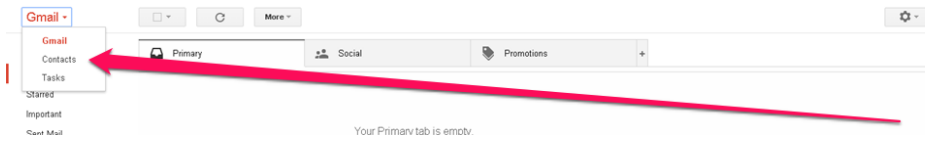
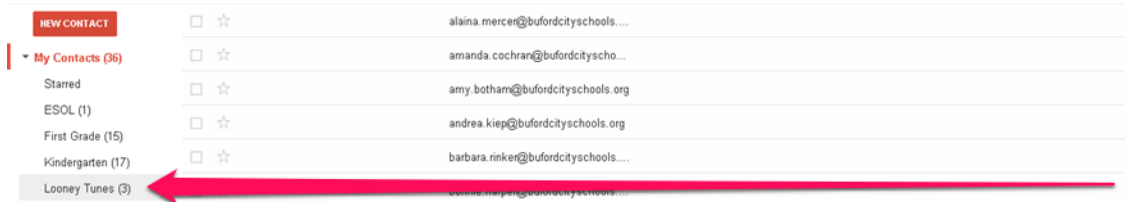


## Modify a Contact Group

1. In your Gmail account, click the “Contacts” button.



2. Next, click on the contact group that you would like to modify.



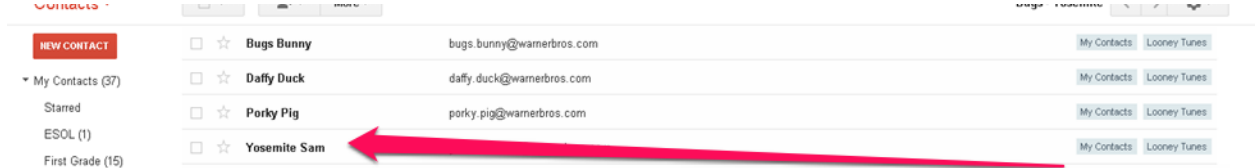
3. From here, click on the person icon with the plus and start typing the name of the contact you would like to add to the contact group.



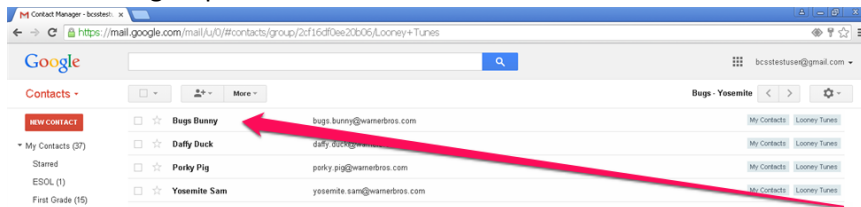
4. Once your name populates into the list, click it and then click the “Add” button.



5. You should now see the name added to the contact group. You're done.



6. If you want to remove someone, the process is easy. Click in the contact being removed from the contact group.



7. To the right of the contact's name, locate the contact group that you are removing the contact from. Next click the arrow to the right, and then select “Remove from this group”. You're done! That is how you remove a contact from your contact group. \*Remember these last steps at the beginning of the school year when grade level teams change.

