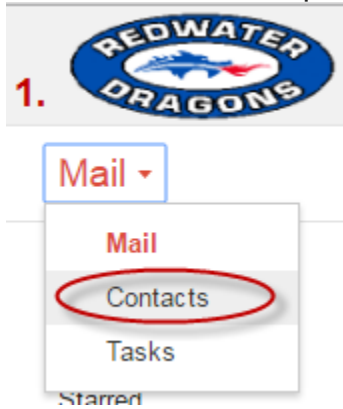
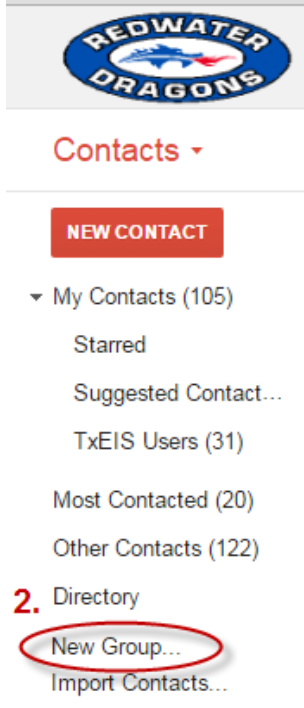


How to Create a Contact Group for Gmail

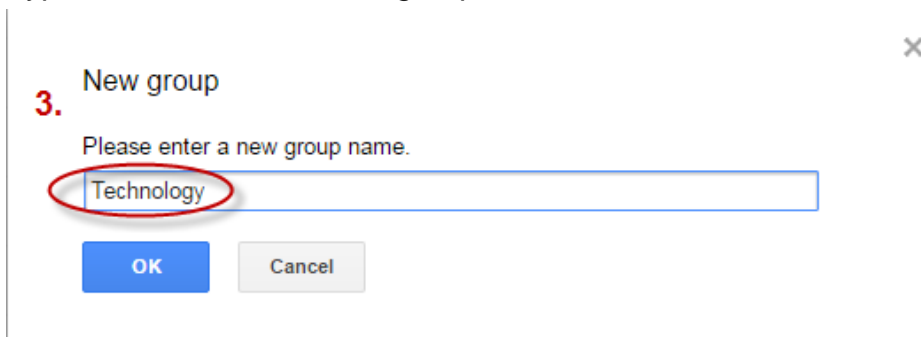
1. In Gmail, use the drop-down arrow next to **Mail** to select **Contacts**.



2. Select **New Group...**



3. Type the name for the new group and click **OK**.



4. Click on the group name under **My Contacts**.



REDWATER DRAGONS

Contacts ▾

NEW CONTACT

▾ My Contacts (105)

Starred

4. Suggested Contact...

Technology

TxEIS Users (31)

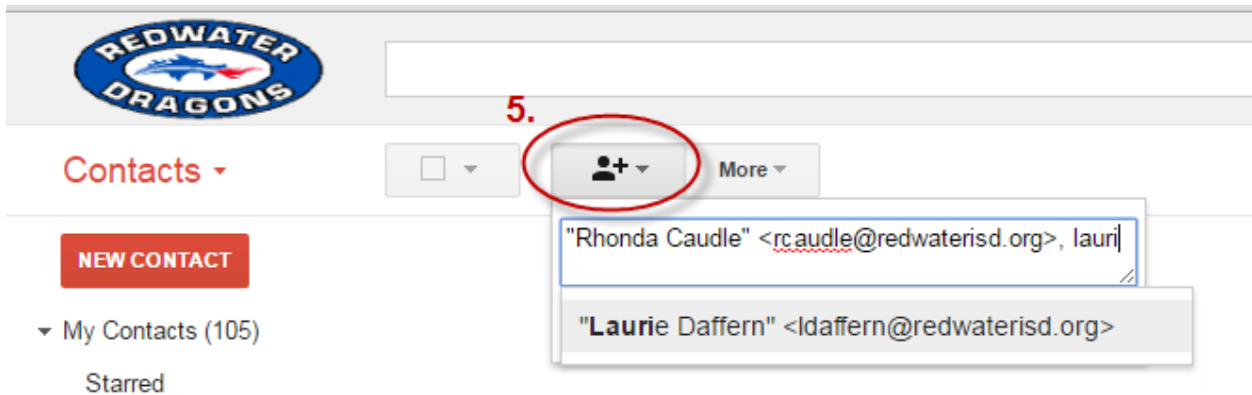
Most Contacted (20)

Other Contacts (122)

Directory

New Group...

5. Click the **Add to Group** icon. Begin typing the names of the people in the group and click on them to select them.



REDWATER DRAGONS

Contacts ▾

NEW CONTACT

▾ My Contacts (105)

Starred

5.

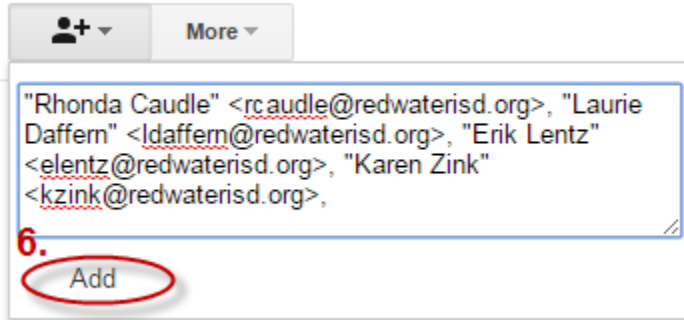
□ ▾

Person + ▾ More ▾

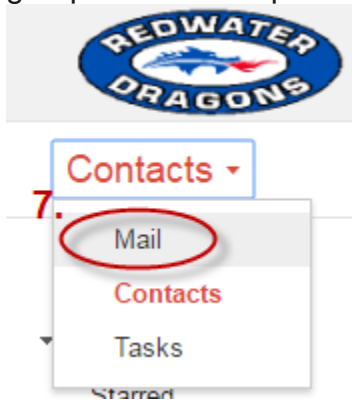
"Rhonda Caudle" <rcaudle@redwaterisd.org>, lauri|

"Laurie Daffern" <ldaffern@redwaterisd.org>

6. Click **Add**.



7. After you have completed steps 1-6 to create the group, you can send an email to the group. Use the drop down menu to select **Mail**.



8. Click the red **COMPOSE** button to begin a new email. Start typing the name of the contact group and then select it. You are now ready to complete the email.

