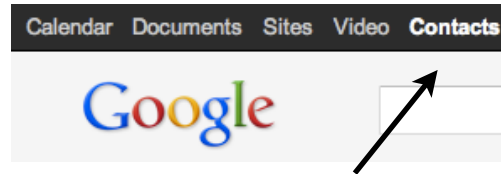


Google Docs: Adding Contacts & Groups

Creating groups in your Google contact list allows you to quickly share documents with others in a particular group (i.e. PLC team, department, or grade level). To create Groups in Google, do the following steps:

1. Click on **Contacts** in the menu bar.



2. There are two ways to add contacts. You can click on the **New contact** icon to add a single contact.

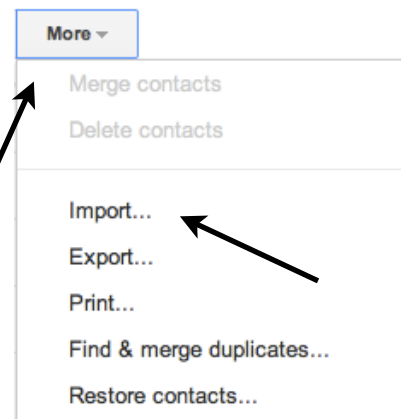
Contacts

NEW CONTACT

3. The window to the right will appear. You may fill in as much information as desired, but you must fill in the contact's name and email address. For district personnel, use their @sps186.org email addresses. When you are finished, click **Add**.

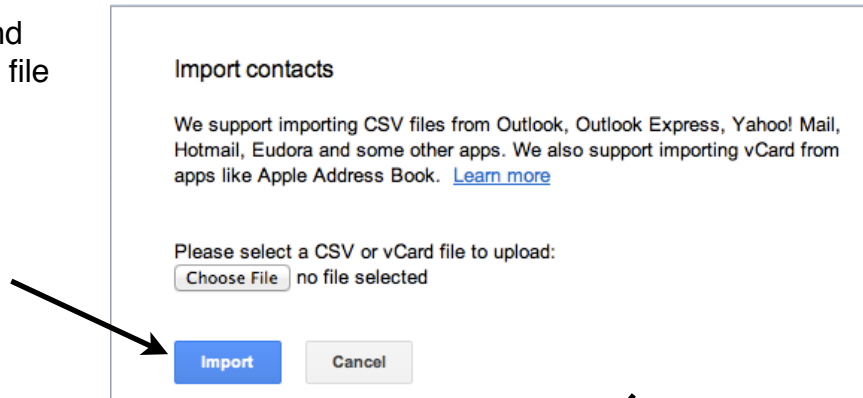
A screenshot of the 'Add contact' form in Google Contacts. At the top, there are navigation buttons: a back arrow, 'Add to My Contacts', a group icon, and an envelope icon. Below these is a profile picture placeholder with the text 'Add a picture'. To the right of the picture is a text input field labeled 'Add name' with a dropdown arrow and a trash icon. Below the name field are input fields for 'Email', 'Phone', 'Address', 'Birthday', and 'URL'. At the bottom right of the form is an 'Add' button with a dropdown arrow.

4. To add multiple contacts at one time, click on the **More** button and **Import**.



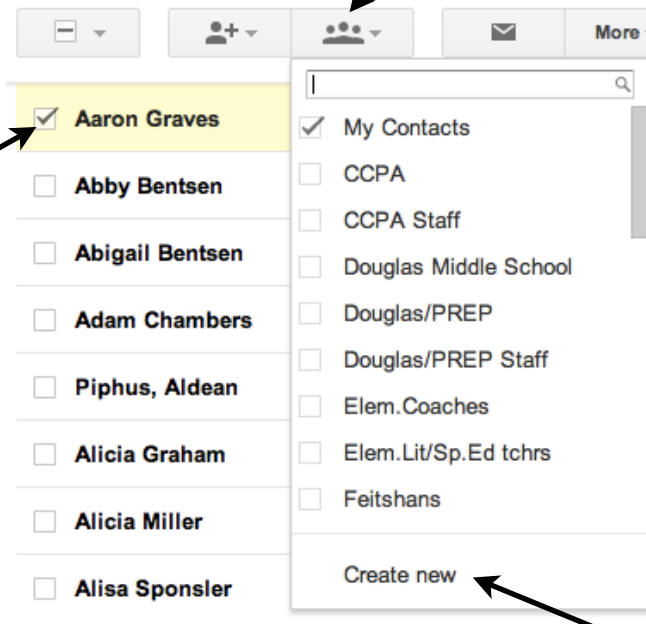
Google Docs: Adding Contacts & Groups

5. Click on **Choose File** and select the CSV or vCard file to upload. Click **Import**.



6. To organize your contacts into groups, click on the name of one of the contacts you wish to place in the group.

7. An icon will appear showing three “heads”. Click on the down arrow to reveal your current list of groups. You can either select a group from the list or **Create new** to begin a new Google Contacts group. Name the group and click **Create**.



8. Your new group will now appear under your Contacts list. To add contact members to your group, click on **My Contacts** and select the desired contacts by clicking in the box in front of each member’s name. Once you have all contacts selected, click on the groups icon and select the appropriate group. Note: This is also where you would remove contacts from a particular group.

