



Creating contact groups

With contact groups you can easily organize your contacts, making it easier to email a specific set of people. For example, if you created a contact group called "Soccer club", you could just send a message to that group, rather than sending out an email to 50 different people. Never leave somebody off an email again!

To create a contact group:

1. Click **Mail** at the top-left corner of your Gmail page, then choose **Contacts**.
2. Select contacts that you want to add to a group, click the **Groups** button. , then **Create new**.
3. Enter the name of the group.
4. Click **OK**.

To add contacts to a contact group:

1. Select the contacts in the Contacts list.
2. Click the **Groups** button. 
3. Select the group you'd like to add the contact to, or select **Create new** to create a new group.
4. If you have multiple addresses saved for a contact, you can choose which address should belong to the contact group by opening the contact and clicking the small arrow next to the group you'd like to modify.

Note: These instructions work only with the standard version of Gmail. If they don't match what you see in your Contact Manager, we suggest that you upgrade to a [fully supported browser](#) or click **standard version** in your account.