City School Make Admin   Welcon:	To Get to Contacts, use	the Waffle and choose contacts.	
NEW CONTACT • My Contacts (92) Starred	Choose New Group	ar1214110@twinsburgcsd.o (+1)	
Secretaries Suggested Contacts Most Contacted (20) Other Contacts (144) Directory New Group Import Contacts Try Contacts preview	Give your group a name, and click OK.	New group Please enter a new group name. Secretaries OK Cancel	

## Create an Email Group in Google Contacts

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.

zimmerman		٩
Add to My Contacts	More V More V	1
Search results for:zimmerman	My Contacts	
▼ Domain Contacts	Secretaries Suggested Contacts	
	Apply	rg (+1)
Cole Zimmerman	cz217018@twinsburgcsd.org (+1)	
🗹 🔬 KELLY ZIMMERMAN	kzimmerman@twinsburgcso	d.org (+1) 330-486-2400 (+1)

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

Contacts	• • More •		
NEW CONTACT	DANETTE FODOR	Add their contact information and it will add them to your group.	
My Contacts (94)	$\Box \xrightarrow{\wedge}$ Kelly Zimmerman		
Starred			
Secretaries (2)		Continue adding people until your group is complete	
Suggested Contacts		continue adding people until your group is complete.	

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

