How to create a Contact Group/Distribution List in Gmail

1. Under the Gmail button on the left, click on "Contacts".

Gmail - C Mor	8 ×			₽	
Gmail	** Social	Promotions			
Contains		*			
Starred					
Important					
Sent Mail	Your Primary tab is empty.				
Drafts	Personal messages and messages that don't appear in other tabs will be shown here.				
Personal	To add or remove tabs click inbox s	ettings.			
Travel					
2. Click on "New Group".	More -				
NEW CONTACT					
- My Contacts					
Most Contacted (1)					
Other Contacts (1)					
New Group	/ Group				
Import Contacts	vveicome	to Contacts! To add a contact, clic	k the "New contact" button.		
• •					
Search people					
3. Give your group a name. C	lick "OK".				
		×			
New group					
Please enter a new group name					
ESOL					
OK Cancel					
4. Click on your group.					
Contacts -	●+ -> More ->				
NEW CONTACT					
✓ My Contacts (1)					
Starred					
ESOL					
Most Contacted (1)					
Other Contacts (1)					
New Group		There are	no contacts in this group.		
Import Contacts					

5. Click on the triangle to the right of the person icon with the plus sign beside it.

Contacts -	2+ - More -	····· ··· ··· ························			
NEW CONTACT					
6. Start typing the name of a member of your contact group.					
► My Contacts (1) Starred ESOL	lyn "Lynn Sazera" <lynn.sazera@bufordcityschools.org< td=""><td>></td></lynn.sazera@bufordcityschools.org<>	>			
7. Click on the name when you see it. Then click "Add". Then repeat the process.					
Contacts -					
NEW CONTACT - My Contacts (1) Starred ESOL	"Lynn Sazera" <lynn.sazera@buford Add</lynn.sazera@buford 	dcityschools.org>,			
8. When you are done, c Contacts - Gmail Contacts Tasks Starred ESOL (1)	lick "Gmail" under Contacts to	return to Gmail.			
9. Click "Compose".					
COMPOSE Inbox Starred	rimary 🟩 Social	Promotions			
10. Begin typing your contact name, when it appears, click on it.					
New Message		_ 2 ×			
To ESO Sut ESOL "Lynn Sazera"	<lynn.sazera@bufordcityschools.org< td=""><td>Cc Bcc</td></lynn.sazera@bufordcityschools.org<>	Cc Bcc			

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