

GroupMerge Plug-in

With this tutorial we are going to go through the basic elements of using the GroupMerge Plug-in.

Step One - Getting started

GroupMerge allows you to merge (combine) groups together. The duplicate free results can be added to an existing or new group (this plug-in performs the opposite function of the GroupPurge Plug-in).

To open the GroupMerge plug-in, click on the Plug-ins menu in Group Mail, then just click on the GroupMerge item (if it is not present please click here for [further information](#)). GroupMerge will load and the main Group Mail window will minimize.



Step Two - Selecting Groups to Merge

To merge two or more groups just click on the check boxes beside each of them in the list labelled 'Select the Groups you would like to Merge' (see below). Please note that you can choose more than two groups to merge if you wish.



At the bottom of this screen (see 'Select or Create a Group to store the resulting list in'), select an existing group to which you want to merge the selected groups (using the drop down list) or you can create a new group by clicking on the New button.

When you have selected the groups you want to merge (put together/combine) and the destination for the results please click the Merge Button to start the Merge process.

Step Three - Merging

While GroupMerge is combining your groups it also checks for duplicates. The group that combines the merged groups will contain only 100% unique addresses. While the merge is in process you can see how many addresses have been merged, the number of duplicates and the overall process. You can cancel the merge at anytime while it is in progress - please note though that any addresses already processed will have been added to your destination group so it is advisable that you do a backup before using this plug-in (see the Group Backup plug-in for more information).

Once the merge process is complete a summary of the results will be displayed and the Merge plug-in will automatically reset allowing you merge other groups or close and return to Group Mail.

Congratulations! You have completed your first Group Merge.

Step Four - Frequently Asked Questions

Q. Can I merge more than 2 groups at a time ?.

A. Certainly, just tick each Group in the list that you would like to merge.

Q. What happens if there are duplicate email addresses, will they appear in the new Group twice.

A. No, Duplicate email addresses will not be added to the merged Group.