

Editing a Group on fedex.com

➤ Step by Step

1. Click the Groups tab.

Address Book

Addresses **Groups** Import / Export Customize

Groups
Welcome, Chris Smith

Search in Group name Per Page 100 Page 1 of 1

View: ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9

<input type="checkbox"/>	Group name	Group ID	Description
<input type="checkbox"/>	T1	T1	Tech
<input checked="" type="checkbox"/>	ABC Company Sales	ABC Company Sales	Sales Department
<input type="checkbox"/>	A1	A1	Asset
<input type="checkbox"/>	R1	R1	Retail
<input type="checkbox"/>	L1	L1	Legal
<input type="checkbox"/>	P1	P1	Pharma
<input type="checkbox"/>	E1-00	E1	Eng
<input type="checkbox"/>	M1	M1	Medical
<input type="checkbox"/>	C1-00	C1	Consult
<input type="checkbox"/>	B123	B123	Bank

Create group Duplicate Edit Delete Ship

Global Home | FedEx Mobile | Service Info | About FedEx | Investor Relations | Careers | fedex.com Terms of Use | Privacy Policy | Site Map
This site is protected by copyright and trademark laws under US and International law. All rights reserved. ©1995-2008 FedEx

2. Select the desired group.

Address Book

Addresses Groups **Import / Export** Customize

Groups
Welcome, Chris Smith

Search in Group name Per Page 100 Page 1 of 1

View: ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9

<input type="checkbox"/>	Group name	Group ID	Description
<input type="checkbox"/>	T1	T1	Tech
<input checked="" type="checkbox"/>	ABC Company Sales	ABC Company Sales	Sales Department
<input type="checkbox"/>	A1	A1	Asset
<input type="checkbox"/>	R1	R1	Retail
<input type="checkbox"/>	L1	L1	Legal
<input type="checkbox"/>	P1	P1	Pharma
<input type="checkbox"/>	E1-00	E1	Eng
<input type="checkbox"/>	M1	M1	Medical
<input type="checkbox"/>	C1-00	C1	Consult
<input type="checkbox"/>	B123	B123	Bank

Create group Duplicate Edit Delete Ship

Global Home | FedEx Mobile | Service Info | About FedEx | Investor Relations | Careers | fedex.com Terms of Use | Privacy Policy | Site Map
This site is protected by copyright and trademark laws under US and International law. All rights reserved. ©1995-2008 FedEx

3. Click the *Edit* button.

Address Book

Addresses Groups Import / Export Customize

Groups
Welcome, Chris Smith

Search in Group name

Per Page 100 Page 1 of 1

View: ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9

<input type="checkbox"/>	Group name	Group ID	Description
<input type="checkbox"/>	T1	T1	Tech
<input checked="" type="checkbox"/>	ABC Company Sales	ABC Company Sales	Sales Department
<input type="checkbox"/>	A1	A1	Asset
<input type="checkbox"/>	R1	R1	Retail
<input type="checkbox"/>	L1	L1	Legal
<input type="checkbox"/>	P1	P1	Pharma
<input type="checkbox"/>	E1-00	E1	Eng
<input type="checkbox"/>	M1	M1	Medical
<input type="checkbox"/>	C1-00	C1	Consult
<input type="checkbox"/>	B123	B123	Bank

Global Home | FedEx Mobile | Service Info | About FedEx | Investor Relations | Careers | fedex.com Terms of Use | Privacy Policy | Site Map
This site is protected by copyright and trademark laws under US and International law. All rights reserved. ©1995-2008 FedEx

4. Edit the desired group information.

Address Book

Addresses Groups Import / Export Customize

Create / Edit Group
Welcome, Chris Smith

Choose columns

View: ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9

* Denotes required field [Clear all fields](#)

Sort All address book entries

Search

in Contact name

* Group Name

Group ID

* Description

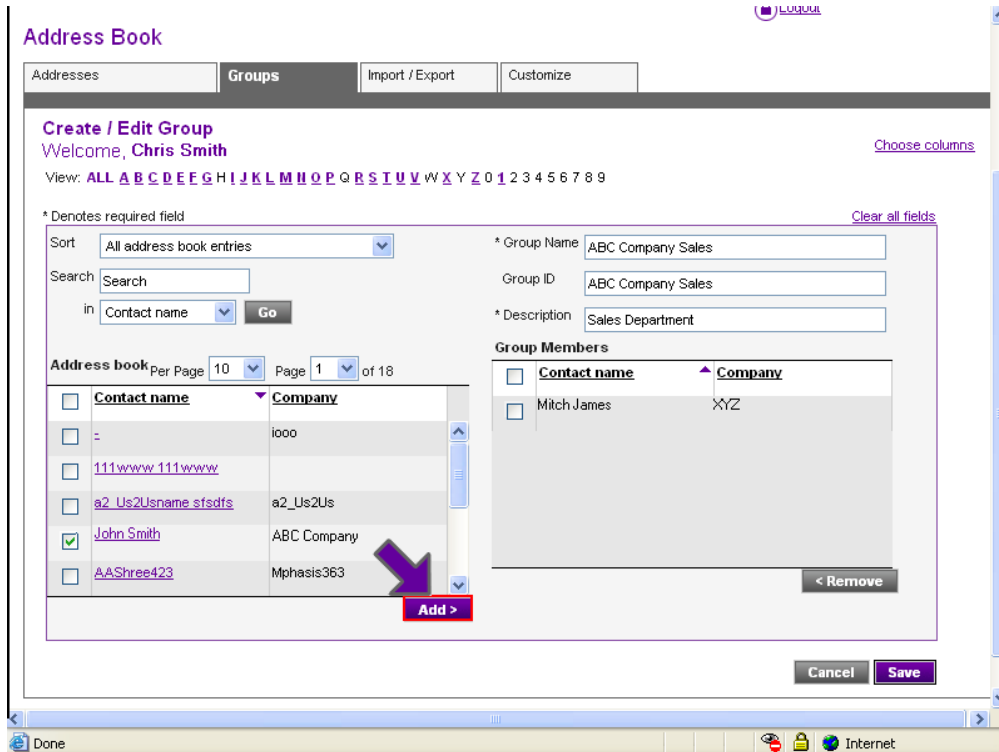
Address book Per Page 10 Page 1 of 18

<input type="checkbox"/>	Contact name	Company
<input type="checkbox"/>	-	iooo
<input type="checkbox"/>	111www.111www	
<input type="checkbox"/>	s2Usname.sfsdfs	a2_Us2Us
<input checked="" type="checkbox"/>	Chris Smith	ABC Company
<input type="checkbox"/>	AAShree423	Mphasis363

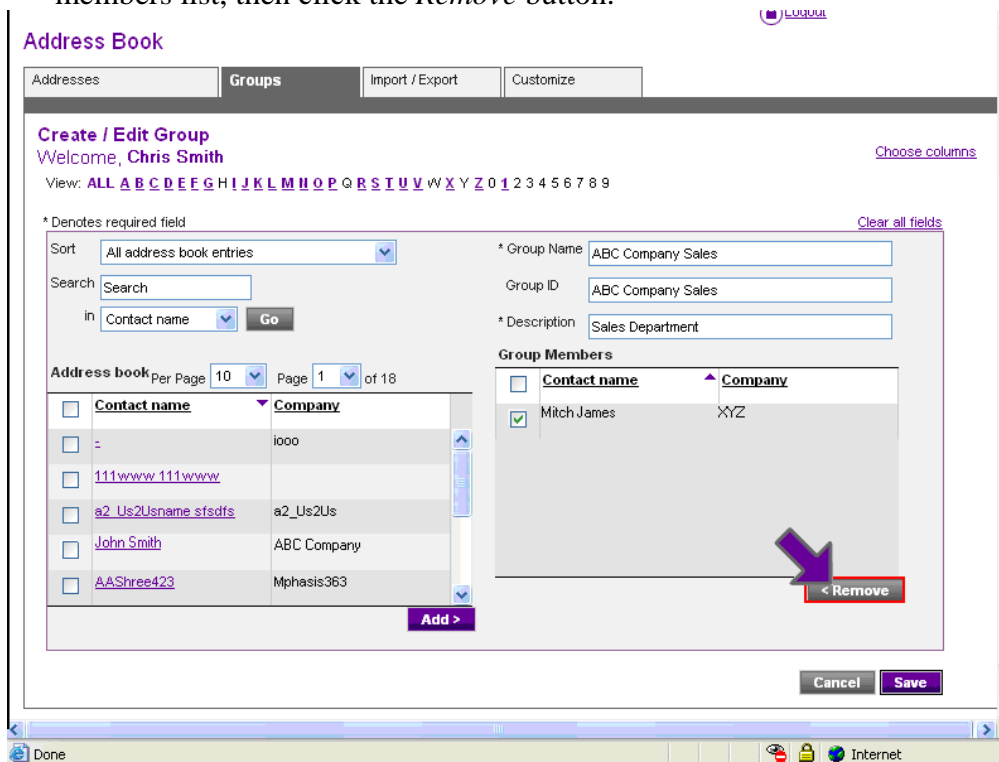
Group Members

<input type="checkbox"/>	Contact name	Company
<input type="checkbox"/>	Mitch James	XYZ

- To add a contact to the group, select the desired contact from the Address book, then click the *Add* button.



- To remove a contact from the group, select the desired contact from the Group members list, then click the *Remove* button.



- Click the *Save* button.

Address Book

Addresses Groups Import / Export Customize

Create / Edit Group
Welcome, Chris Smith [Choose columns](#)

View: ALL [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) 0 1 2 3 4 5 6 7 8 9

* Denotes required field [Clear all fields](#)

Sort: All address book entries

Search: Search in Contact name

Address book Per Page: 10 Page: 1 of 18

<input type="checkbox"/>	Contact name	Company
<input type="checkbox"/>	-	i000
<input type="checkbox"/>	111www.111www	
<input type="checkbox"/>	a2_Us2Usname_sfsdfs	a2_Us2Us
<input type="checkbox"/>	AAShree174	Mphasis296
<input type="checkbox"/>	AAShree423	Mphasis363

* Group Name: ABC Company Sales
Group ID: ABC Company Sales
* Description: Sales Department

Group Members

<input type="checkbox"/>	Contact name	Company
<input type="checkbox"/>	Mitch James	XYZ
<input type="checkbox"/>	John Smith	ABC Company

This information is provided to you and its use is subject to the FedEx Automation Agreement under which you obtained or have been authorized to use FedEx Ship Manager @ fedex.com. No warranties are extended and all warranties, including without limitation, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED, regarding this information. Any conflict between this information and the Automation Agreement, or transportation agreement between you and FedEx, or between this information and the FedEx Service Guide will be governed by the Automation Agreement, the transportation agreement and the FedEx Service Guide, in that order. Your use of this information constitutes your agreement to these terms.