



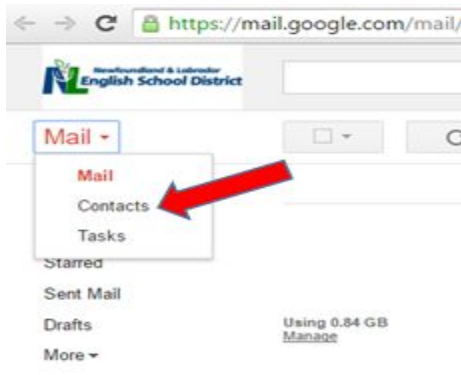
Adding people to “My Contacts” in a GAFE account

NOTE: Use Google Chrome as your web browser.

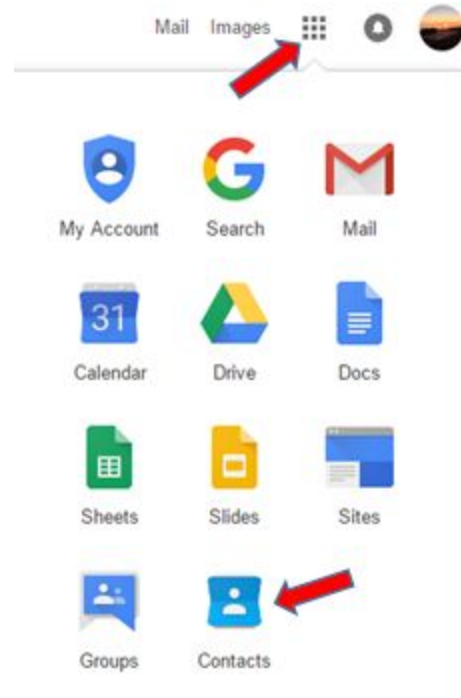
STEP 1 – Navigate to the **Contacts** area of your nlesonline GAFE account.

One way is via contacts.google.com .

A second way is via the “Gmail” area of your account. In the **Mail** drop-down menu (top left), choose **Contacts**.



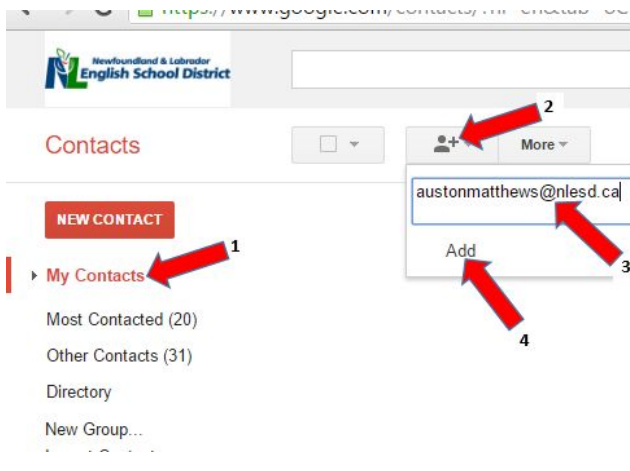
A third way is via drive.google.com . Click on the “waffle” icon and then the **Contacts** icon.





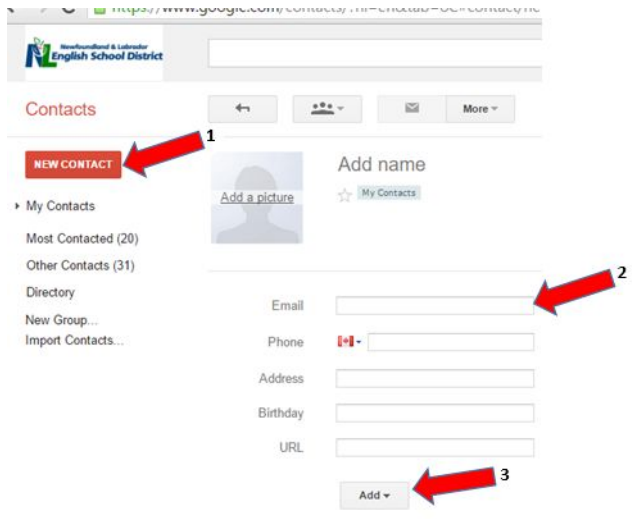
STEP 2 – One way to add someone to **My Contacts**:

- (1) Click on **My Contacts**.
- (2) Click on the icon.
- (3) Type in an email address.
- (4) Click **Add** (or hit “enter”).



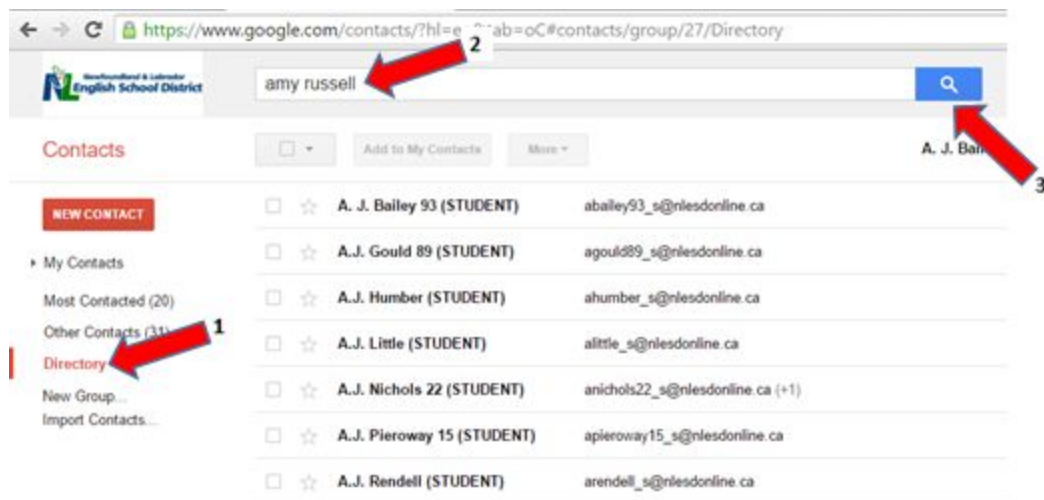
STEP 3 – A second way to add someone to **My Contacts**:

- (1) Click on **New Contact**.
- (2) Type in an email address.
- (3) Click **Add** (or hit “enter”).



STEP 4 – A third way to add someone to **My Contacts** is via the **Directory**:

- (1) Click on the **Directory**.
- (2) Type in a name in the search bar.
- (3) Click on the search symbol (or hit “enter”).





- (4) If there is only one person in the **Directory** with that name, the screen below will appear. Click on the “star” under the person’s name. (Note: The “starred” designation for the individual can be easily removed afterwards.)

The screenshot shows the Google Contacts page for a contact named Amy Russell. The browser address bar displays the URL: <https://www.google.com/contacts/?hl=en&tab=oc#contact/4b02cdf509db62a1/QyIWFk6jxdSN7fAuqUI-dw>. The page header includes the logo for "Newfoundland & Labrador English School District" and a search bar containing "amy russell". Below the header, there are navigation buttons for "Contacts", "Add", "Email", and "More". The main content area features a "NEW CONTACT" button, a sidebar with "My Contacts", "Most Contacted (20)", "Other Contacts (31)", "Directory", "New Group...", and "Import Contacts...". The contact's name "Amy Russell" is displayed with a star icon and a red arrow pointing to it. To the right, the "Connected profiles" section lists "Amy Russell" with the email address "amy russell@nlesdonline.ca". Below this, there are input fields for "Phone", "Address", "Birthday", and "URL", along with an "Add" button. A "Directory profile" section at the bottom shows a smaller version of the contact's name and email address.



- (5) If there is more than one person in the **Directory** with the name you search: (i) Check the box next to the person you want to add (ii) Click on **Add to My Contacts**

The screenshot shows the Google Contacts interface with a search for "sean o'neill". The search results are displayed under the "Domain Contacts" section. Two results are shown:

Checkmark	Star	Name	Email
<input checked="" type="checkbox"/>	☆	Sean O'Neill	seanoneill@nlesdonline.ca
<input type="checkbox"/>	☆	Sean O'Neill 83 (STUDENT)	sonell83_s@nlesdonline.ca

Red arrows indicate the following actions:

- (i) A red arrow points to the checkmark box next to "Sean O'Neill".
- (ii) A red arrow points to the "Add to My Contacts" button.

- (6) You can also search the **Directory** by first or last name. For example, you're looking for someone named "Julia" but her last name momentarily escapes you. Search for "Julia" and (i) scroll through the names. You may have to (ii) select another page.

The screenshot shows the Google Contacts interface with a search for "julia". The search results are displayed under the "Domain Contacts" section. The results are paginated, showing "1-250 of 391" results. The visible results are:

Checkmark	Star	Name	Email
<input type="checkbox"/>	☆	Julia Abel 20 (STUDENT)	jabel20_s@nlesdonline.ca
<input type="checkbox"/>	☆	Julia Abundo (STUDENT)	jabundo_s@nlesdonline.ca
<input type="checkbox"/>	☆	Julia Allen 28 (STUDENT)	jallen28_s@nlesdonline.ca
<input type="checkbox"/>	☆	Julia Allingham	juliaallingham@nlesdonline.ca
<input type="checkbox"/>	☆	Julia Alvarez (STUDENT)	ialvarez_s@nlesdonline.ca

Red arrows indicate the following actions:

- (i) A red arrow points to the right arrow in the pagination controls, indicating scrolling to the next page.
- (ii) A red arrow points to the left arrow in the pagination controls, indicating scrolling to the previous page.