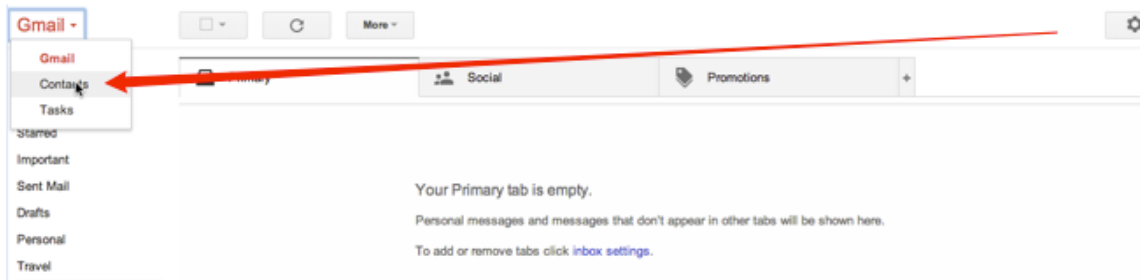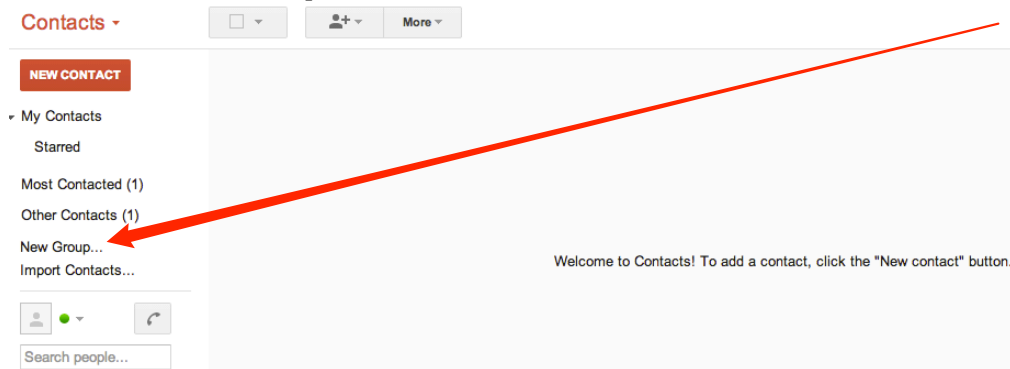# How to create a Contact Group/Distribution List in Gmail
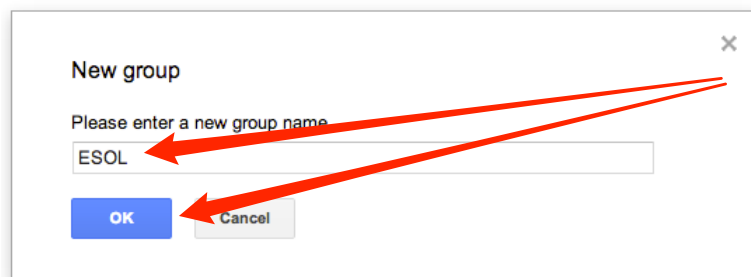
1. Under the Gmail button on the left, click on "Contacts".
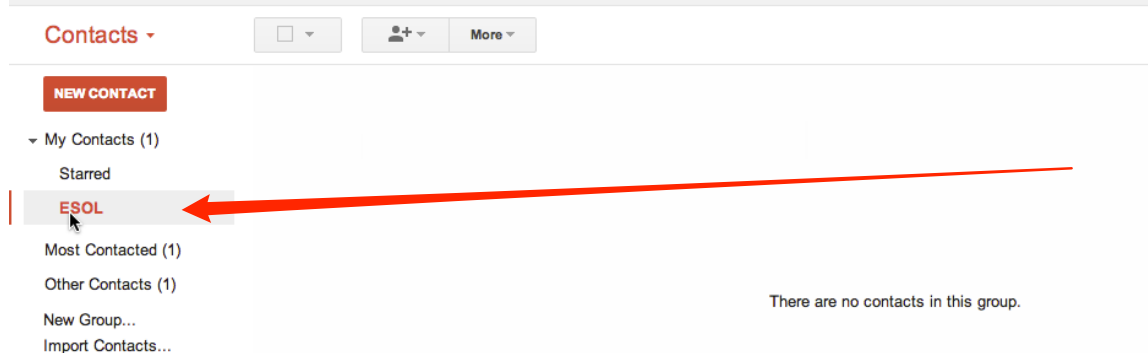

2. Click on "New Group".

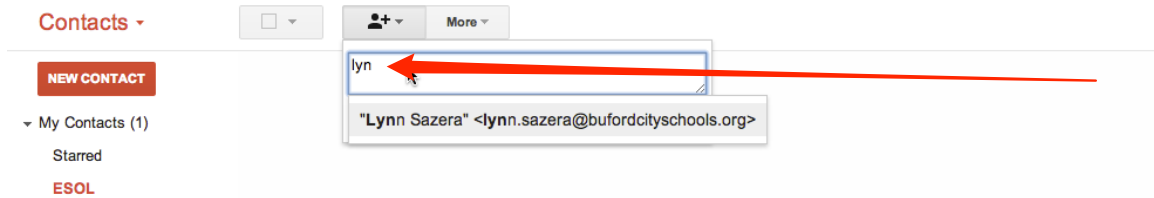3. Give your group a name. Click "OK".
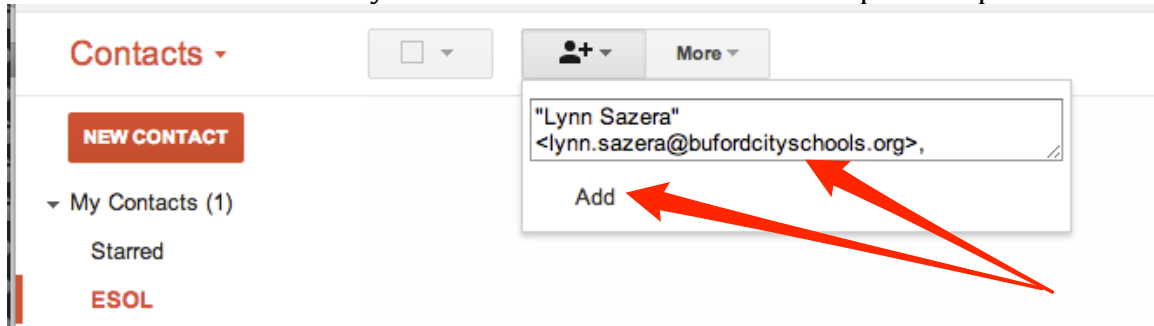

4. Click on your group.

5. Click on the triangle to the right of the person icon with the plus sign beside it.
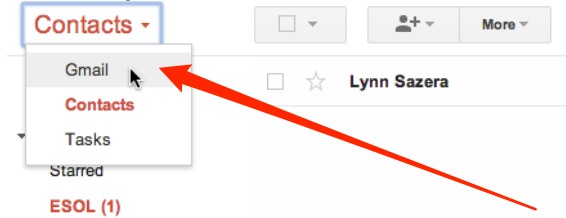
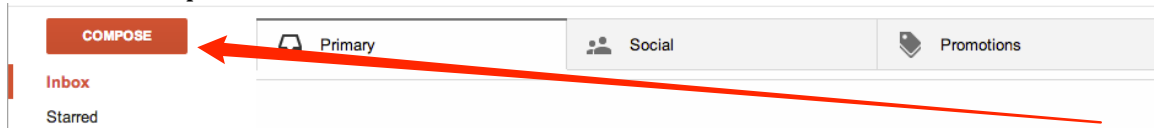6. Start typing the name of a member of your contact group.

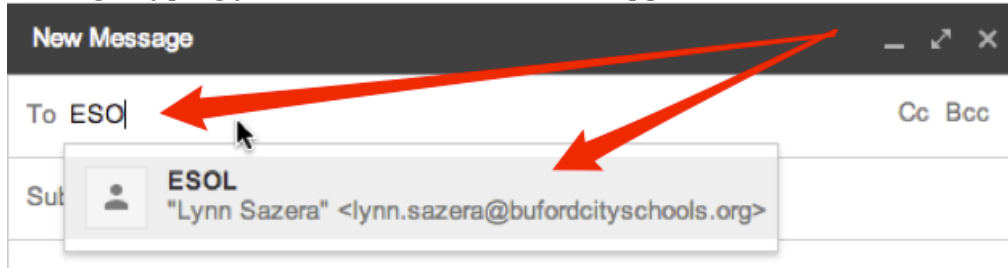7. Click on the name when you see it. Then click "Add". Then repeat the process.

8. When you are done, click "Gmail" under Contacts to return to Gmail.

9. Click "Compose".

10. Begin typing your contact name, when it appears, click on it.

11. That is it! Compose your message and send. You have created your first contact group/distribution list in Gmail.