How to add a list of emails to a Gmail group

To add email addresses to a group in Gmail contacts as a list (from a received message's **To:** or **Cc:** line, for instance):

1. Go to **Contacts** in Gmail.
   Make sure you open the standard version, not Contacts Preview.
   If you are in Contacts Preview mode (which is default), you can select **More** then choose **Leave the Contacts preview**.

2. Select the desired group on the left.
   You can also create a new group, of course: click **New Group***...*, enter the desired name and click **OK**; then select the new group.

3. Click **Add to "[group name]"** in the toolbar just above the list of existing members. (Looks like a picture of a person with a plus sign)

4. In the small blue box, enter all the people and addresses you want to add.
   Separate recipients by comma (,) or semicolon (;).
   You can use just email addresses or names and addresses.
   If you add a name, make sure the email address appears in angle brackets: *Frank<franksmith@gmail.com>*.

5. Click **Add**.

   If an address is already a member of the group, Gmail will not create a duplicate entry.

You can also add a group or contacts while in Contacts Preview mode, but you must enter a contact for each person you want in the Gmail group.