

Google Contacts Upload Guide

Overview

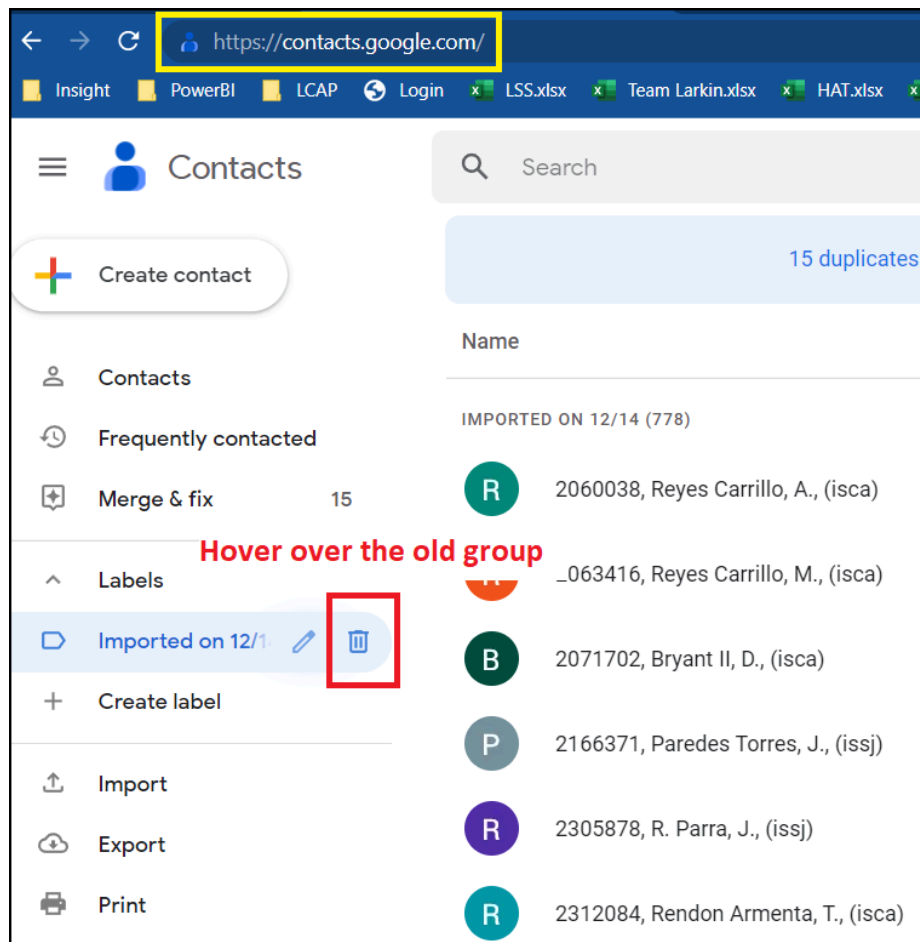
By following the steps in this guide, you will be able to upload all of your student contacts into Google Contacts. This will allow you to easily reach out to students through Google Voice, without having to look up information every time in TV or elsewhere.

Clearing Old Contacts

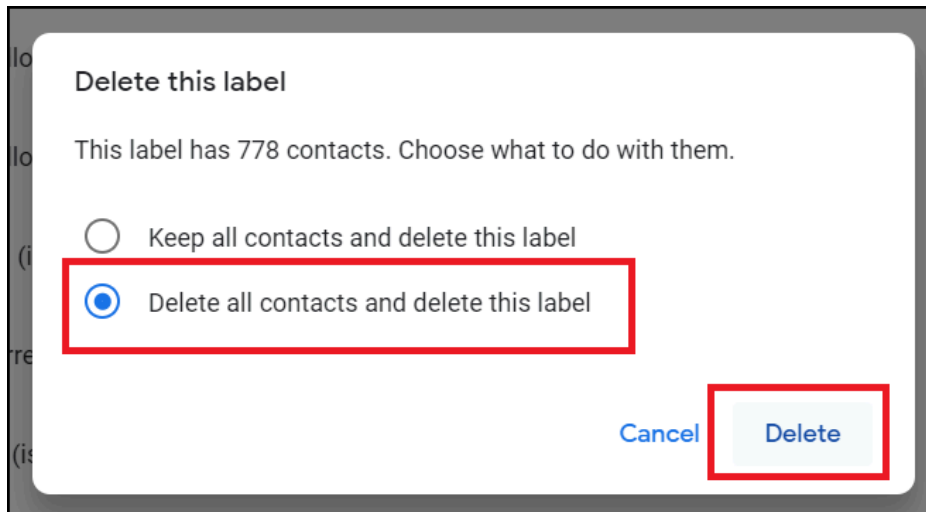
If you haven't uploaded any contacts into Google before, you can skip this step.

Before you upload your new contacts for the trimester, you'll want to clear out your old ones.

1. Go to contacts.google.com, hover over the old group, and click the "Delete" symbol.



2. A menu will pop up with options on the level to which you want to delete old contacts.

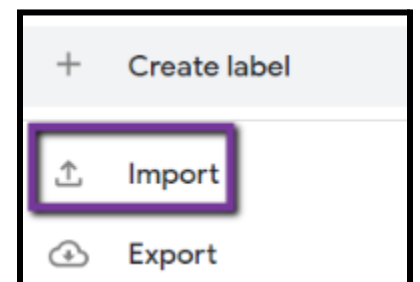


Uploading **New** Contacts

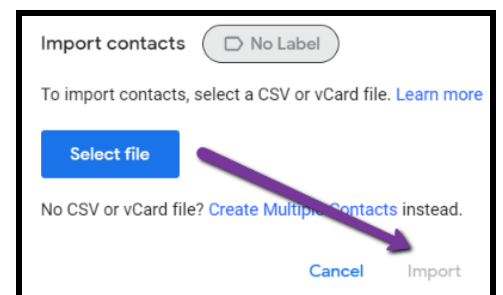
There is a new folder in SharePoint in the Content Department section titled “[Content Contact Rosters](#).” In this folder you will see files named by teacher. Find your file and **download it to your hard drive by right-clicking and downloading**.

You only need to do two things to prepare your file for upload to Google Contacts.

1. Go to <https://contacts.google.com/>
2. On the left-hand menu, click “**Import**”



3. Click “Select File”, find your .csv file, then click “**Import**”



4. **Click on a contact** to ensure it looks correct

