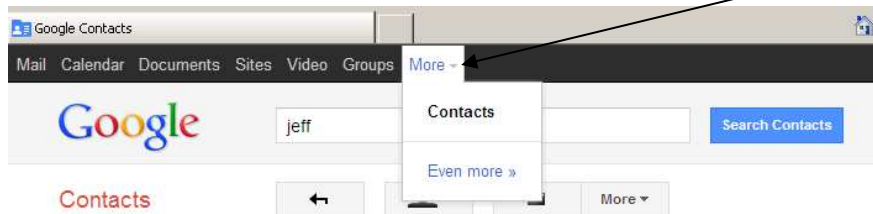


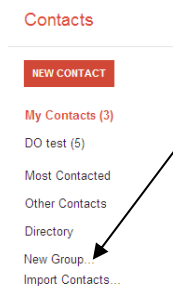
# Create your own contact list in Gmail

Log into Gmail

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



Along the left, go to New Group



Enter a name for the new group and click OK

New group

Please enter a new group name.

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

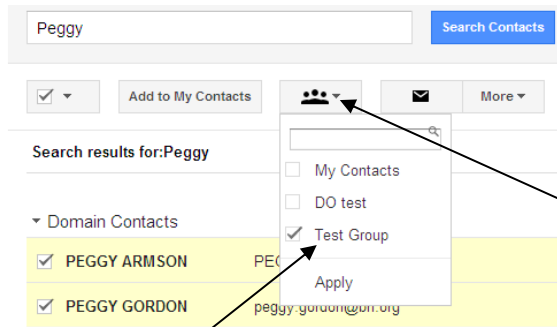
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Search results for:Peggy

▼ Domain Contacts

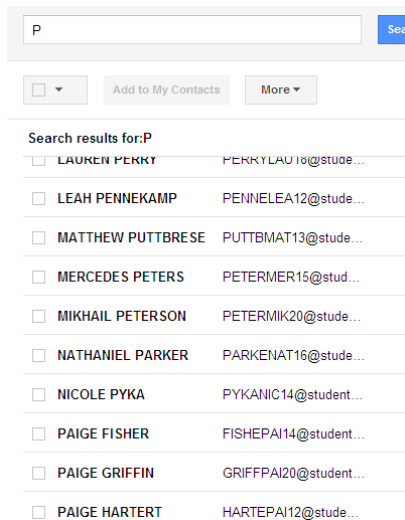
<input type="checkbox"/>	PEGGY ARMSON	PEGGY.ARMSON@b...
<input type="checkbox"/>	PEGGY GORDON	peggy.gordon@bif.org

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



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.



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.

