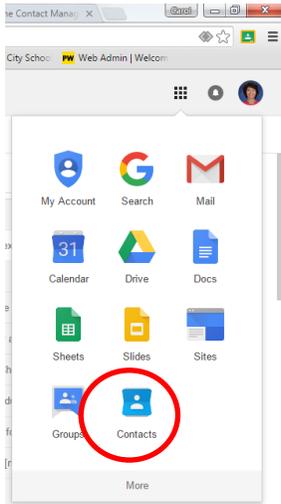
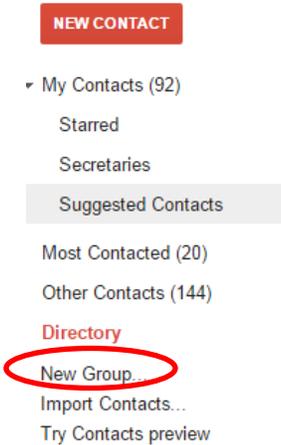


## Create an Email Group in Google Contacts

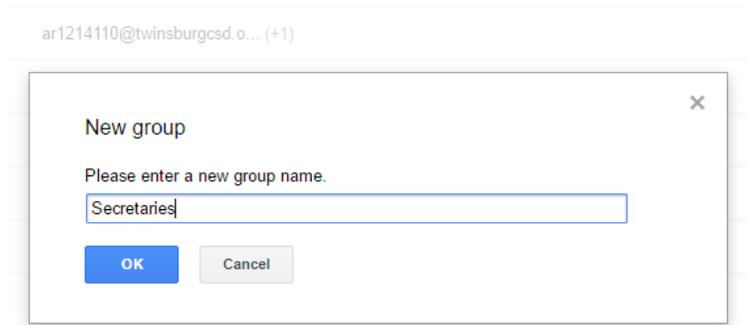


To Get to Contacts, use the Waffle and choose contacts.

Choose New Group

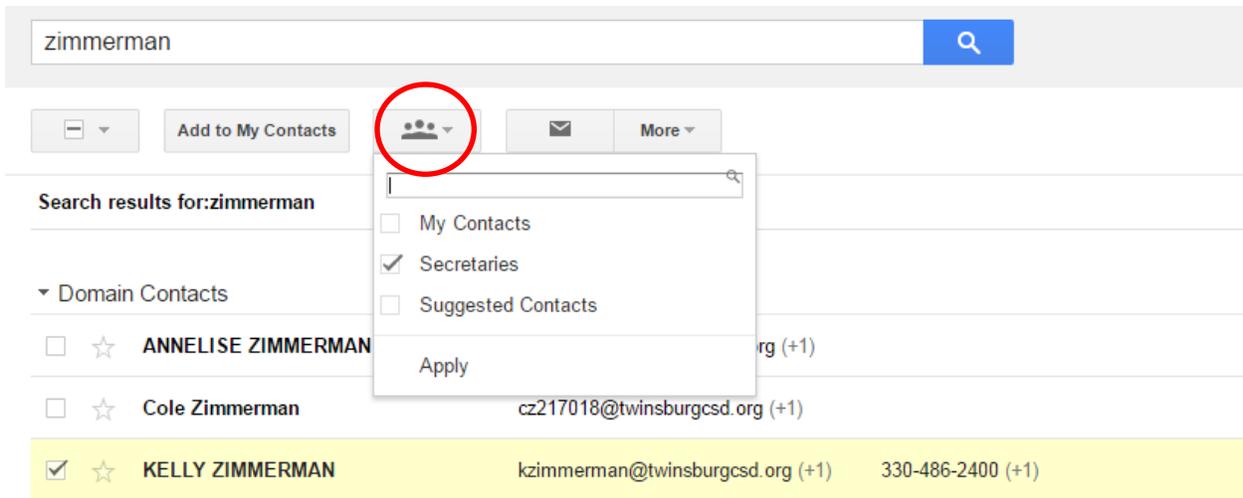


Give your group a name, and click OK.

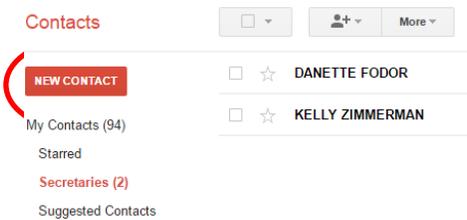


To add people from the school directory, type part of their name in the search box and click search.

If there is more than one choice, put a check next to the correct name and use the Contact symbol to add them to the appropriate group. If only one contact is found, choose the same Contact symbol and add them to the group.



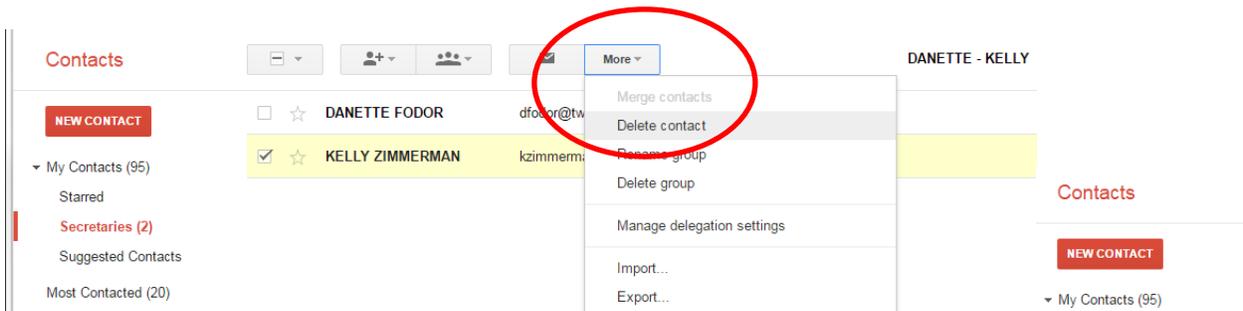
To add people outside of our district, click on your group, then choose NEW Contact



Add their contact information and it will add them to your group.

Continue adding people until your group is complete.

To remove someone, put a check next to their name and choose More and Delete contact.



To switch back to the newer Contacts Preview, choose Try Contacts preview on the bottom left.