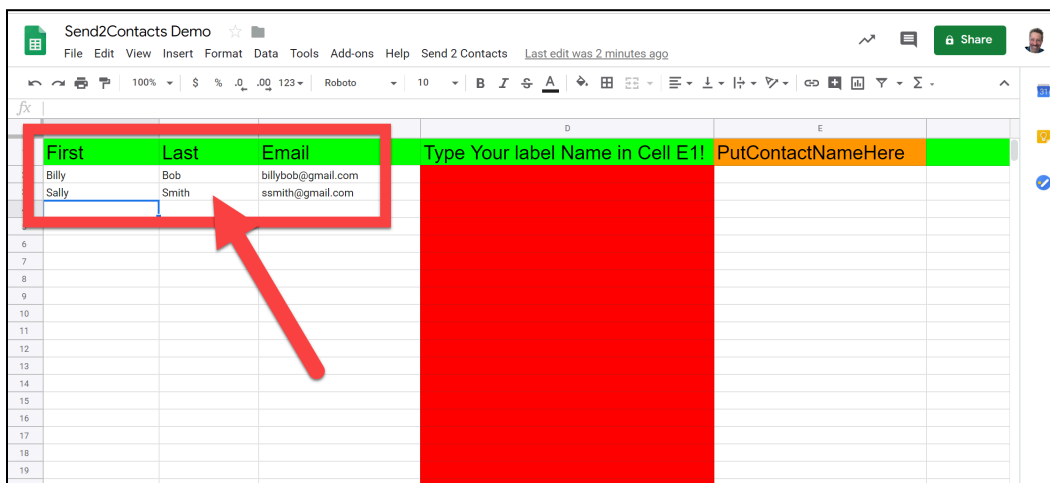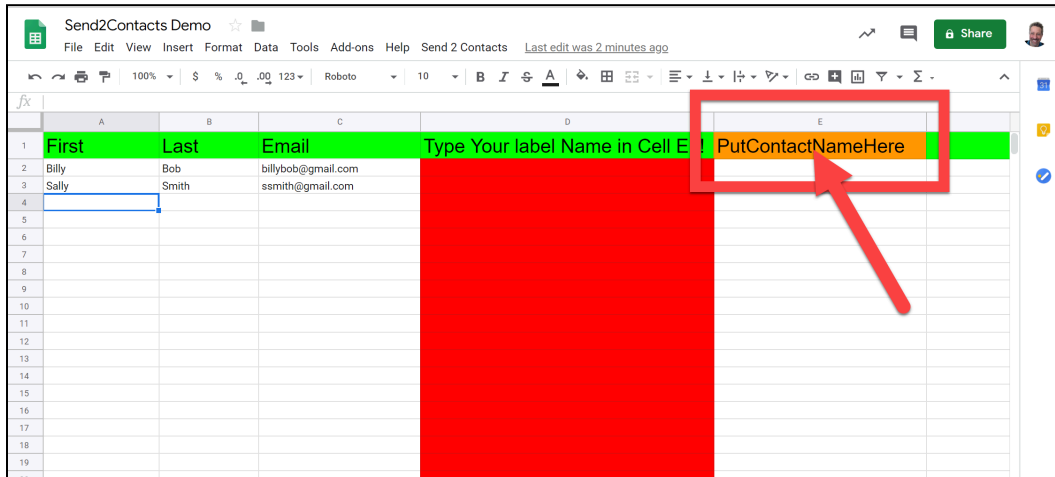# Create a Contact Group in Google's New Contacts

Google is always updating its tools. Usually, this brings wanted new functions. In the case of Google Contacts, this is not all that happened. Unfortunately, we lost a very important ability- the ability for classroom teachers to easily create Contact Groups by copy/paste into groups. We can no longer just copy and paste the email addresses into the "**Add**" box. Now, a contact has to already exist within your account in order to be added to a Contact Group. This makes it tough for teachers who have so many parents to add as contacts. There is no easy way for teachers to manually create each and every parent as an individual contact just to add to a Group. The good news is that Scott Wolz has created an awesome tool to help with this. It is very easy to do. Follow the steps below to create Contact Groups with a simple Google Sheet.
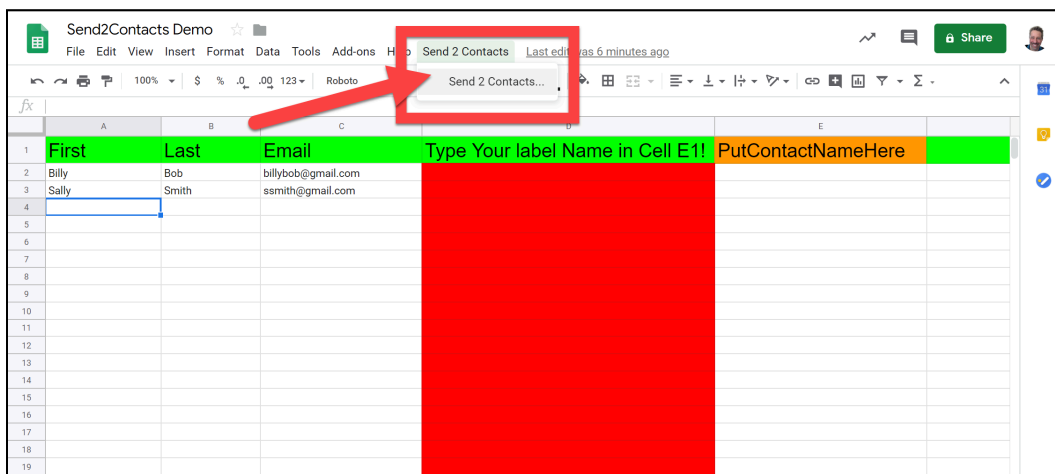

Create Contact Groups:

1. Before starting, you will need to get some important information from your classroom parents. You will need email addresses and if possible first and last names. The names are not required but can help out in the long run.
2. Make a copy of this sheet created by Scott Wolz: **Send2Contacts**
3. Gather the needed emails and names from your classroom parents. A Google Form is the easiest way to do this.
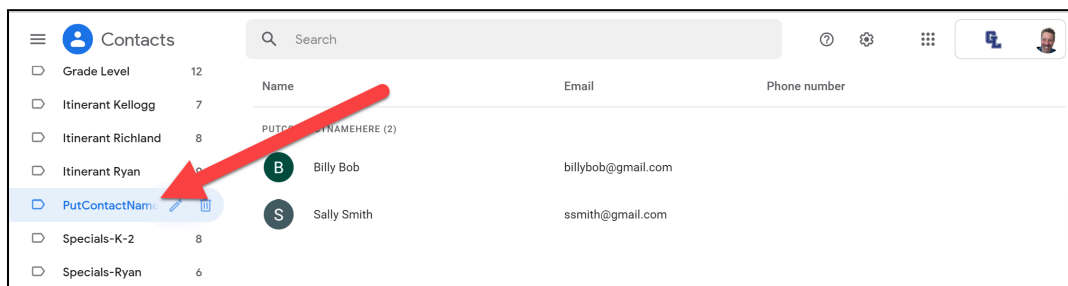4. In the Google Sheet enter the email address (and names if you have them).

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Created By:
Jeremy Badiner

5. Name the new contact group something like "**_Classroom Parents_**" or something that works for you.

6. When you have all the names on the document, click the "**_Send 2 Contacts_**" button.

7. Allow the permission needed.
8. Go to Google Contacts.
9. You will see the newly created group on the left with the contacts now in that group!

If you have issues accessing this newly created group in Gmail, try remaining the group in Contacts without any spaces (Ex: _Demo Group = DemoGroup_).

Here is a video showing how to do this. https://youtu.be/At1-nzrAL4Y

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