GMAIL CONTACTS PREVIEW

Contacts can be created and viewed in the "**old version**" of contacts or the "**contacts preview**".

Where are my Contacts?

Your Contacts are stored in Google Contacts, which you can access in the Gmail Contact Manager. Click on "Gmail" at the top of your left hand sidebar, and from the dropdown menu that appears, pick Contacts.

Add a contact

1. Tap Add (Red plus mark)
2. Enter the contact's name and an email or phone number.

- **To add more name details, click on "More".**
- **To add a photo:** Click on the initial next to the name and tap Edit photo .
- **To enter more information, like a street address or notes:** Tap **More fields**.
3. When you're finished, tap **Save**.
4. Starring a contact will put them at the top of your contacts.

Import contacts

You can add all your contacts to your Google Account. After you import, the contacts are still in your other account. To add contacts from another email address, go to the account that you are exporting from and save the contacts in a .csv format and save to your desktop for easy access. Then to go the account you want to import to and select "import", and select the file from your desktop.

Group contacts

You can organize the people and businesses in Contacts using labels.

Create a group

1. On the left under "Labels," click **Create label**.
2. Type a name, then click **OK**.

Add contacts to a group label

1. Add a name to a group by selecting the name of the person you want to add to a group and select "more actions" (three dots). Then select the label you want them to appear in and select the enter button. Note: you can select more than one label.

Email a group

1. Open Gmail.
2. In the top left, click **Compose**. Select To, Cc or Bcc.

3. At the top of your contact list, select the box that says "My contacts" and then select the group you want. From that group, put a check mark in each name you want to send your email to. Select the blue "Select" button at the bottom. All of the names selected will appear in your email address.

Remove contacts from a group

1. Go to Google Contacts.
2. On the left, click a group name.
3. Select contact to remove, click on the 3 dots and select and remove the check mark in that group. Their name is still in your contacts but not identified under a label.

Edit or delete a group

1. Go to Google Contacts.
2. On the left under "Labels," point to the group you want to rename.
3. Follow the instructions on the screen to edit or delete a group.

Reasons to use groups

1. It is easier to send email to a group than to pick individually from all of your contacts.

2. You can create groups for certain events like sending Christmas cards.

3. You can keep all of your doctor's together in a group.

4. You can create a group for those you email most of the time.

Settings

Under "Settings" you can sort your contacts by "First name" or by "Last name".

Help Menu

The "Help" menu is on the left-hand side instead of under the gear. The gear does not exist on this version of "Contacts".

Birthdays

If you add a person's birth month and day, it will show on your Google Calendar. You do not need to enter the year of birth.