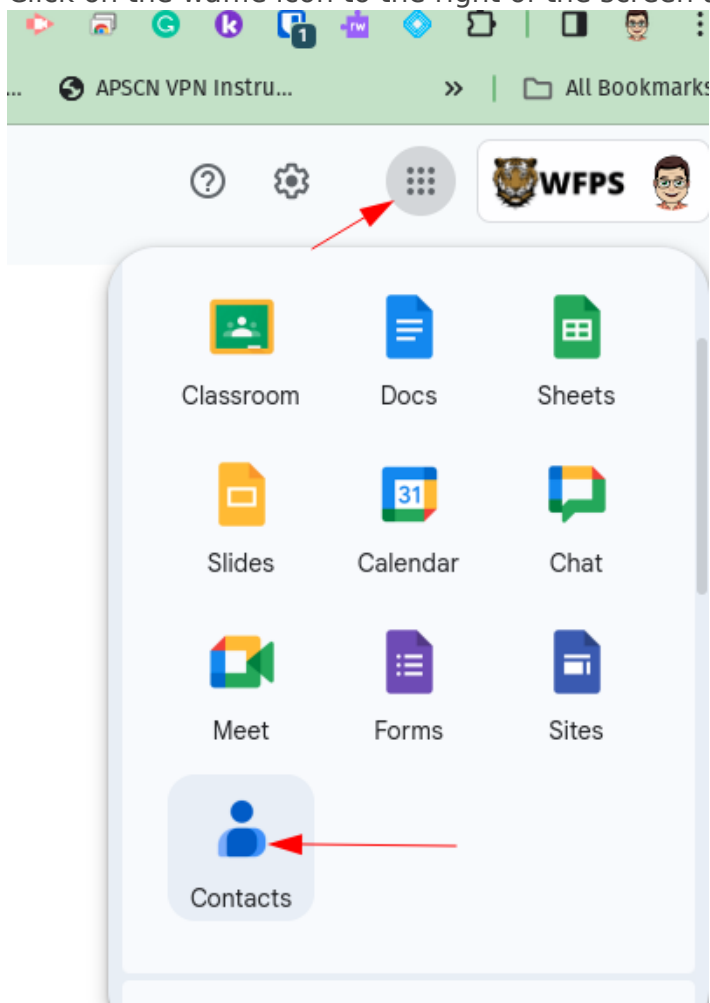


Create Gmail Groups and Add Contacts

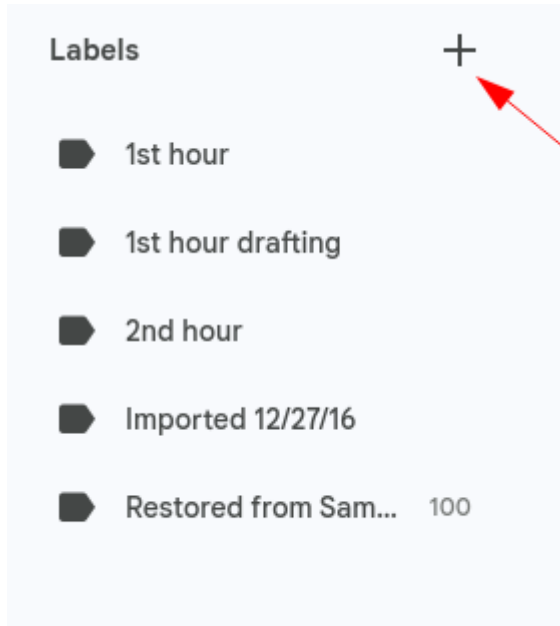
If there is a group of people you contact regularly it makes sense to create a contact group in Gmail to save a few minutes.

To begin, log in to your school Gmail account.

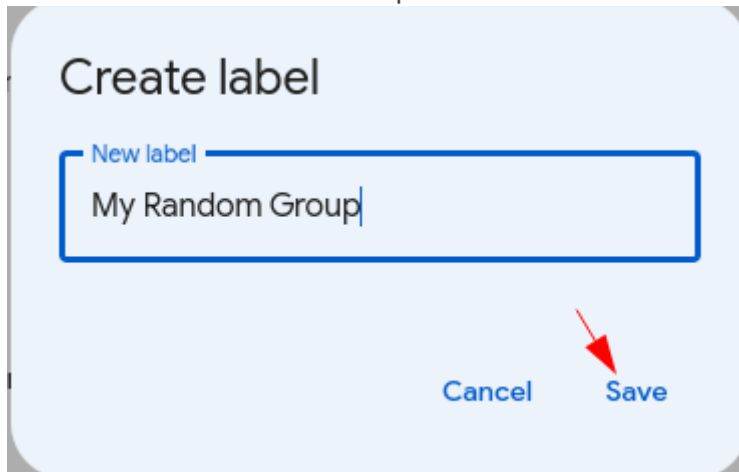
Click on the waffle icon to the right of the screen and select Contacts.



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



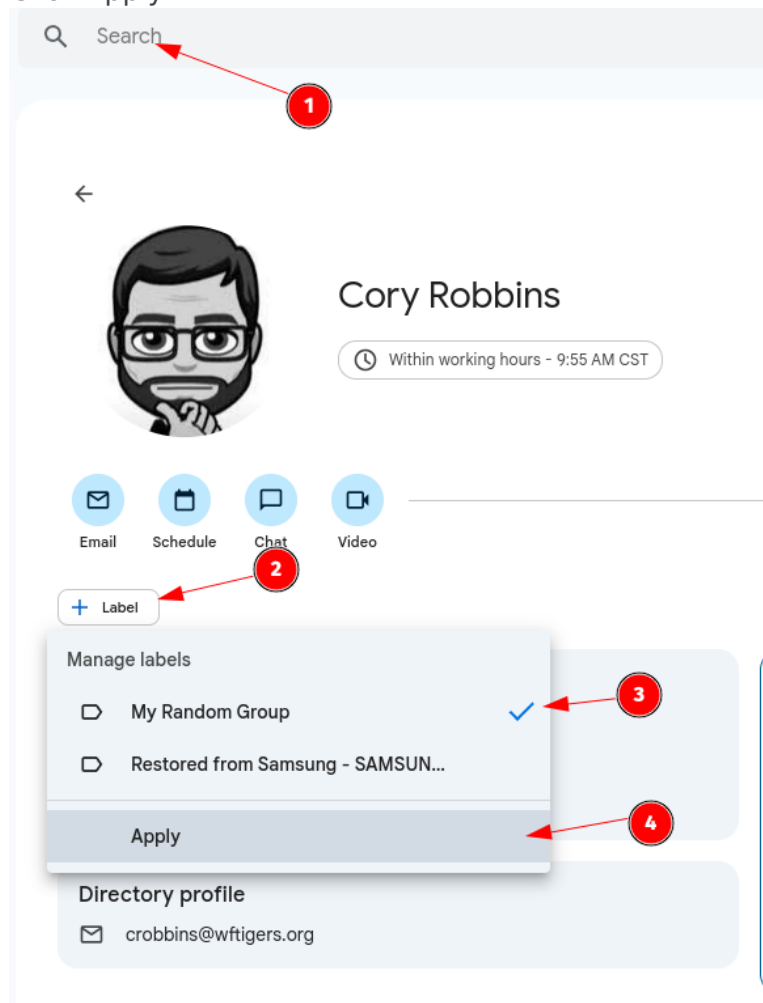
Create a name for the Group



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

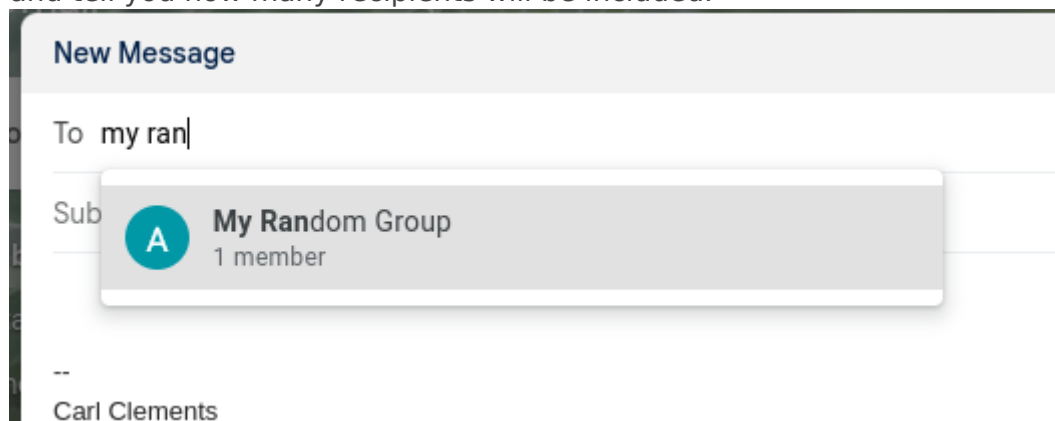
1. Type in a name in the search bar and select the contact you want to add.
2. Click the + Label Button
3. Click the name of the group.

4. Click Apply



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.



Complete the message as desired and send normally.

Originally posted by Carl Clements on the West Fork Technology Hub (2024-01-24).

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