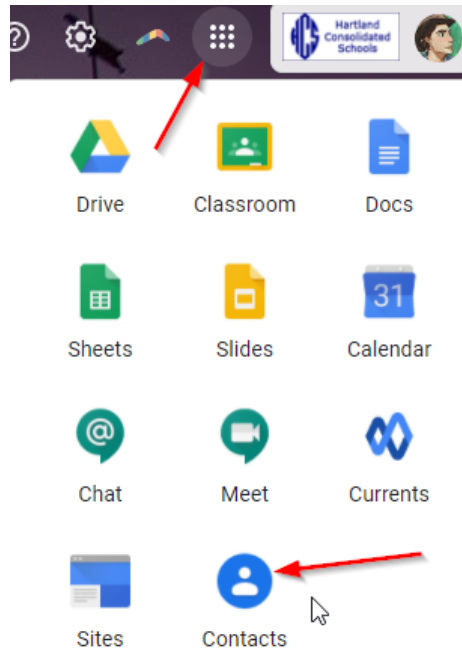
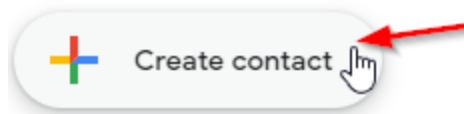


Creating An Email “Group”

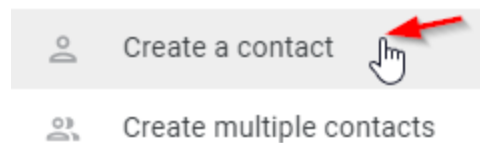
1. When in your Gmail, select the waffle in the upper right corner to reveal your Google apps and select “Contacts”



2. Add a new contact by selecting the “Create contact” button in the upper left.



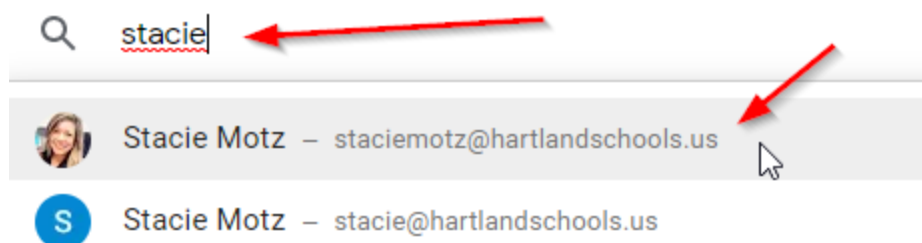
3. Click “Create a contact”.



4. Fill out the information and click “Save”.

Instead of creating a “Group” to email, we are going to create a “Label”.

5. Search for a contact in your address book and select that contact.



6. In the contact details window that pops up, notice the “No Label” button. We need to add a label to the contact.



7. Click on the “Edit” button in the upper right corner of the contact details window.



8. Click the “No label” button at the top of the “Edit contact” window.

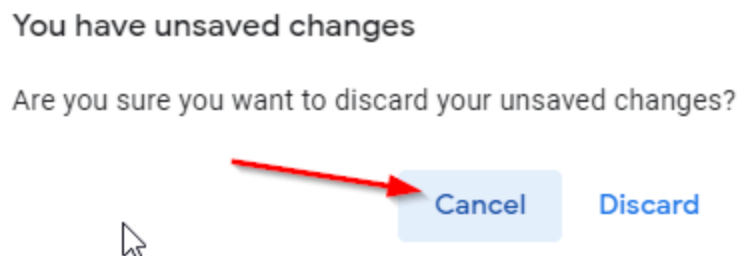
A screenshot of the 'Edit contact' window. At the top left is the text 'Edit contact'. To its right is a button with a folder icon and the text 'No Label'. A red arrow points from the right towards this button. Below this header is a form with several fields. On the left side of the form are icons: a person icon, a calendar icon, and an envelope icon. The form fields are: 'First name' with the value 'Stacie', 'Last name' with the value 'Motz', 'Company' (empty), 'Job title' (empty), 'Email' with the value 'staciemotz@hartlandschools.us', and 'Work' (empty).

9. Click in the “New label” field and begin typing the label you wish to create.

A screenshot of a list of labels. The list is titled 'Add to label' and contains several items, each with a folder icon and a label name followed by a count in parentheses: '2017 Oklahoma (31)', '2018 Load-In Load-Out (9)', '2019 MM Boys Band (15)', '2019 MM Carpool Contacts (4)', 'Auditorium Techs (HS) (6)', 'Clue Cast (28)', 'Clue Crew (65)', and 'Digital Camera Int (Spring 20...'. At the bottom of the list is a field with a folder icon and the text 'New label'. A red arrow points from the bottom right towards this 'New label' field.

10. Press the “Enter” button on the keyboard once you have input the name of the new label.

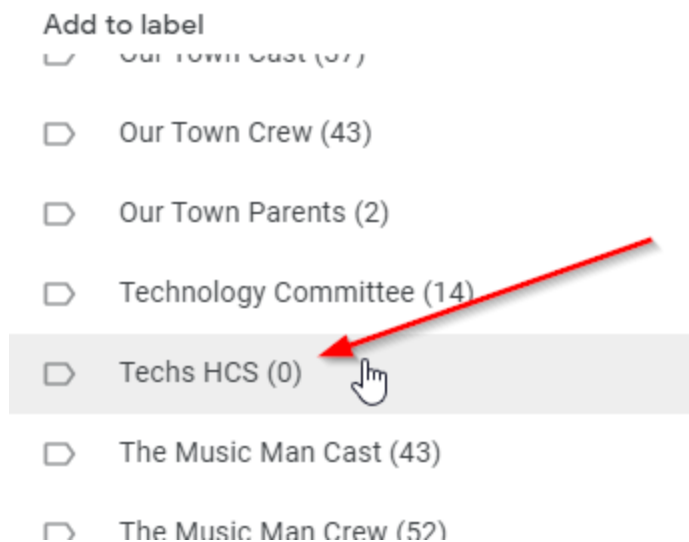
11. You will likely get a message that says “You have unsaved changes”. Select the “Cancel” button.



12. Click the “Save” button at the bottom of the “Edit contact” window.



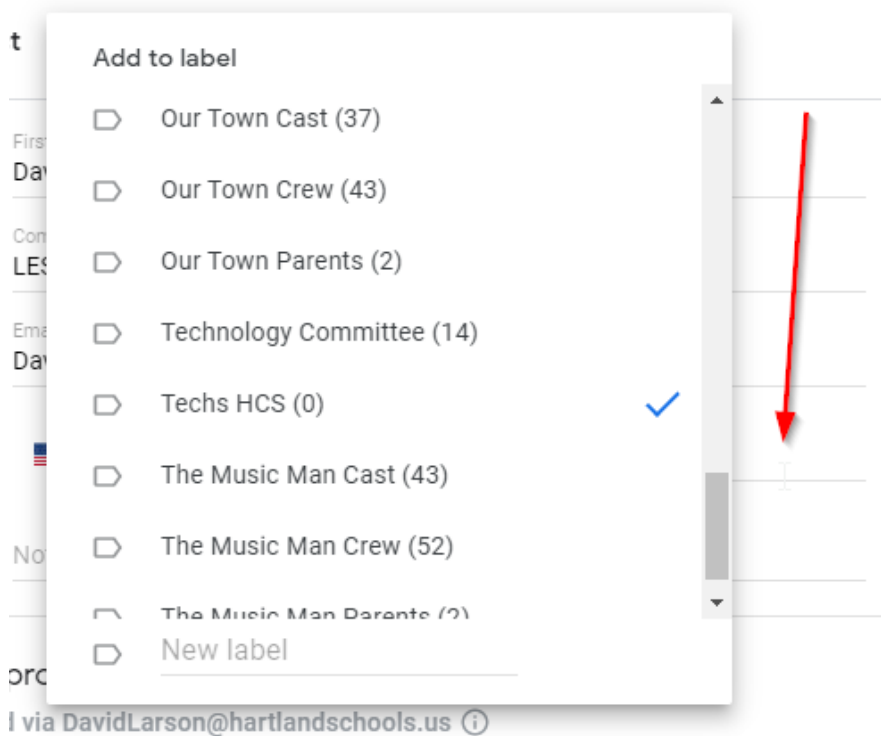
13. To add subsequent contacts to that “Label” search for the contact. Edit the contact by clicking on the pencil icon as above. Instead of creating a “New label”, scroll down your list of labels and select the one that you want to add this contact to.



14. Click on that label.

15.

16. Once the blue check mark appears indicating that contact has been added to that label, click off the “Add to label” window.



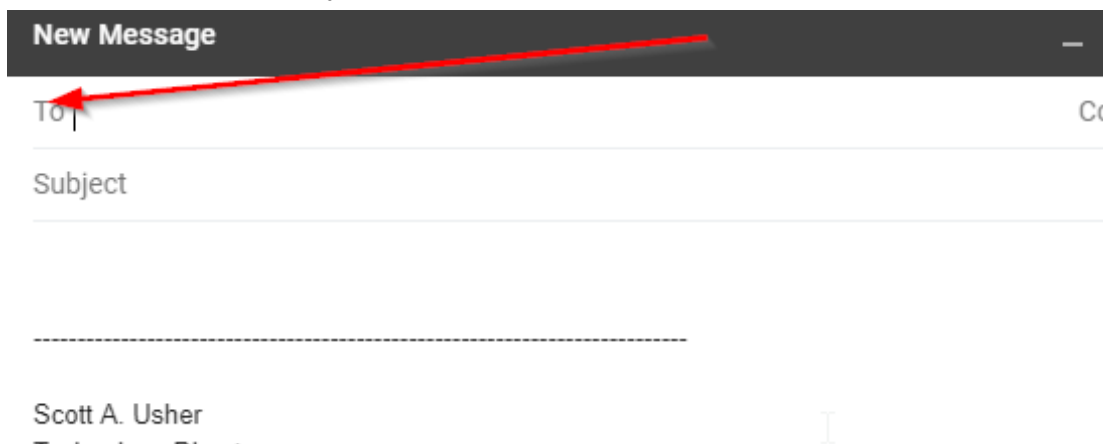
17. Click the “Save” button.



Email that “Group” or Label

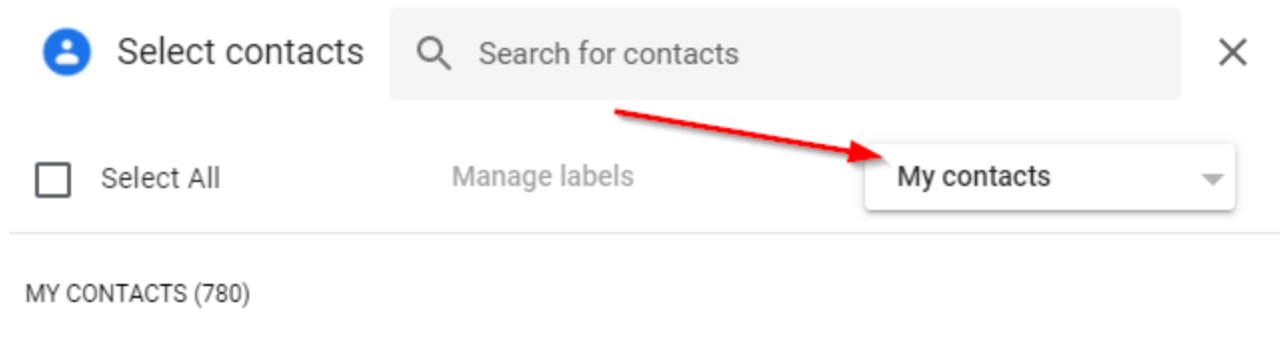
18. In Gmail compose a new email.

19. Click on the “To” link to select your contacts.

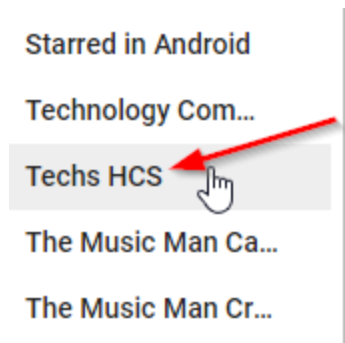


20.

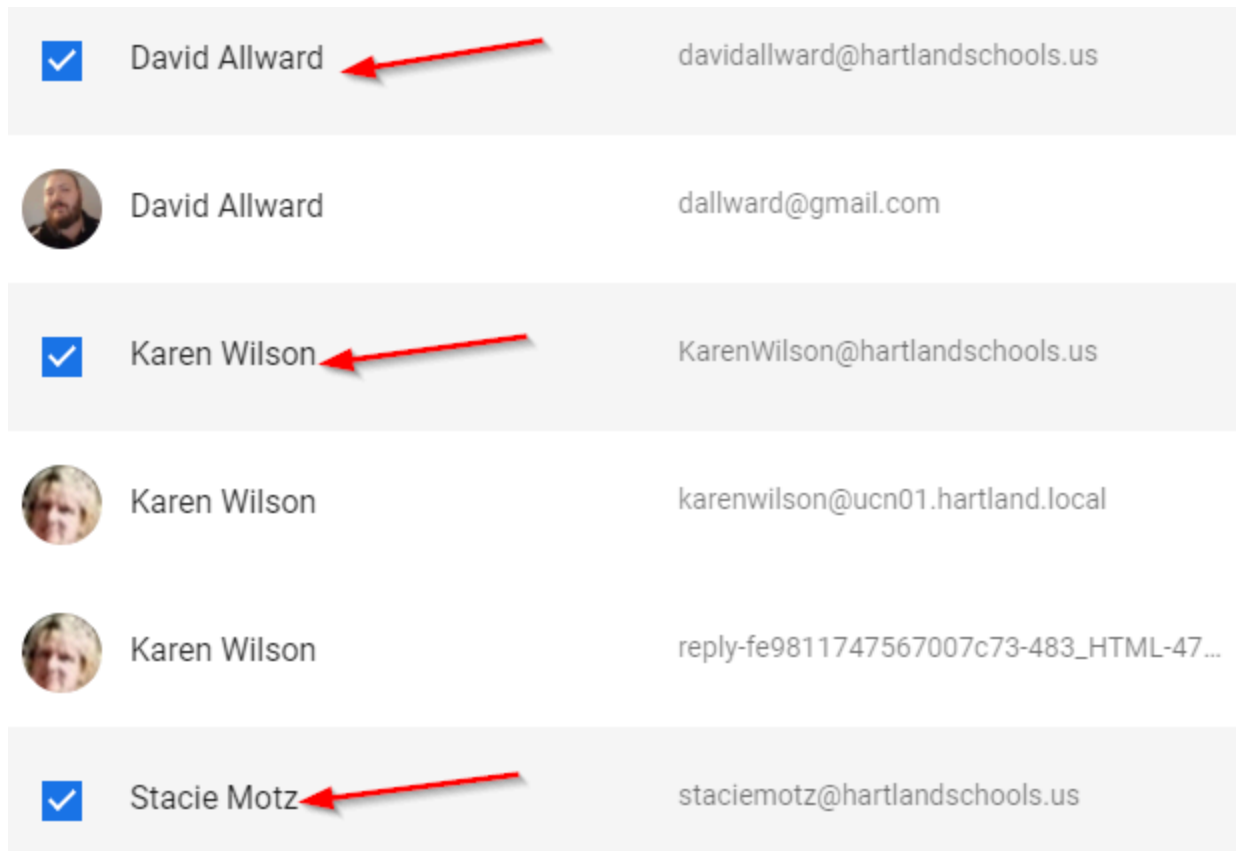
21. Select the “My contacts” dropdown.



22. Find and select the “Label” to which you want to send the email.



23. If the contacts have multiple email addresses in their contact details, you will see their names multiple times as in my example below. Simply select the email address of the contacts to which you wish to send the email.



24. Click the “Insert” button.

INSERT

25. Don’t forget, if you don’t want the contacts to be able to see each other’s email addresses, you will need to select the “Bcc” field and click on the “Bcc” link so those contact email addresses appear in that field and not the “To” field.

To

Cc

Bcc

Subject

