Create contact groups

With contact groups you can easily organize your contacts, making it easier to email a specific set of people. For example, if you created a contact group called "Soccer club", you could just send a message to that group, rather than sending out an email to 50 different people. Never leave somebody off an email again!

To create a contact group:

Click Mail at the top-left corner of your Gmail page, then choose Contacts.

Select contacts that you want to add to a group, click the Groups button, then Create new

Enter the name of the group. Click OK.

To add contacts to a contact group:

Select the contacts in the Contacts list.

Click the Groups button.

Select the group you’d like to add the contact to, or select Create new to create a new group.

You can also create a new group and add contacts to it later:

Click Mail at the top-left corner of your Gmail page, then choose Contacts.

Go to the bottom of the list on the left of your screen and choose New Group.

Give the group a name. It will now be in your list of Contact groups.

Click the group name to open it. Click and begin typing names or addresses; hit Enter after each one.

When you are done, click Add.

If you have an existing list or spreadsheet of addresses, you can copy a collection of addresses, and paste them into the Add box.

To remove individuals from a Contact Group

Click Mail at the top-left corner of your Gmail page, then choose Contacts.

Click on My Contacts. In the Search bar at the top, begin typing the contact’s name.

Click to select. The full Contact information will be displayed.

Find the name of the group from which you want to remove this contact.

Using the pulldown menu, select Remove from this group