Modify a Contact Group

1. In your Gmail account, click the "Contacts" button.

	Gmail -	□ · C More ·			\$	Ŧ
	Gmail Contacts	Primary	🚨 Social	Promotions	+	
l	Tasks Starred					
Important Gene Mail Your Primary tab is empty						

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

	NEW CONTACT	alaina.mercen@bufordcityschools
1	My Contacts (36)	amanda.cochran@bufordcityscho
	Starred	amy.botham@bufordcityschools.org
	ESOL (1)	andrea.kiep@bufordcityschools.org
	First Grade (15)	
	Kindergarten (17)	barbara.rinker@bufordcityschools
	Loopey Tupes (3)	

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.

Contacts +	□ · ± +·	Bugs - F	orky	<	>	\$ °
NEW CONTACT	□ ☆ Bt	metros.com	My S	ontacts	L	ooney Tunes

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

Contacts -		·	Bugs - Porky < > 🔯 -
NEW CONTACT	🗆 🖈 Bi <mark>yosemite sam@wa</mark>	merbros com	My Contacts Looney Tunes
▼ My Contacts (36)	🗆 🕸 Dz Add 🧹	verbros.com	My Contacts Looney Tunes
Starred	🗆 🚖 Porky Pig	porky.pig@warnerbros.com	Control Contro

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

Contacts -		ougo resente 1 / we	
NEW CONTACT	🗌 📩 Bugs Bunny	bugs.bunny@warnerbros.com	My Contacts Looney Tunes
▼ My Contacts (37)	🗌 📩 Daffy Duck	daffy.duck@warnerbros.com	My Contacts Looney Tunes
Starred	🗌 🚖 Porky Pig	porky.pig@warnerbros.com	My Contacts Looney Tunes
ESOL (1) First Grade (15)	🗌 🚖 Yosemite Sam		My Contacts Looney Tunes

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

	• •					
M Contact Manager - bostest x						
← → C 🔒 https://	(1) 위 ☆ 🛛 🔿					
Google		٩	bcsstestuser@gmail.com +			
Contacts -			Bugs - Yosemite < >			
NEW CONTACT	🗆 🚖 Bugs Bunny	bugs.bunny@warnerbros.com	My Contects Looney Tunes			
* My Contacts (37)	Daffy Duck	daffy, duckigwamere	My Contects Looney Tunes			
Starred	🗌 🚖 Porky Pig	porky.pig@warnerbros.com	My Contacts Looney Tunes			
ESOL (1) First Grade (15)	🗌 🚖 Yosemite Sam	yosemite.sam@wamerbros.com	My Contexts Looney Tunes			
1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2						

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.

NEW CONTACT		Bugs Bunn	У	
▼ My Contacts (37)	Add a picture	📩 My Contacts	Looney Tunes 💌	
Starred			✓ bugs.bunny@warnerbros.com	
ESOL (1)			Remove from this group	
First Grade (15)				