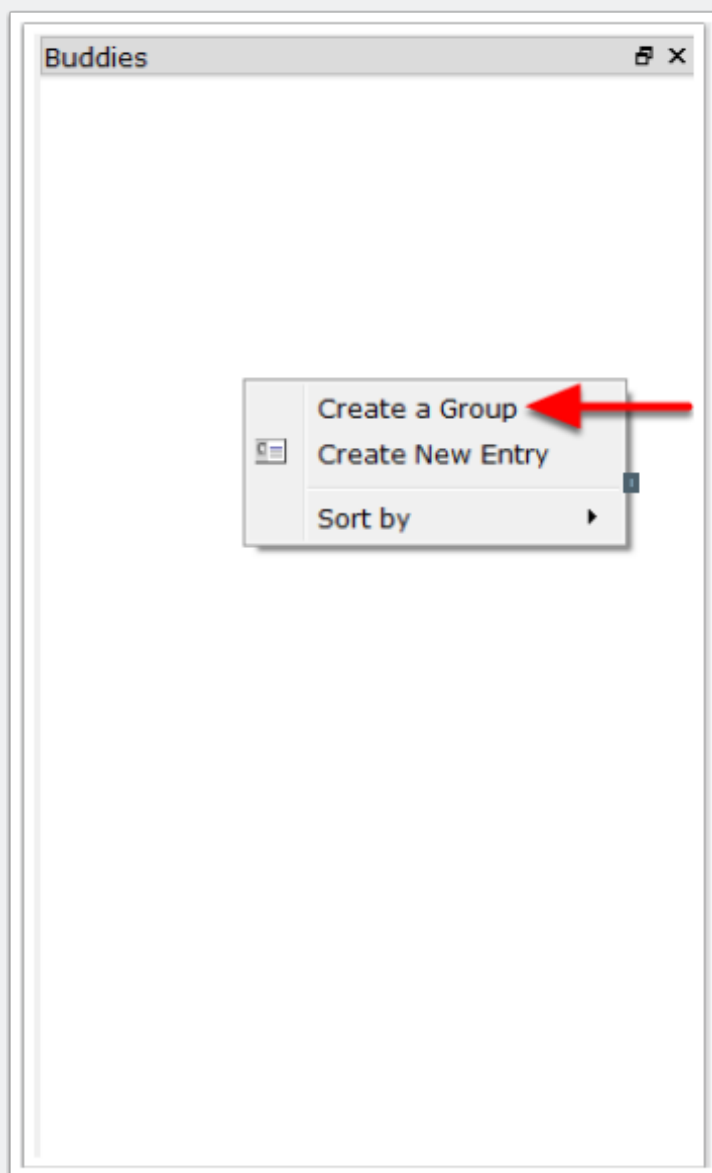


The image shows a screenshot of the 'MXIE User Login' dialog box. The dialog has a title bar with a question mark and a close button. Inside, there is a key icon on the left. The 'Login:' field is a dropdown menu with 'Autumn' selected. The 'Password:' field is a text box with five black dots. Below it is a checked checkbox labeled 'Remember password'. The 'URL:' field is a dropdown menu with 'teamhogan1.mxvirtual.com' selected. At the bottom right are 'OK' and 'Cancel' buttons. At the bottom left is a globe icon and a dropdown menu with 'English' selected.

How to add an all extensions group to your buddies list

Step 2

Right click in the Buddies list and select Create a Group.



How to add an all extensions group to your buddies list

Step 3

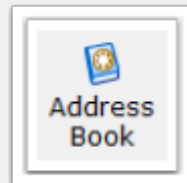
Name the group.



How to add an all extensions group to your buddies list

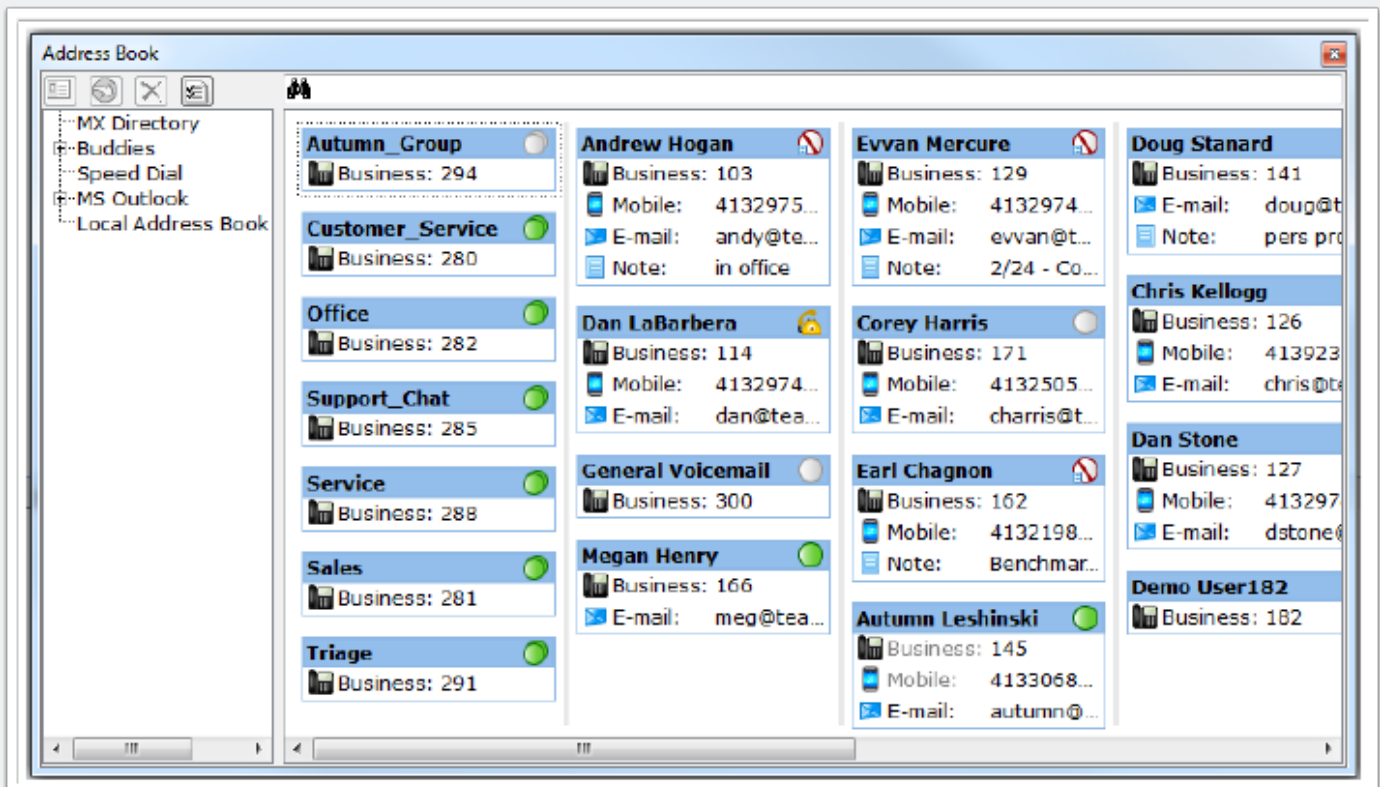
Step 4

Select the address book.



Step 5

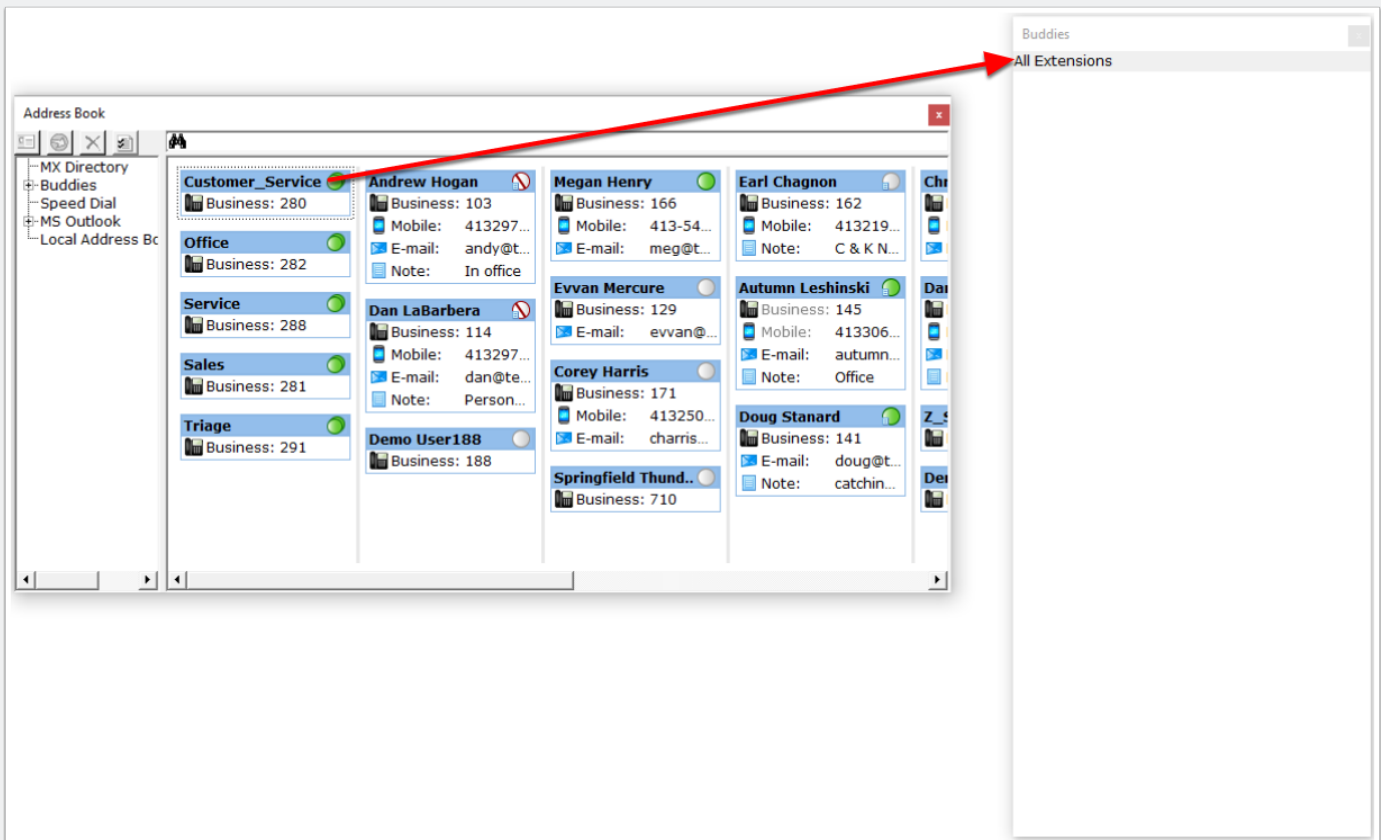
MX Directory will list all of the extensions. Use Ctrl A to highlight all extensions.



How to add an all extensions group to your buddies list

Step 6

Click on any highlighted name, hold the mouse, and drag it to the group.



How to add an all extensions group to your buddies list

The contacts will appear under the group in your Buddies list.

