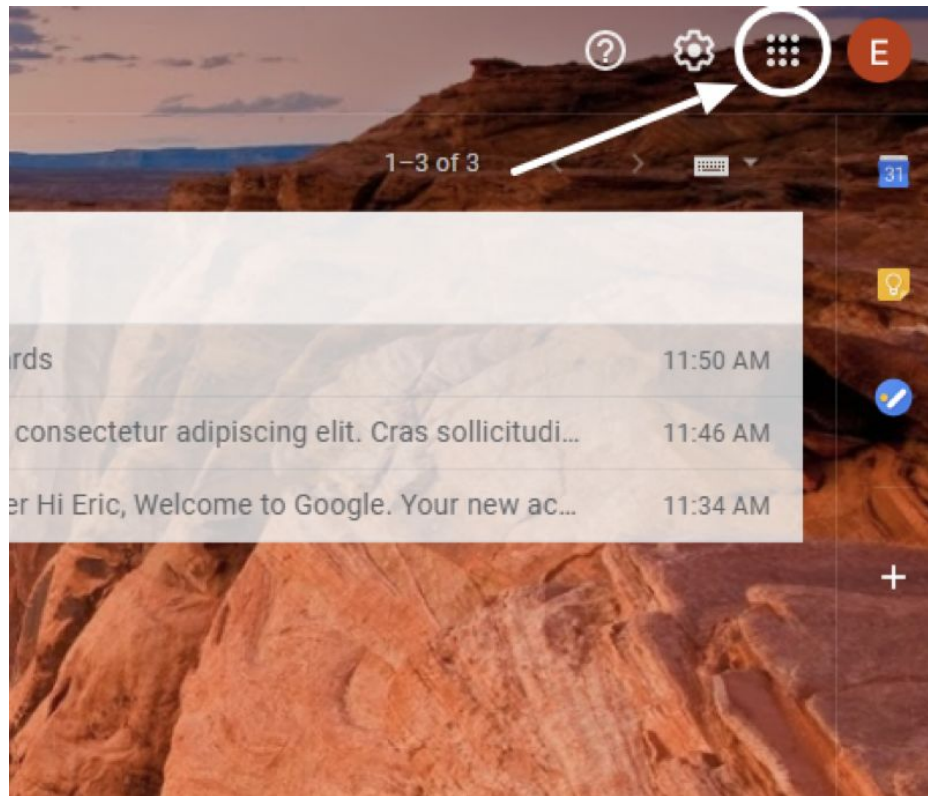# Google Contacts

How to manage your Google Contacts

Find Google Contacts

- You can access your Google Contacts in two ways:
  - The Gmail Method
  - The Google Homepage Method
- The Gmail Method
  - Log in to your Gmail account
  - Click on the square-like Google Apps icon (see image)
  - The Google Apps drop-down menu will pop-up

Google Apps: Contacts

- Next step:
  - Click on the Google Contacts icon
  - Once you click on the icon, your Gmail contact list page will appear (see next slide)
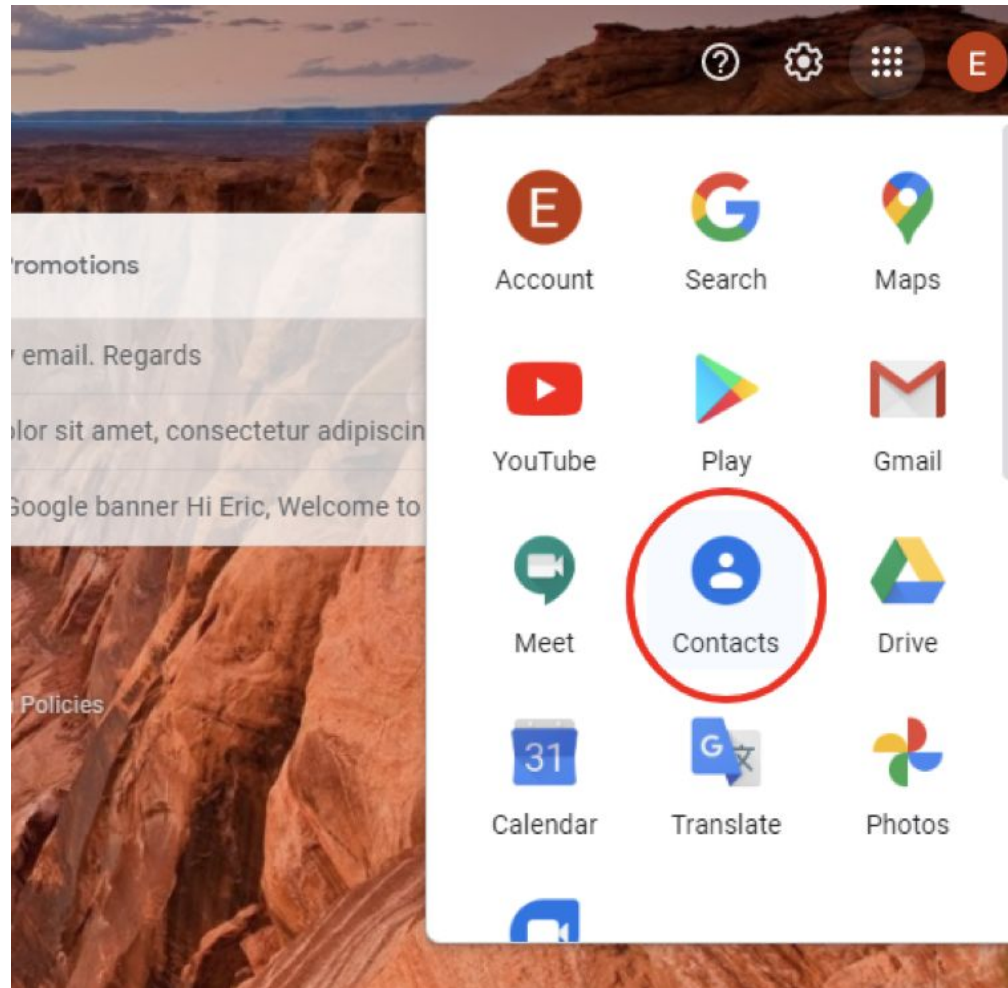
Contact List Page

- This is a sample of what an actual contacts list would look like
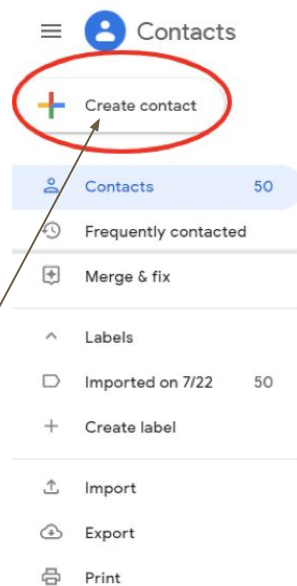- It looks similar to your Gmail page

Google Contacts: Google Homepage Method

- If you are signed in to your Google account this will work
1. Go to Google homepage and click on the Google Apps icon
2. The Google Apps drop-down menu will appear
3. Click on the Contacts icon
4. You can also access your contacts directly (**contact.google.com**)
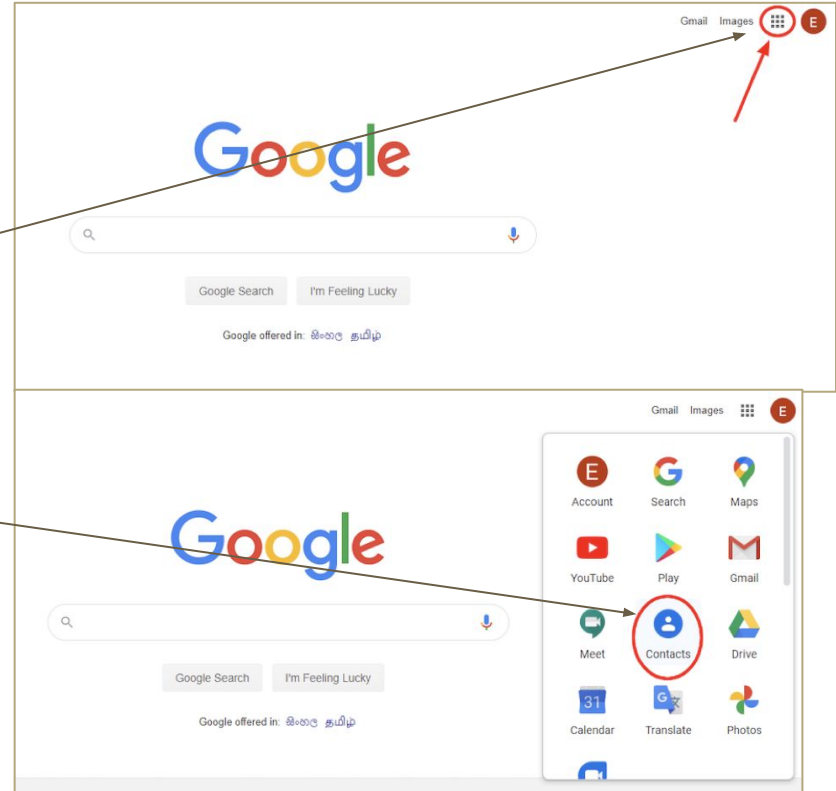
How to Manage Your Google Contacts:

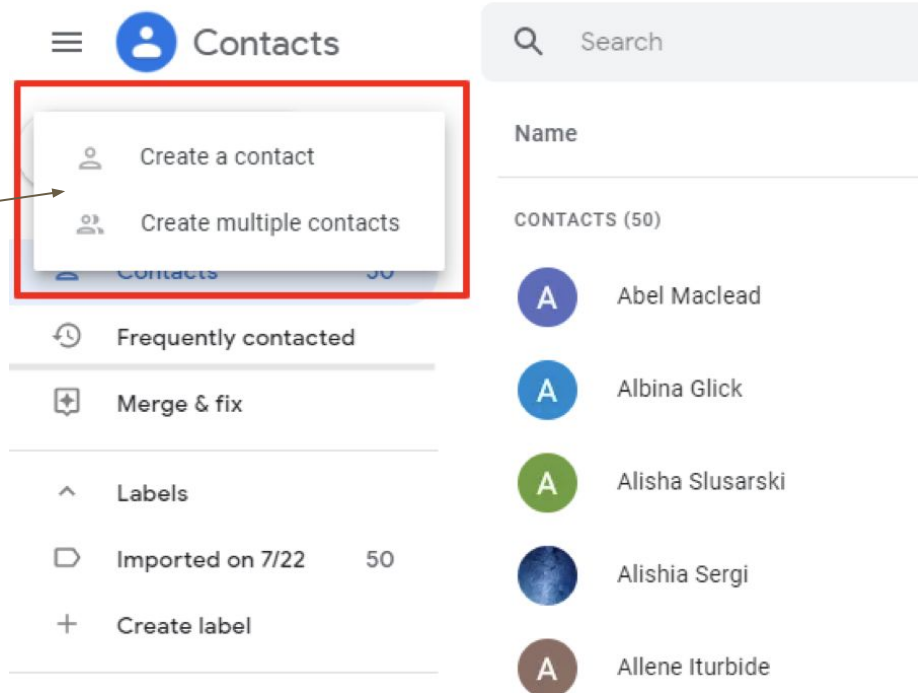- **Adding Contacts**: (two main ways)
1. Through your Google Contacts Page.
   a. Open the Google Contacts Page
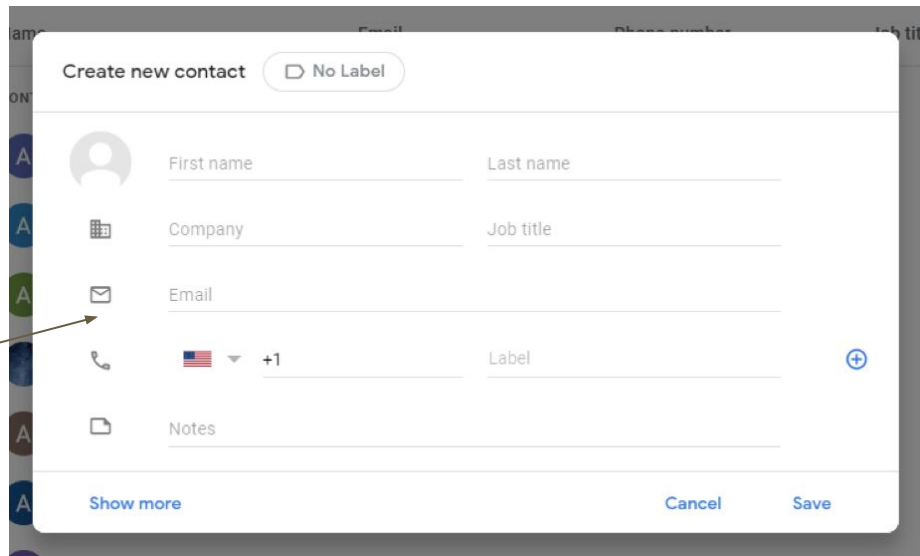   b. Click on the Create Contact button on the top left

Adding a Contact (con't)

- Once you have clicked Create Contact
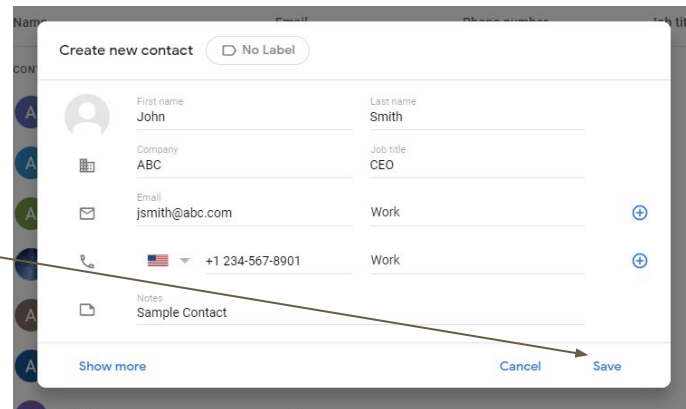   - You get the option to choose between adding a single contact or multiple contacts.

Adding a Contact (con't)

- Once you choose Create a Contact
  - An empty form will appear
  - You fill in your new contact information accordingly
  - You can add labels to categorize the new contact into a specific group
  - This is what a completed form looks like:
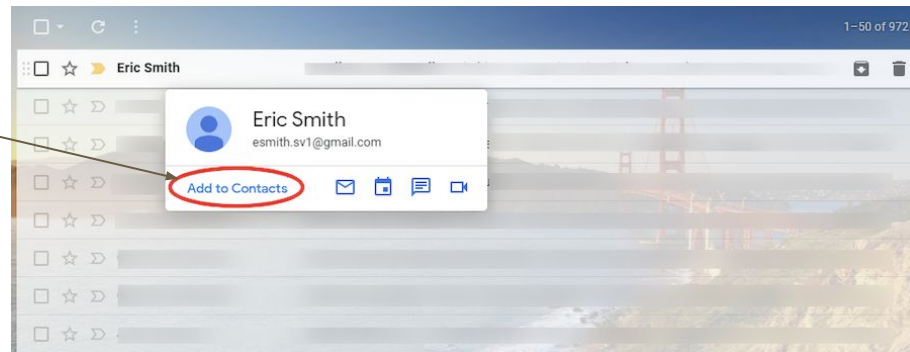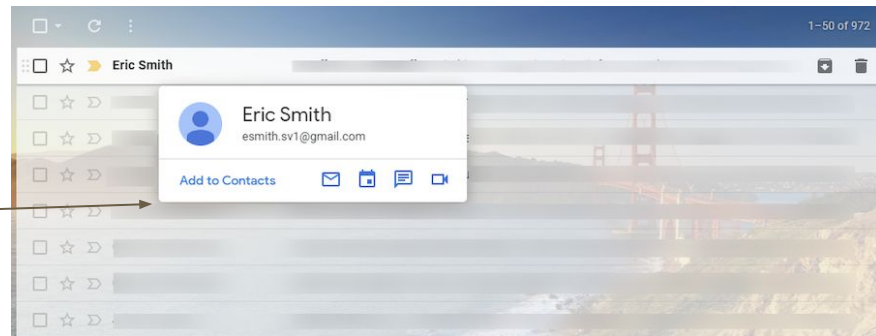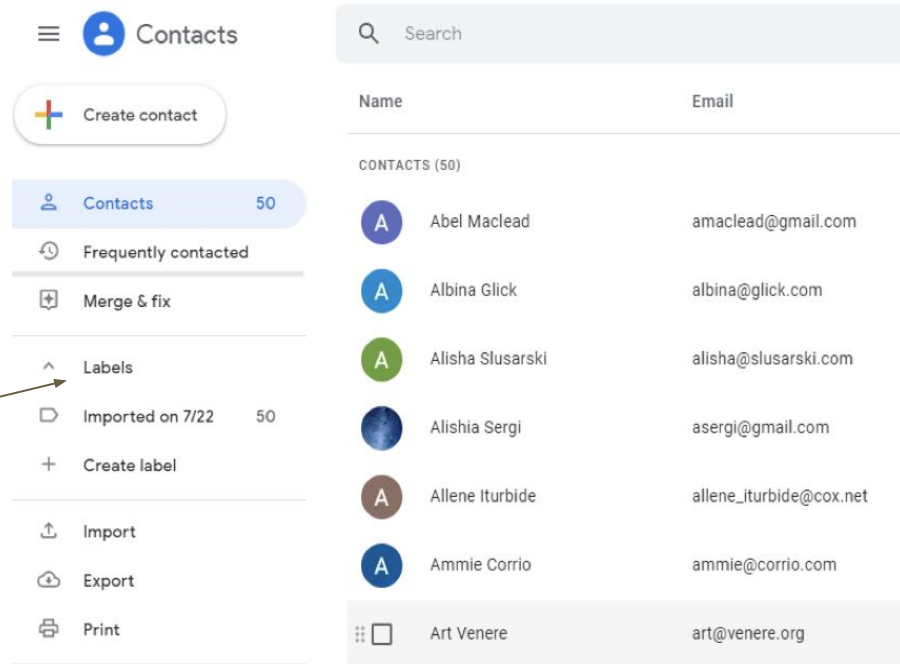 - Once your done click **Save**

Adding a Contact from an Email:.

- Go to your Gmail inbox and hover over an email until this dialog box showing the contact's name and email address pops up
- Click on the Add to Contacts icon, and the person will be added to your Google contact list.
- If the person is already added you will see an option to edit their contact.

Create Labels in Gmail Contacts:

- This allows you to categorize you email list
- You can send an email to each member of a group by using the label name to send it
- Each email can have several labels
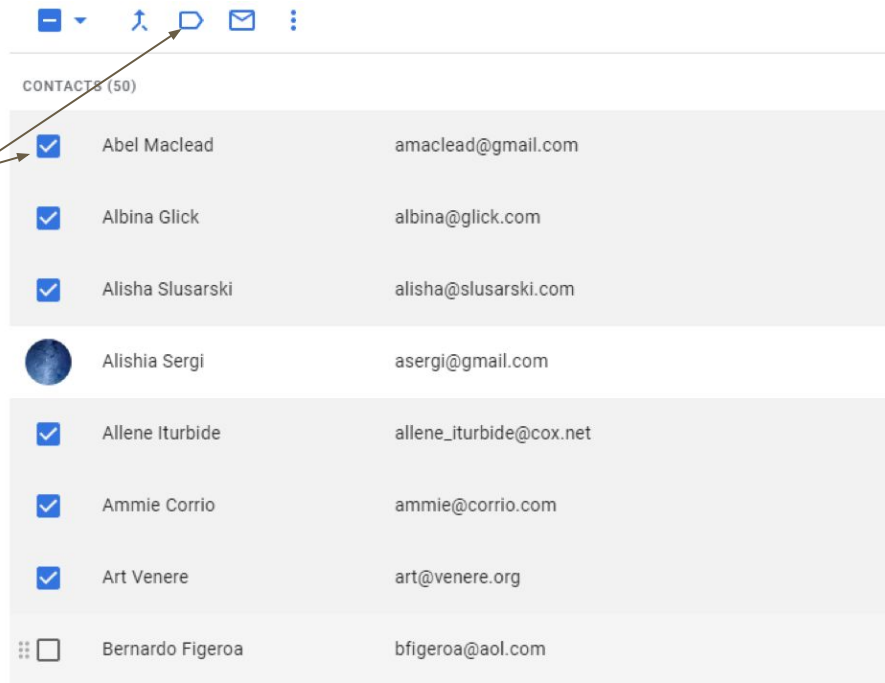- To add a label
  - Open the Google contact page

Create Labels in Gmail Contacts:

- Select the contacts you want to label
- Hover over their contact name
- Click on the check box
- Click on the labels icon on the top to create a new label

Create Labels in Gmail Contacts:

- From the drop-down menu that appears,
  - Select **Create Label**
- Type a label name and click **Save**
- You can access your labels from the **Labels** tab on the left sidebar.
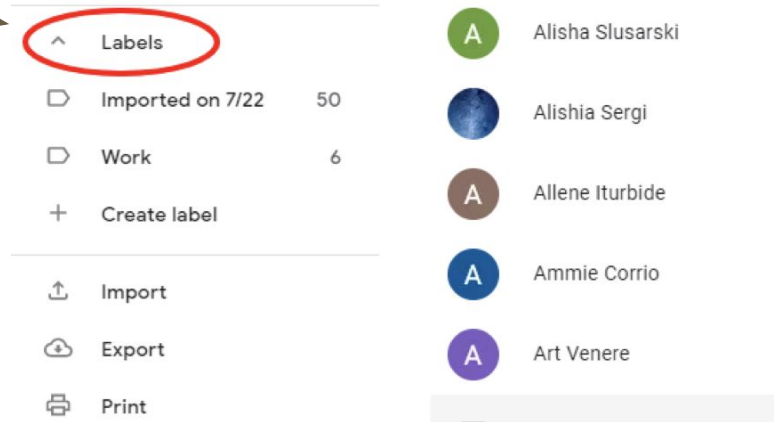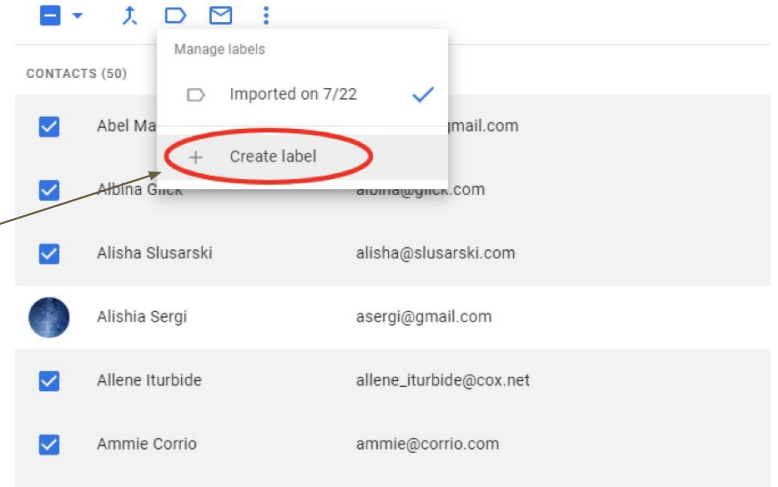
Manage Duplicate Emails:

- Open up Google Contacts page.
- Click on Merge & Fix
- If there are any duplicates contacts, Gmail displays a number alongside it

Merge & Fix:

- In the Merge & Fix page, Gmail will show you each duplicated entry.
- You have the choice:
  - To **Merge all**
    - This fixes every duplicate
  - Or you can choose to **merge** and **dismiss** duplicates individually
    - This allows both entries to stay in your contact list
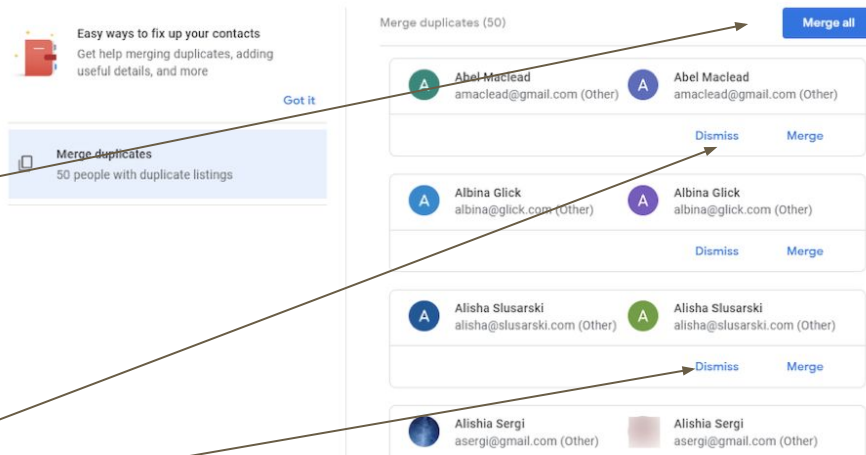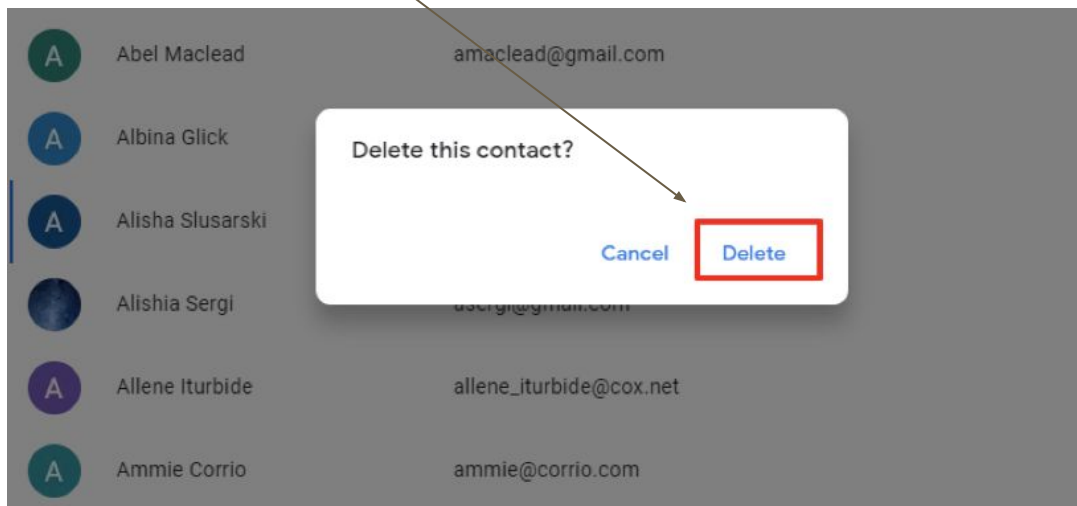
How to Delete Contacts:

- Open Gmail Contacts:
- Hover over the contact you want to delete and click on the **three dots** that appear on the right
- Click **Delete** from the drop-down menu

How to Delete Contacts:

- When the confirmation window pops up, click on **Delete** again.

Delete Multiple Contacts:

- Select contacts you want to delete by clicking on their display pictures
- Choose delete from the three dots on the top.