

To Create a Contact Group in Gmail:

1. Click the down arrow beside “Mail” at the top-left corner of your Gmail page, then choose “Contacts”.
2. Click “New Group”
3. Enter the name of the group.
4. Click OK.
5. Click on the name of the group under “My Contacts”.
6. Near the top of the page there is a body with a + and a drop down arrow. Click on the picture of the person. Type in a person’s name. Click on the correct name that pops up and then click “add”.

*To get back to your mailbox, click the down arrow beside “Contacts” at the top-left corner of your Gmail page, then choose “Mail”.