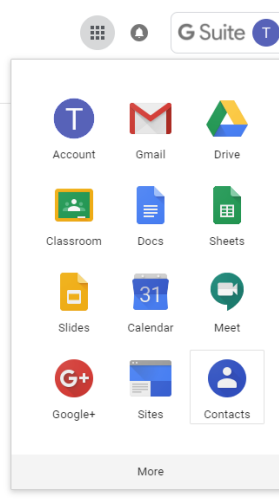


Contacts & Groups in Gmail

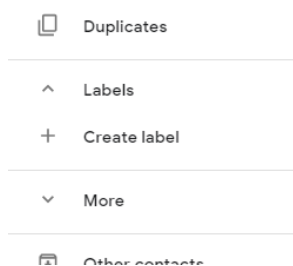
Google Contacts lets you create your own groups to make sending email to multiple people much easier. These groups are now called “Labels”, but they are different from labels that you’d apply to emails.

Creating & Adding People to Labels (Groups)

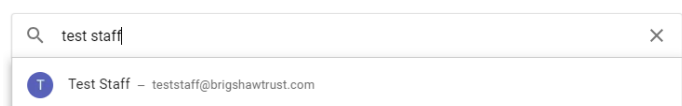
1. Sign in to your Brigshaw Trust email and click on the apps button (3x3 boxes in a grid) in the top right, and then “Contacts”.



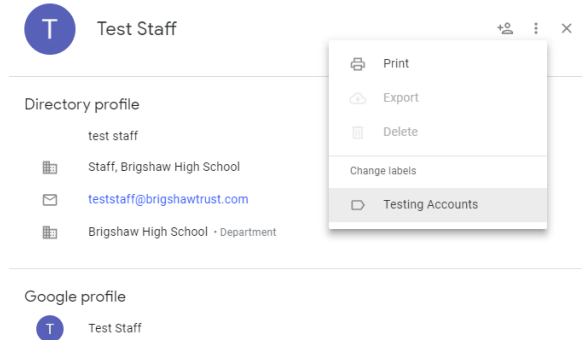
2. There is a section on the left hand side called “Labels”. Press “Create Label”, name your group and then press “Save”



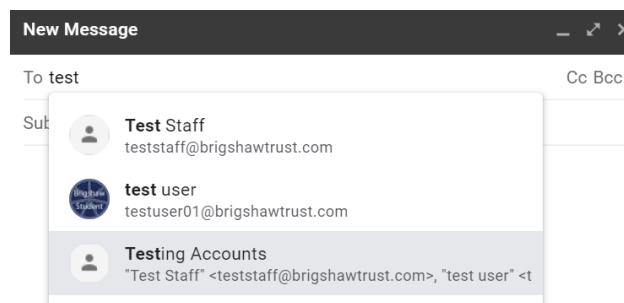
3. To apply the label to a person, first find them by searching for them in the search box at the top, by browsing the directory or from your contacts. Click on them once you’ve found them.



4. Click on the 3 dots icon in the top right, then finally apply any labels you need. This process will also add them to your contacts.

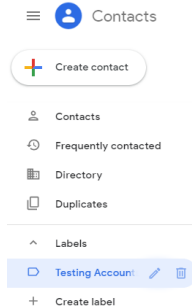


5. Finally, once you've added everyone you need, you can use the group to send email. Compose your email as normal and send the email to the group you've created. You may need to refresh your browser if you've had Gmail open whilst creating or editing groups.

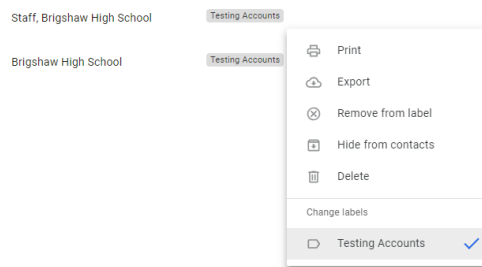


Removing People from Labels (Groups)

1. Go to Google Contacts and select the label you would like to modify.



2. The accounts you have added to the label are shown. Hover over the person you'd like to remove and then press the 3 dots to the right. You can then uncheck the labels you want to remove them from.



3. You may also do this by browsing to the person as detailed in the previous section, then unchecking the labels you'd like to remove them from.