View, group & share contacts

You can organize the people and businesses in Contacts using labels. You can use the Contacts app to find someone’s contact info or organize contacts with labels like “friends” or “family.”

Computer Android

Create a group

1. Go to Google Contacts.
2. At the left under “Labels,” click Create label.
3. Type a name, then click OK.

Add or remove contacts from a group

Add contacts to a group

1. Go to Google Contacts.
2. Check the boxes next to the contacts you want to add to a group label.
3. At the top, click Manage labels.
4. Click the group label you want.
5. Click Apply.

Remove contacts from a group

1. Go to Google Contacts.
2. At the left, click a group name.
3. Select contacts to remove by checking the boxes that show up next to their names.
4. At the top right, click Label.
5. Uncheck the group name.

Edit or delete a group

1. Go to Google Contacts.
2. At the left, under “Labels,” point to the group you want to edit or delete.
3. Follow the steps on the screen.

Use groups in Gmail

Email a group

1. Open Gmail.
2. At the top left, click Compose.
3. In the “To” field, start typing the group name, then select the group from the list that appears.
4. You’ll see a list of contacts in the “To” field.

Create or edit groups

Note: If you use Gmail for work or school and someone gives you access to their Gmail, you can manage labels on their contacts, too.

1. Open Gmail.
2. At the top left, click Compose.
3. Click To, Cc, or Bcc.
4. Find a contact, then check the box next to their name.
5. Click Manage labels.
6. Change or add group labels:
   - To add the contact to a group label, click the group label, then click Apply.
   - To remove the contact from a group label, click the group label, then click Apply.
   - To create and add a new label, click Create label. Then follow the onscreen steps.