Create your own contact list in Gmail

Log into Gmail

Along the top, go to Contacts (you may need to click on the down arrow by More to find Contacts)

Google Contacts				
Aail Calendar Documents Sit	es Video Groups	More -		
Google	jeff	Contacts		Search Contacts
Ŭ		Even more »		
Contacts	←		More 👻	

Along the left, go to New Group

Contacts		
NEW CONTACT		
My Contacts (3)		
DO test (5)		
Most Contacted		
Other Contacts	/	
Directory		
New Group		

Enter a name for the new group and click OK



Enter a name or part of a name in the search contacts box, then click Search Contacts

Peggy	Search Contacts		
Add to My Conta	More -		
Search results for:Peggy			
▼ Domain Contacts			
PEGGY ARMSON	PEGGY ARMSON PEGGY.ARMSON@b		
PEGGY GORDON	peggy.gordon@brf.org		

A list of names matching what you typed in will show up. Click in the box by the names you want to select.

Peggy		Search Contacts		
Add to My Contacts		More 🔻		
Search results for:Peggy	My Contacts			
▼ Domain Contacts	DO test			
PEGGY ARMSON				
PEGGY GORDON	Арріу			

Once you have the names selected, click on the down arrow by the Groups box, then select the groups you want to add the contacts to. Click on Apply

The less information you type in the search box, the more results you will get. You can then select more contacts at once. As you can see, typing in a P will bring up anyone whose first or last name starts with a p.

Ρ	Sear			
Add to My Contact	More 🕶			
Search results for:P				
LAUKEN PERKT	PERRYLAU Iö@stude			
LEAH PENNEKAMP	PENNELEA12@stude			
MATTHEW PUTTBRESE	PUTTBMAT13@stude			
MERCEDES PETERS	PETERMER15@stud			
MIKHAIL PETERSON	PETERMIK20@stude			
NATHANIEL PARKER	PARKENAT16@stude			
NICOLE PYKA	PYKANIC14@student			
PAIGE FISHER	FISHEPAI14@student			
PAIGE GRIFFIN	GRIFFPAI20@student			
PAIGE HARTERT	HARTEPAI12@stude			

I have already created all of the usual district distribution lists – HS All, HS Aides, HS Teachers, etc. Be careful when creating your own groups – Google will let you name them the same as the district lists – when you go to compose your email your groups will have the word (group) behind it. The district lists will have the email address of the district list.

То	hs al ^l	
	HS AC (group)	A list you created.
Subject	"HS All" <hsall@brf.org></hsall@brf.org>	
	Attach a file Insert: Invitation	A district distribution list.