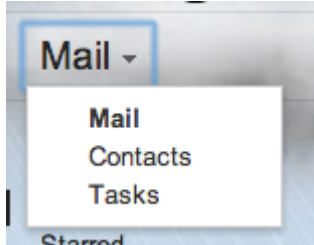
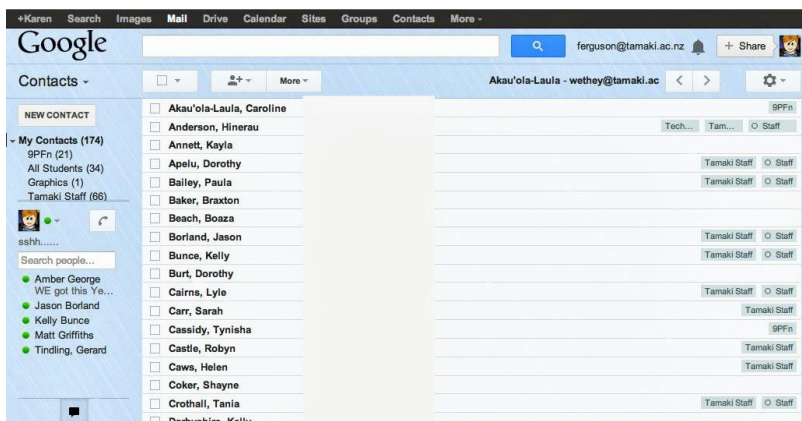


Making Groups in your Contacts

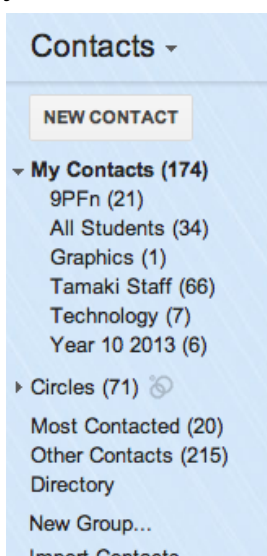
1. In your Gmail, click on the arrow next to where it says mail.
A box will drop down with options. You need to click on contacts.



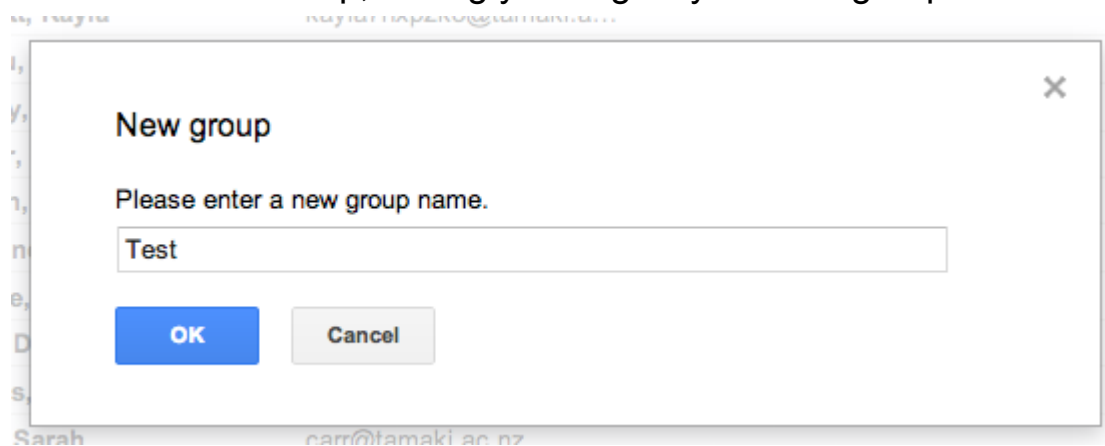
2. A list of all of your contacts will appear, with their email addresses.



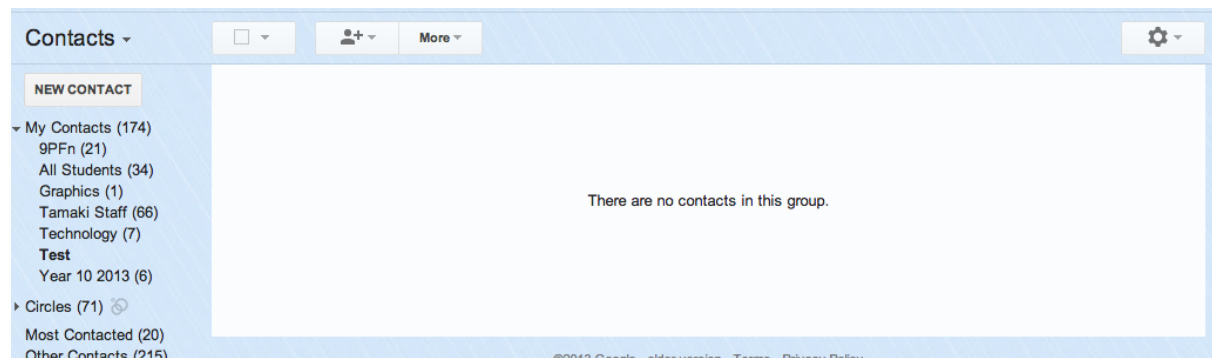
3. Down the left hand side of this screen, towards the bottom of the list, you need to click on “new group”.



4. A box will come up, asking you to give your new group a name.

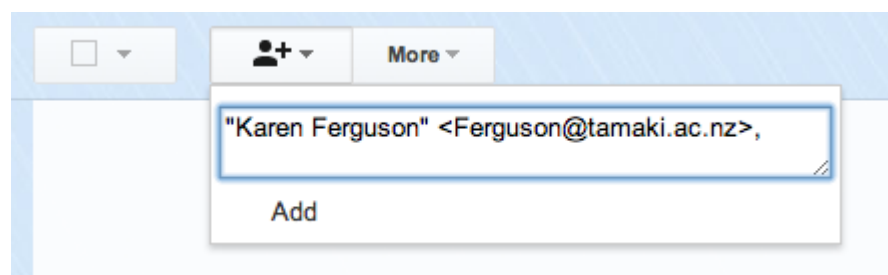


5. Your new group will look like this to start with, with nothing in it.



6. To add people to a this group, click on the icon that looks like a person with a plus sign. A box will come up where you can type in email addresses.

Click on add.



7. When you have already made a group, you can add names from your main contacts list.

Click in the tick box next to their name, then click on the icon that looks like a lot of heads.

This will show a list of all your groups, and you can tick the ones you want to add those people to.

You can also create a new group here if you need to.

