



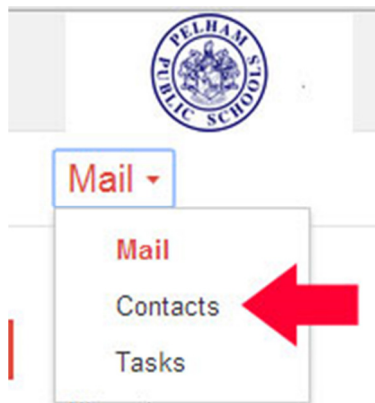
HOW TO CREATE PERSONAL GROUP LISTS IN GOOGLE

Dear Faculty and Staff,

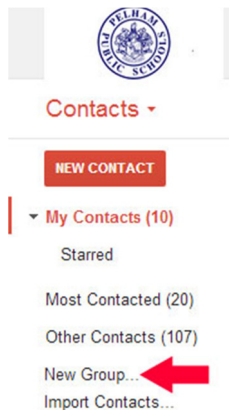
Shared group lists are for all district personnel to use when needed. We need to leave our old echalk email thinking behind, and become googlers.

In order to create your own group lists, just follow these simple directions:

GO TO MAIL > CONTACTS



CLICK ON NEW GROUP



GIVE THE GROUP A NAME

New group

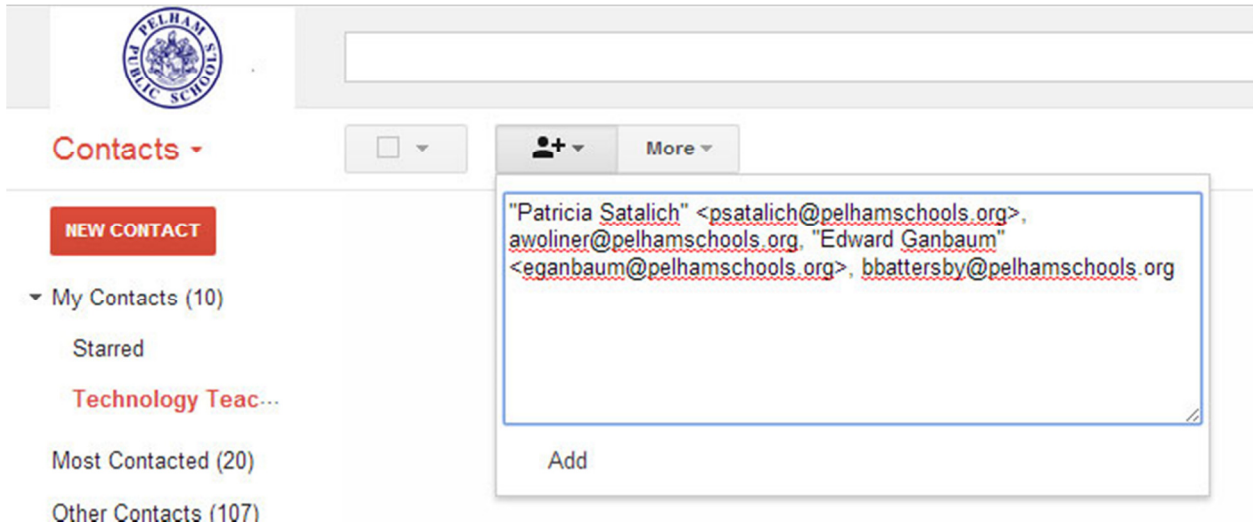
Please enter a new group name.

Technology Teachers

OK

Cancel

ADD MEMBERS > CLICK ADD



The screenshot shows a contact management interface. On the left, there is a sidebar with a logo for 'PELHAM PUBLIC SCHOOLS' and a 'Contacts' section. Below 'Contacts', there is a 'NEW CONTACT' button and a list of contact categories: 'My Contacts (10)', 'Starred', 'Technology Teac...', 'Most Contacted (20)', and 'Other Contacts (107)'. On the right, there is a search bar and a '+ More' button. A dialog box is open, showing a list of contacts in a text area: "Patricia Satalich" <psatalich@pelhamschools.org>, awoliner@pelhamschools.org, "Edward Ganbaum" <eganbaum@pelhamschools.org>, bbattersby@pelhamschools.org. Below the text area is an 'Add' button.

IF YOU HAVE YOUR CONTACTS CSV FORMAT, YOU CAN IMPORT THEM (CLICK LEARN MORE FOR DETAILED INSTRUCTIONS)

✕

Import contacts

We support importing CSV files from Outlook, Outlook Express, Yahoo! Mail, Hotmail, Eudora and some other apps. We also support importing vCard from apps like Apple Address Book. [Learn more](#)

Please select a CSV or vCard file to upload:

Choose File

 No file chosen

Import

Cancel

TO SEND AN EMAIL, GO BACK TO CONTACTS, CLICK ON THE GROUP, SELECT ALL, AND CLICK THE EMAIL ICON

Contacts ▾

▾

+ ▾

▾

✉

More ▾

NEW CONTACT

▾ My Contacts (14)

Starred

Technology Teac...

Technology Teachers (4)

Most Contacts

<input checked="" type="checkbox"/>	☆		awoliner@pelhamschools.org
<input checked="" type="checkbox"/>	☆		bbattersby@pelhamschools.org
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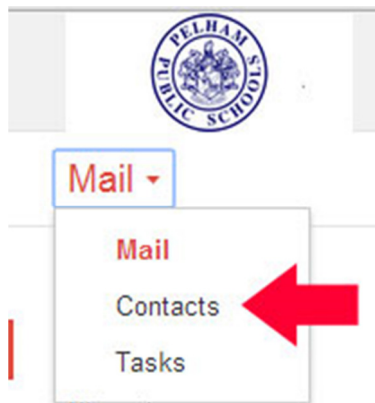
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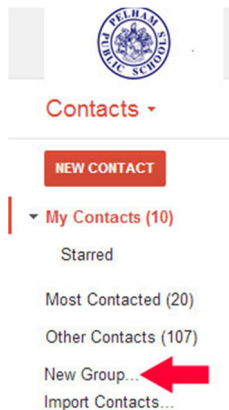
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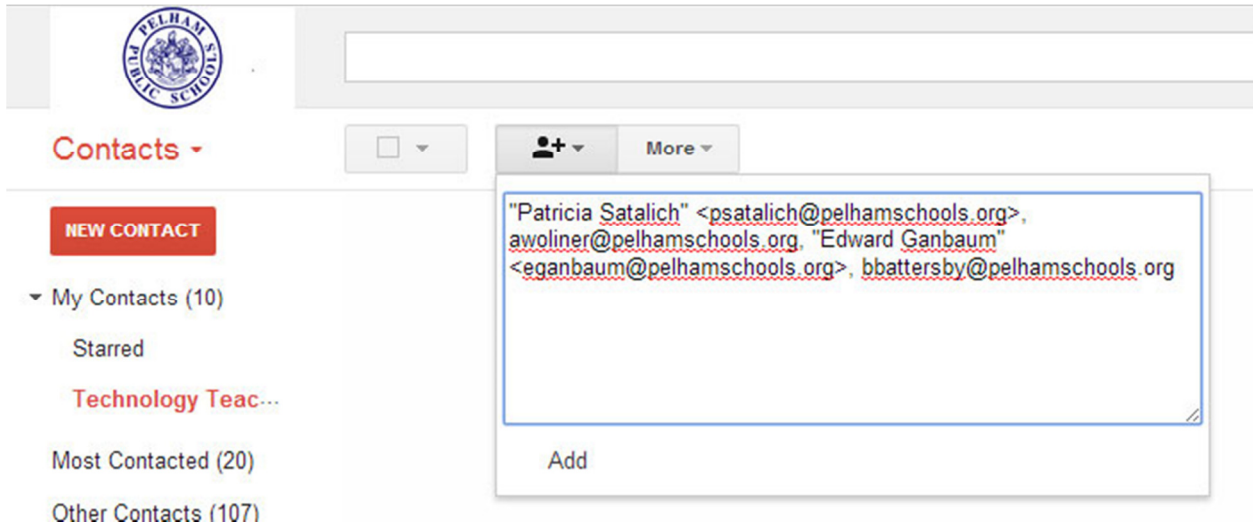
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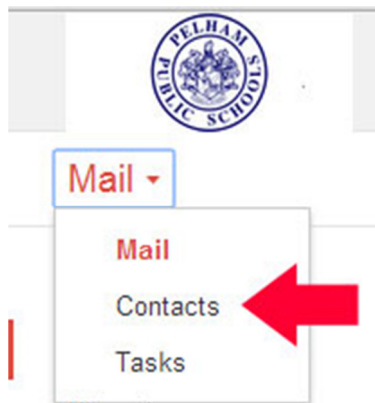
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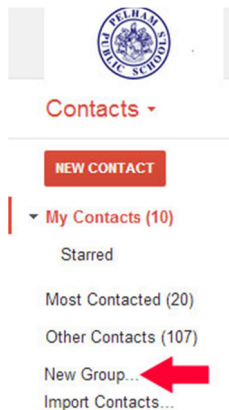
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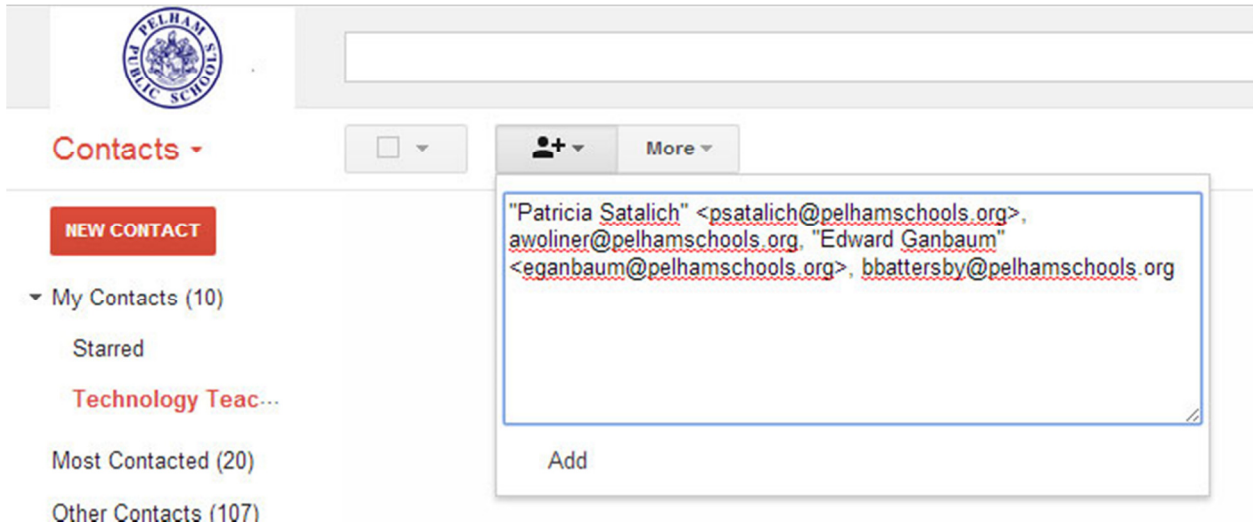
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