



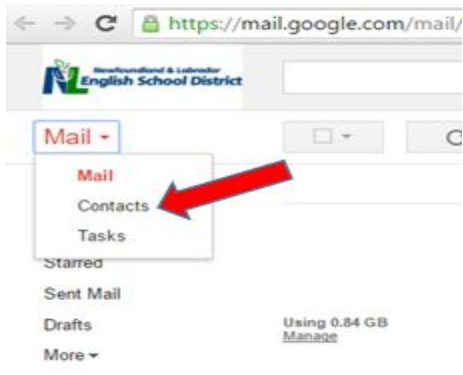
Creating a contact group / adding people to a group in a GAFE account

NOTE: Use Google Chrome as your web browser.

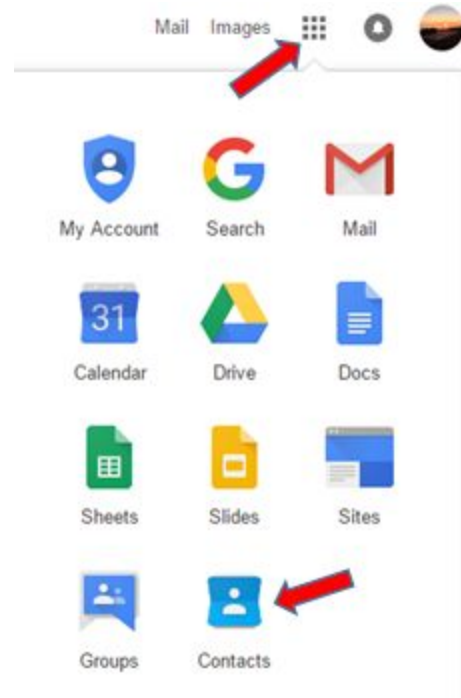
STEP 1 – Navigate to the **Contacts** area of your nlesdonline GAFE account.

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**.

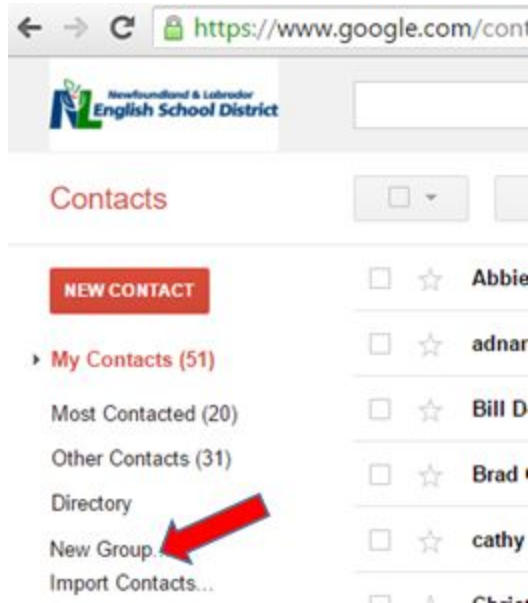


A third way is via drive.google.com . Click on the “waffle” icon and then the **Contacts** icon

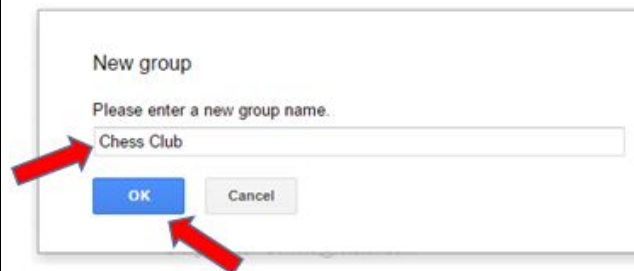




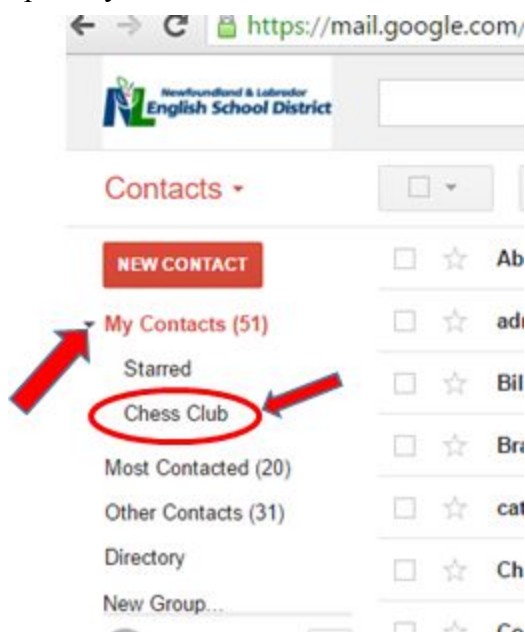
STEP 2 – Click on **New Group**.



STEP 3 – Enter a name for the group and click on **OK**.

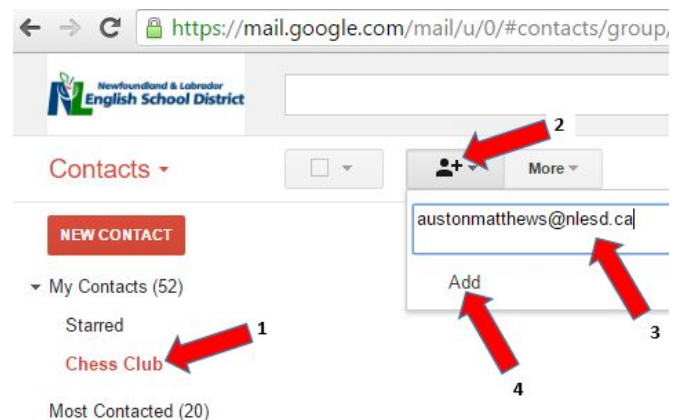


STEP 4 – If you click on the black triangle (“triangle right”) next to **My Contacts**, a “drop-down” will appear and you will see the group that you created.



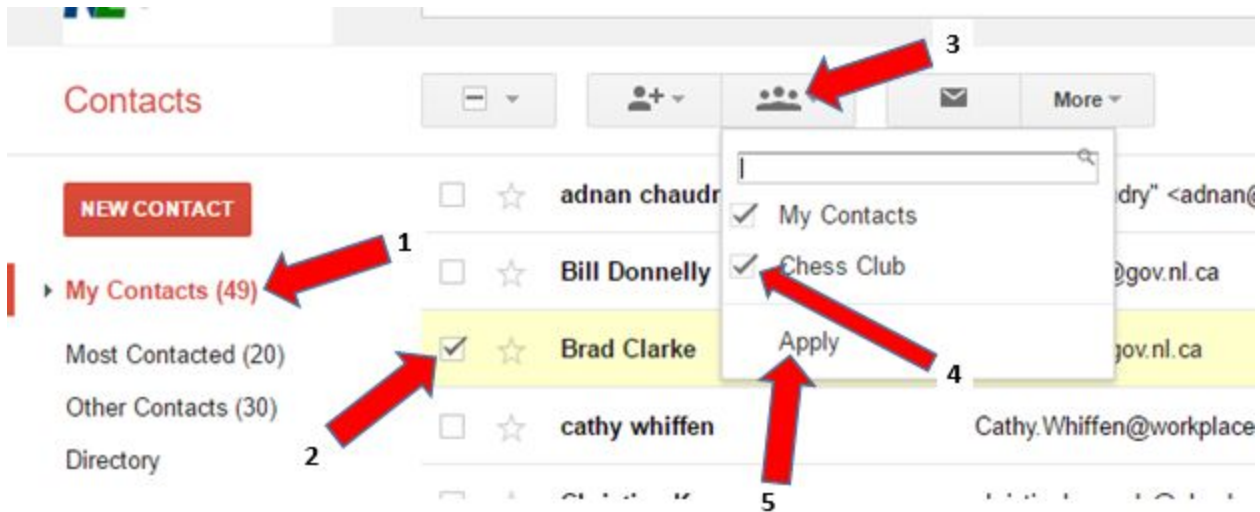
STEP 5 – One way to add someone to a group:

- (1) Click on/highlight the group (eg. **Chess Club**).
- (2) Click on the icon.
- (3) Type in an email address.
- (4) Click on **Add** (or hit “enter”).



**STEP 6** – A second way to add someone to a group:

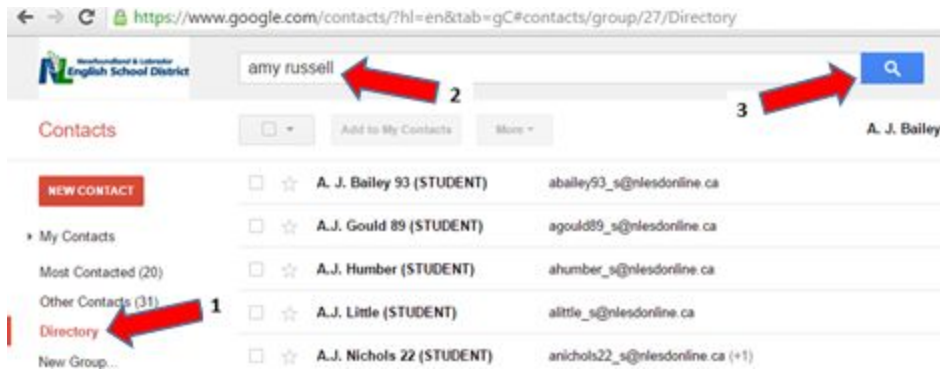
- (1) Click on **My Contacts**.
- (2) Check the box next to the person you want to add to a group.
- (3) Click on the “Groups” icon.
- (4) Check the box next to the group you are adding the person to (eg. Chess Club).
- (5) Click on **Apply**.



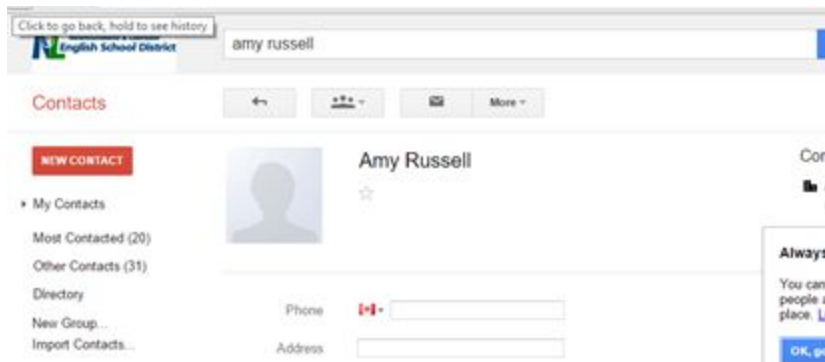


STEP 7 – A third way to add someone to a group is via the **Directory**:

- (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.



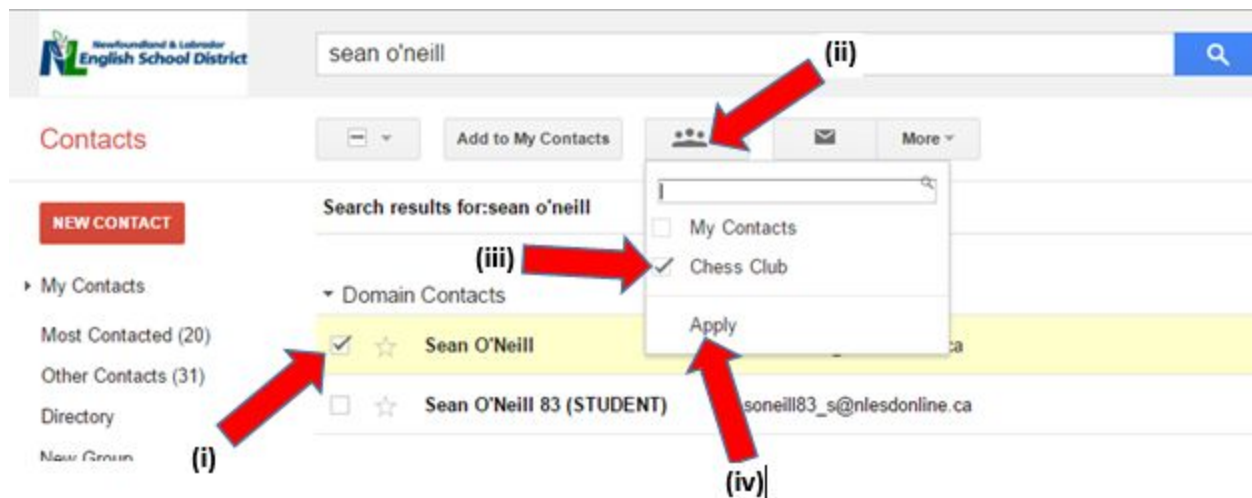
5) To add this person to a group: (i) Click on the “Groups” symbol (ii) Check the box next to the group you are adding the person to (eg. Chess Club) (iii) Click on **Apply**





6) If there is more than one person in the **Directory** with the name you search, to add a person to a group:

- (i) Check the box next to the person you want to add to a group.
- (ii) Click on the “Groups” symbol.
- (iii) Check the box next to the group you are adding the person to (eg. Chess Club).
- (iv) Click on **Apply**.



NOTE: You can also search the **Directory** by first or last name in order to find someone to add to a group. 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. Then continue as in (6) above to add a person to a group.



G-SUITE



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