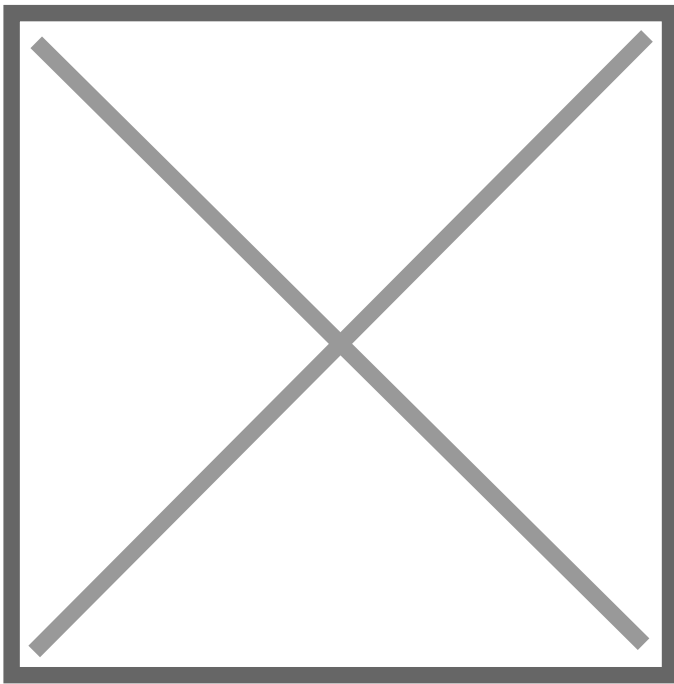


Create Gmail Groups and Add Comments

If there is a group of people you contact regularly it makes sense to create a contact group in Gmail to save a few minutes.

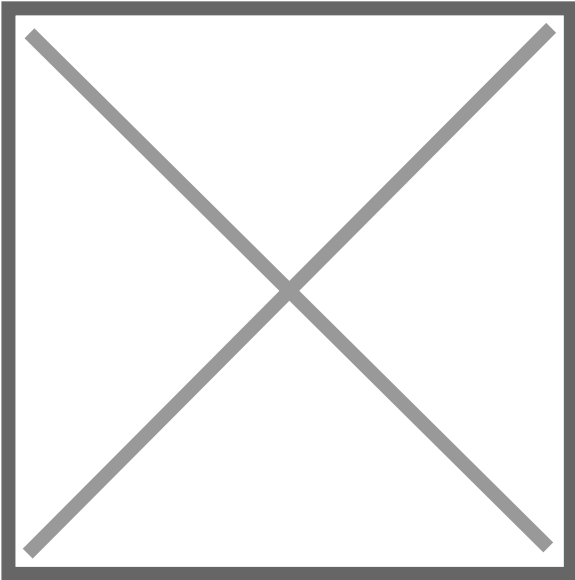
To begin, log in to your school Gmail account.

Click on the waffle icon to the right of the screen and select Contacts.

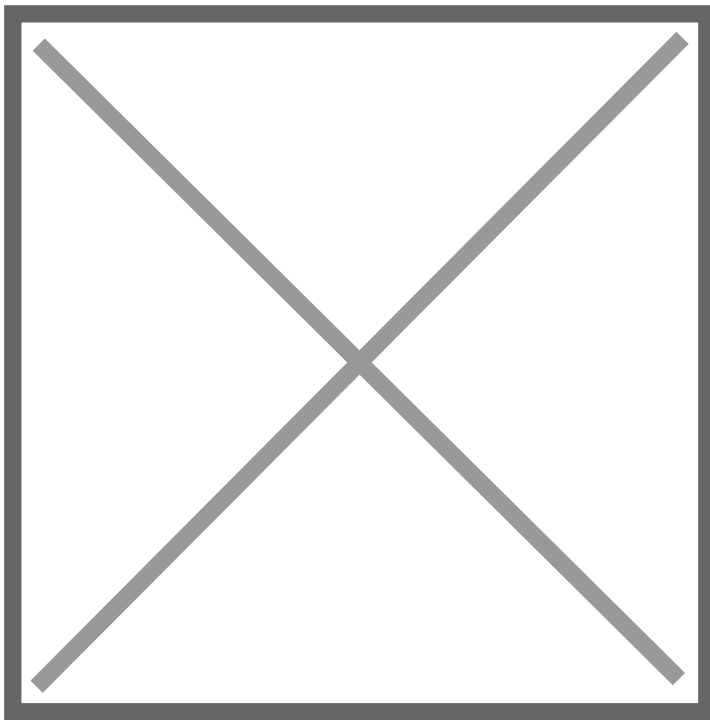


[402x573 31.1 KB](#)

Scroll down a bit to the Labels section and click the plus sign.



Create a name for the Group



There are several ways to add contacts to a group. Here is the method I prefer:

1. Type in a name in the search bar and select the contact you want to add.
2. Click the + Label Button
3. Click the name of the group.
4. Click Apply

[image](#)

[image580x765 56.9 KB](#)

Repeat this process until all members have been added to the group.

Return to Gmail. Compose a message and begin typing the name of the group. It will auto-populate and tell you how many recipients will be included.

image

Complete the message as desired and send normally.

Revision #1

Created 2025-07-01 15:12:24 UTC by Dustin Faust

Updated 2025-07-01 15:12:43 UTC by Dustin Faust