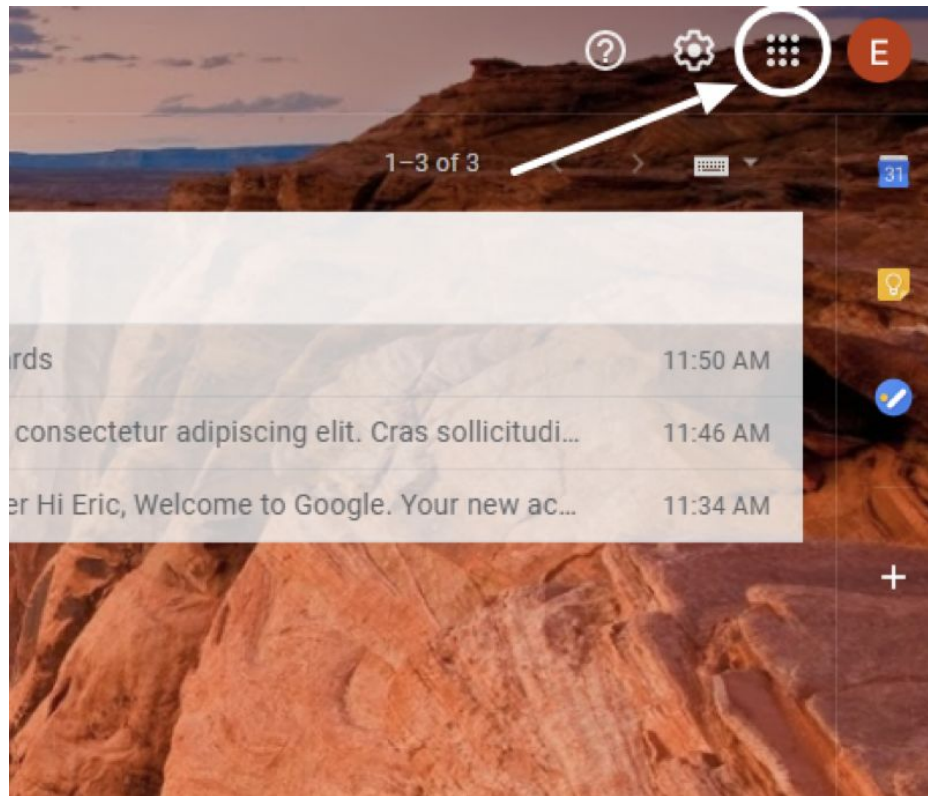

Google Contacts



How to manage your Google Contacts

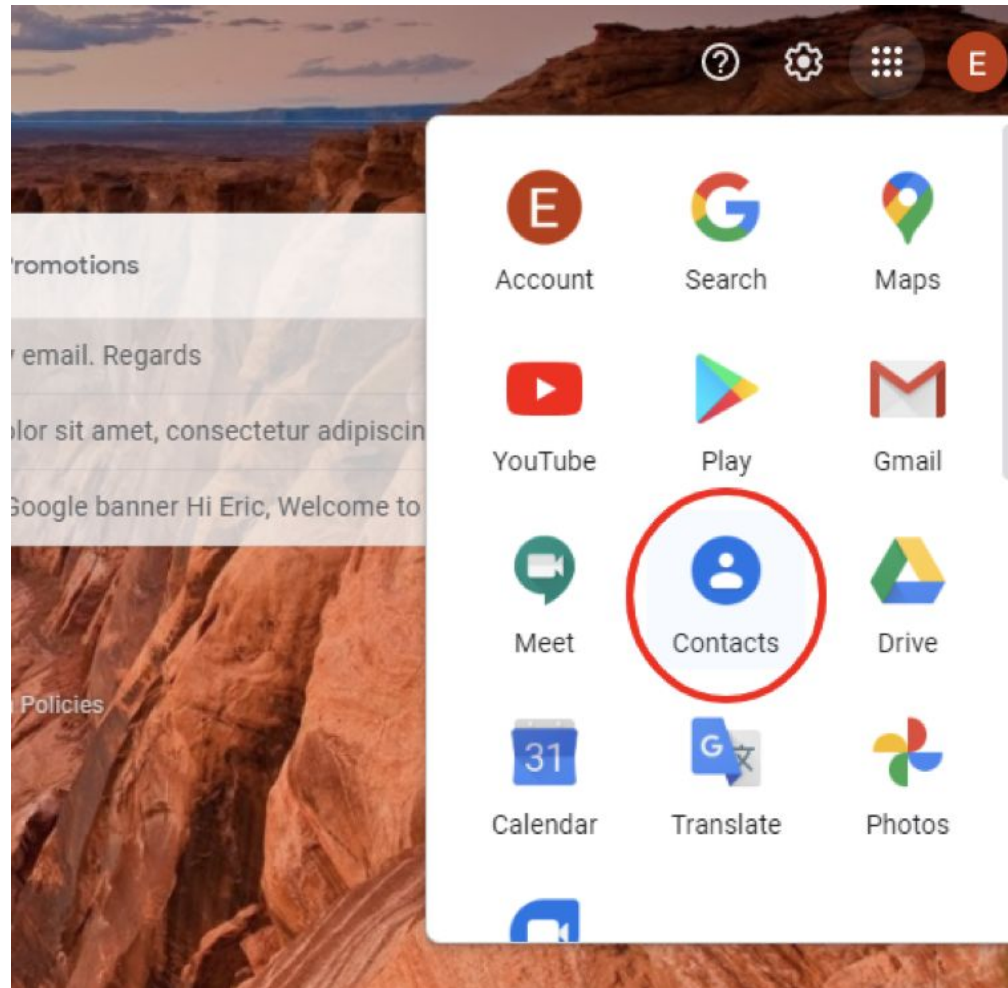
Find Google Contacts

- 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

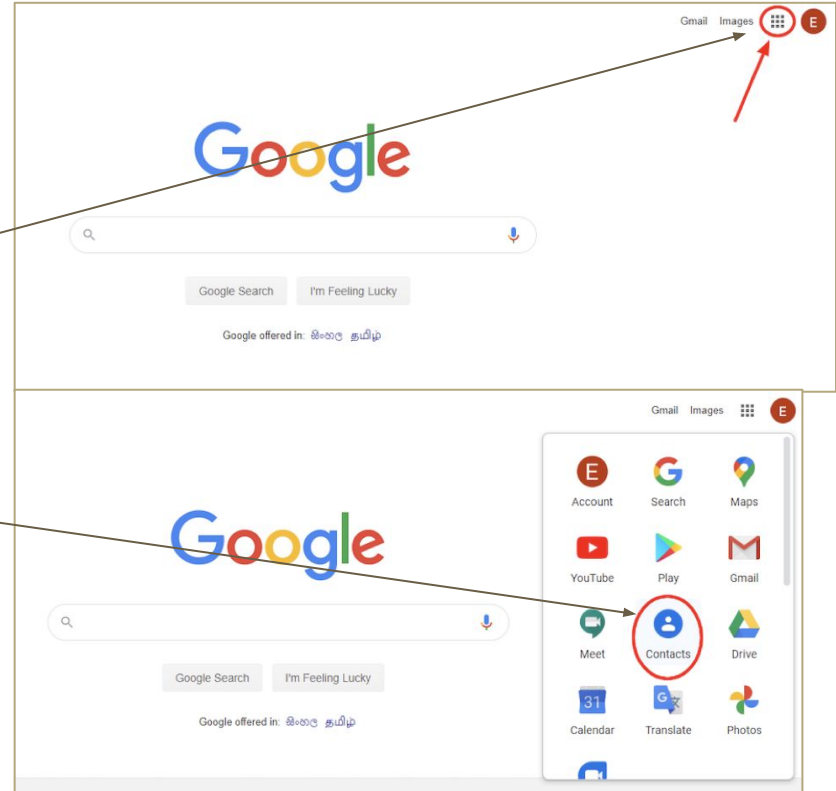
- This is a sample of what an actual contacts list would look like
- It looks similar to your Gmail page

The screenshot shows a contact management interface. At the top left, there is a hamburger menu icon, a blue profile icon, and the text "Contacts". Below this is a "Create contact" button with a plus icon. A sidebar on the left contains several options: "Contacts" (50), "Frequently contacted", "Merge & fix", "Labels", "Imported on 7/22" (50), "Create label", "Import", "Export", and "Print". The main area features a search bar at the top with a magnifying glass icon and the text "Search". Below the search bar is a table with two columns: "Name" and "Email". The table is titled "CONTACTS (50)" and lists several contacts with their names and email addresses. The first contact is Abel Maclead with email amaclead@gmail.com. The second is Albina Glick with email albina@glick.com. The third is Alisha Slusarski with email alisha@slusarski.com. The fourth is Alishia Sergi with email asergi@gmail.com. The fifth is Allene Iturbide with email allene_iturbide@cox.net. The sixth is Ammie Corrio with email ammie@corrio.com. The seventh is Art Venere with email art@venere.org.

Name	Email
Abel Maclead	amaclead@gmail.com
Albina Glick	albina@glick.com
Alisha Slusarski	alisha@slusarski.com
Alishia Sergi	asergi@gmail.com
Allene Iturbide	allene_iturbide@cox.net
Ammie Corrio	ammie@corrio.com
Art Venere	art@venere.org

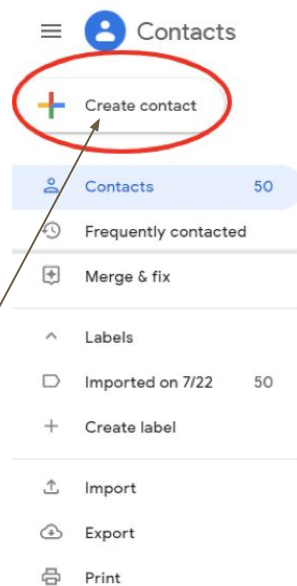
Google Contacts: Google Homepage Method

- 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:

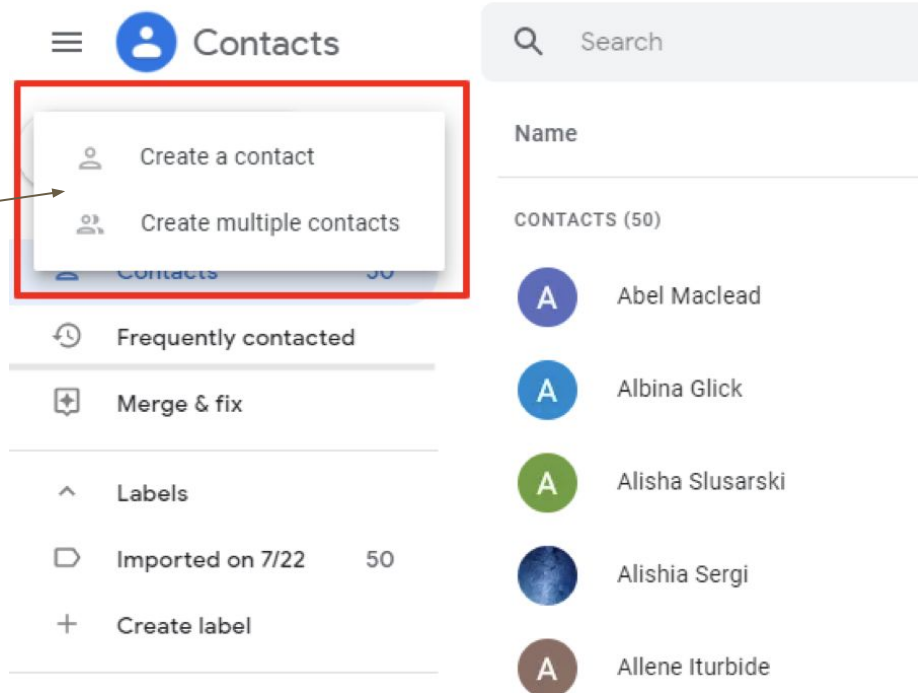
- **Adding Contacts:** (two main ways)
 1. Through your Google Contacts Page.
 - a. Open the Google Contacts Page
 - b. Click on the Create Contact button on the top left

A screenshot of the Google Contacts web interface showing a list of contacts. At the top, there is a search bar with a magnifying glass icon and the text 'Search'. Below the search bar, there are two columns: 'Name' and 'Email'. The list is titled 'CONTACTS (50)'. The contacts listed are:

Name	Email
Abel Maclead	amaclead@gmail.com
Albina Glick	albina@glick.com
Alisha Slusarski	alisha@slusarski.com
Alishia Sergi	asergj@gmail.com
Allene Iturbide	allene_iturbide@cox.net
Ammie Corrio	ammie@corrio.com
Art Venere	art@venere.org

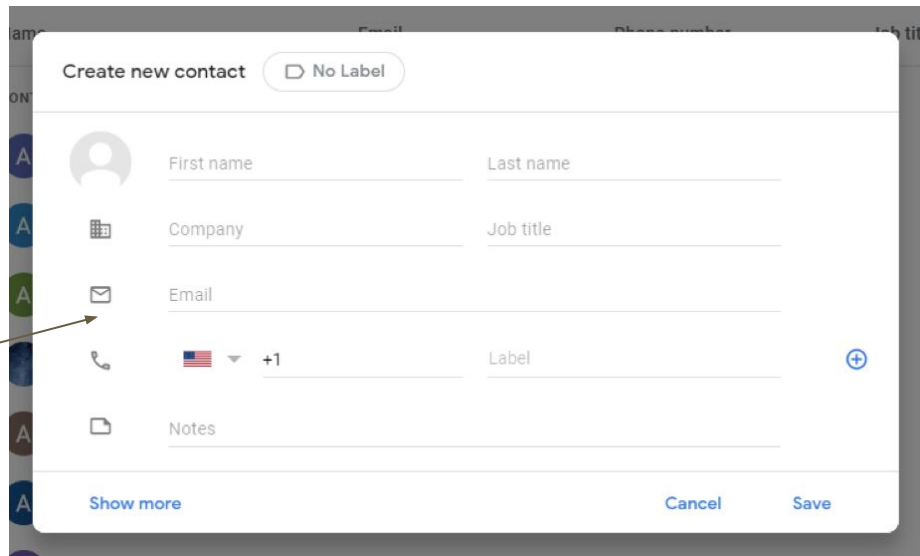
Adding a Contact (con't)

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

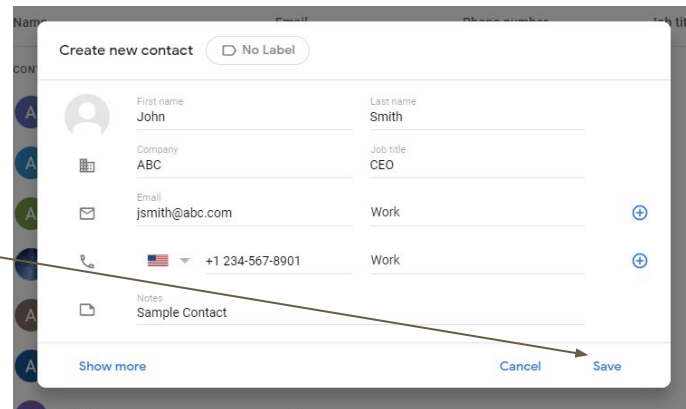


Adding a Contact (con't)

- 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**



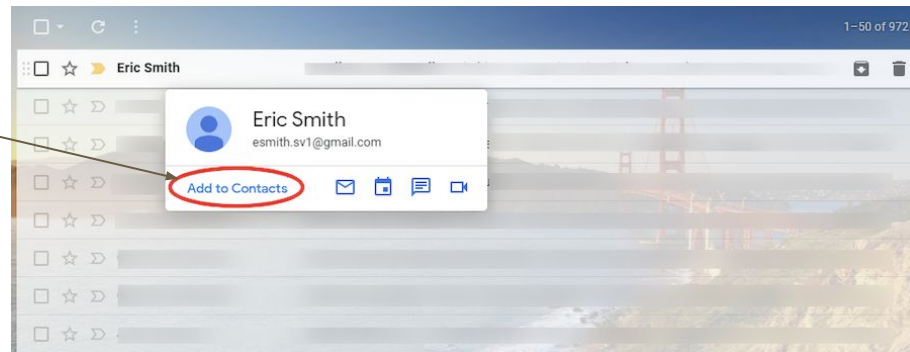
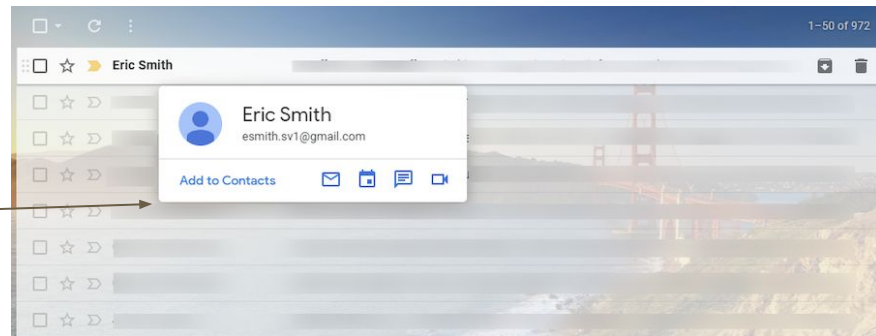
The screenshot shows the 'Create new contact' form in an email client. The form is empty and has a 'No Label' button at the top right. The fields are: First name, Last name, Company, Job title, Email, Phone number (with a dropdown for country code and a plus sign), and Notes. There are 'Show more', 'Cancel', and 'Save' buttons at the bottom.



The screenshot shows the 'Create new contact' form in an email client, now filled out with sample data. The fields are: First name: John, Last name: Smith, Company: ABC, Job title: CEO, Email: jsmith@abc.com, Phone number: +1 234-567-8901, and Notes: Sample Contact. There are 'Show more', 'Cancel', and 'Save' buttons at the bottom. The 'Save' button is highlighted.

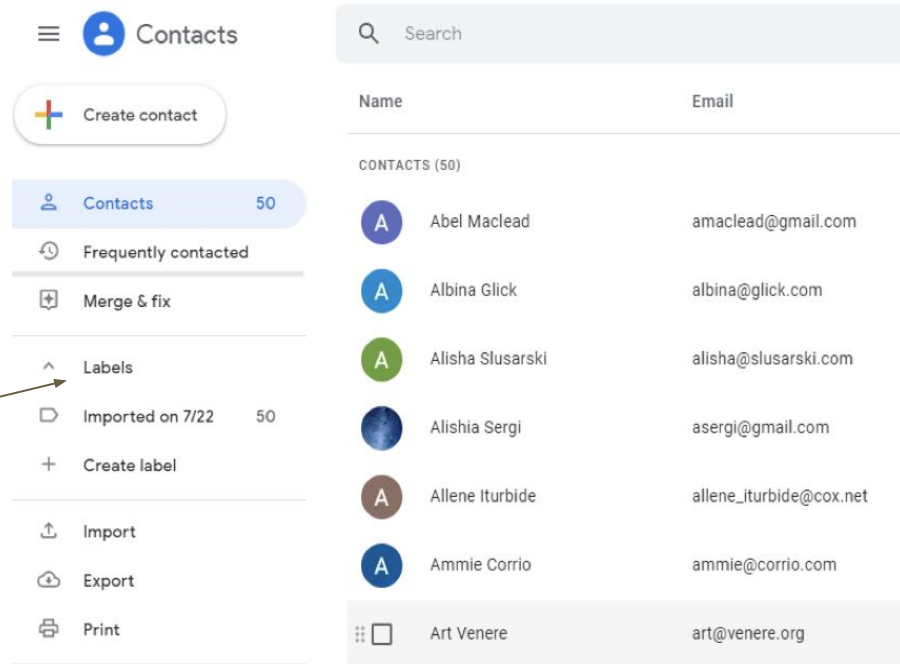
Adding a Contact from an Email:

- 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 your 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

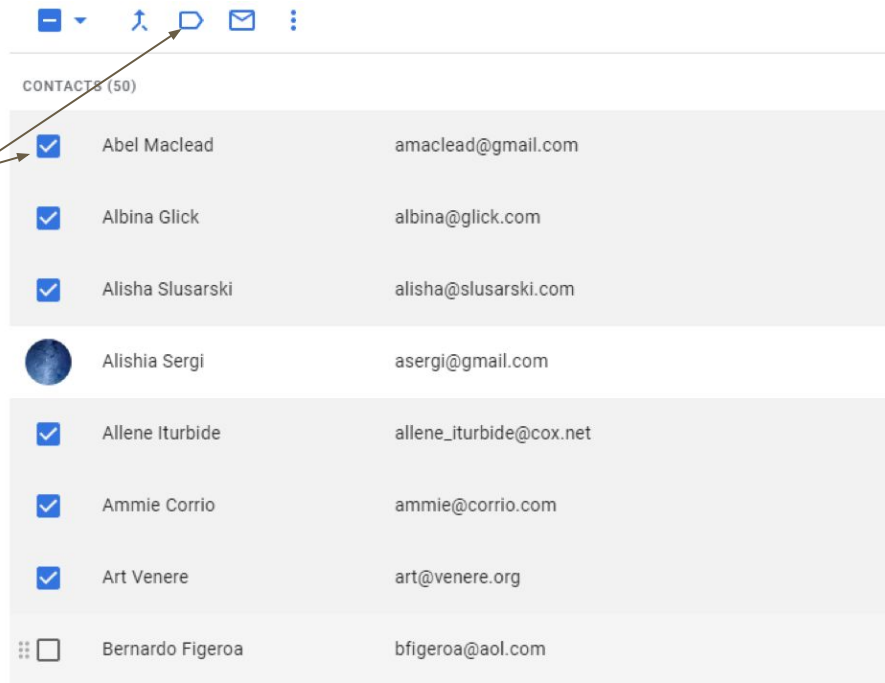


The screenshot displays the Gmail Contacts management page. On the left, a sidebar menu includes options like 'Create contact', 'Contacts' (50), 'Frequently contacted', 'Merge & fix', 'Labels', 'Imported on 7/22' (50), 'Create label', 'Import', 'Export', and 'Print'. An arrow points from the 'Labels' option in the sidebar to the 'Labels' column header in the main contact list. The main list shows a search bar at the top, followed by a table of contacts with columns for 'Name' and 'Email'.

Name	Email
CONTACTS (50)	
Abel Maclead	amaclead@gmail.com
Albina Glick	albina@glick.com
Alisha Slusarski	alisha@slusarski.com
Alishia Sergi	asergi@gmail.com
Allene Iturbide	allene_iturbide@cox.net
Ammie Corrio	ammie@corrio.com
Art Venere	art@venere.org

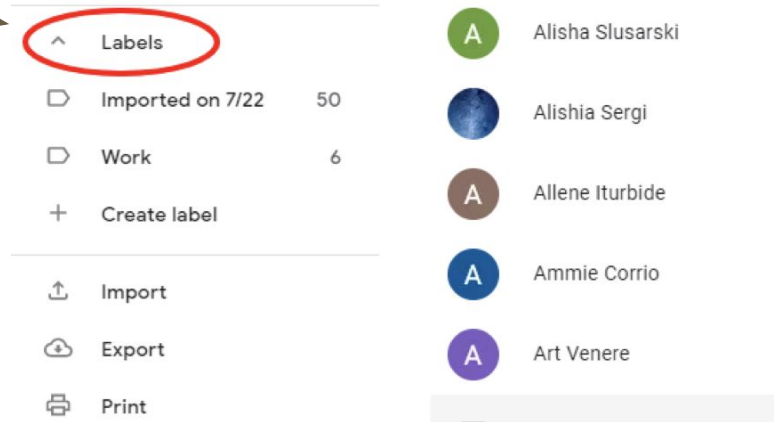
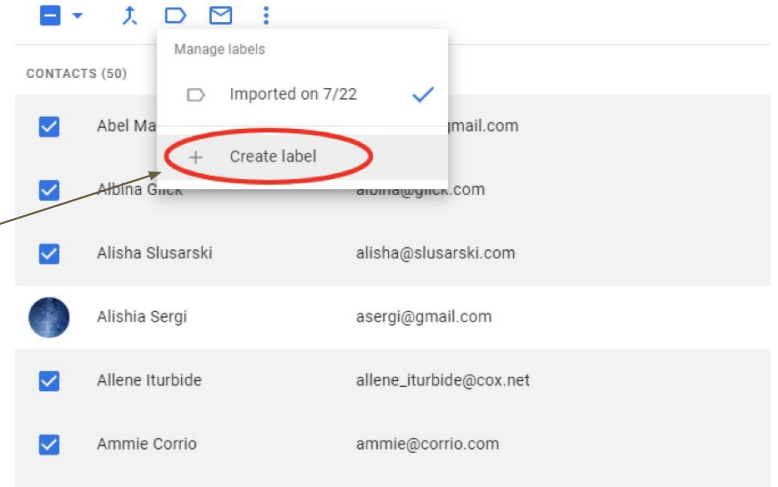
Create Labels in Gmail Contacts:

- 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:

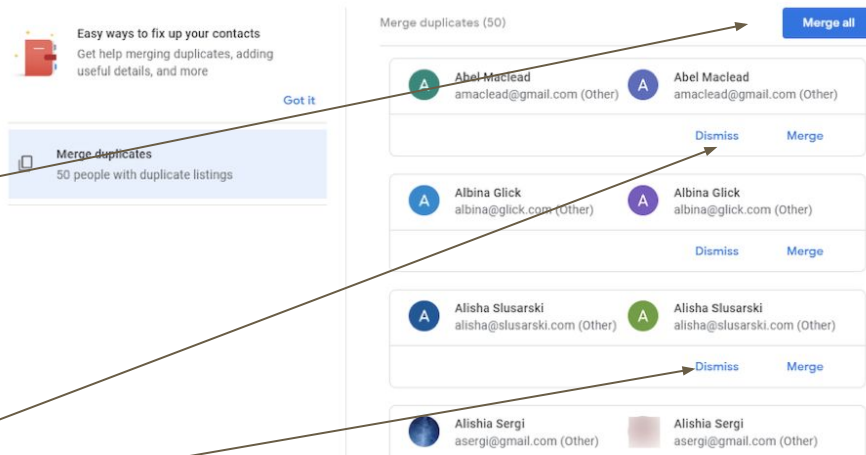
- Open up Google Contacts page.
- Click on Merge & Fix
- If there are any duplicates contacts, Gmail displays a number alongside it

The screenshot shows the Google Contacts interface. At the top, there is a search bar and a 'Contacts' header with a user icon. Below the header, there is a 'Create contact' button. The main content area is divided into two sections: 'Contacts' and 'Labels'. The 'Contacts' section shows a list of contact groups: 'Contacts' (100), 'Frequently contacted', 'Merge & fix' (50), and 'Labels'. The 'Merge & fix' option is circled in red, and an arrow points from the text 'Gmail displays a number alongside it' to the number '50'. The 'Labels' section shows a list of labels: 'Imported on 7/22' (50), 'Imported on 7/22 1' (50), 'Work' (6), and 'Create label'. The right side of the interface shows a list of contacts with their names and initials: 'Abel Maclead', 'Albina Glick', and 'Alisha Slusarski'.

Label	Count
Contacts	100
Frequently contacted	
Merge & fix	50
Labels	
Imported on 7/22	50
Imported on 7/22 1	50
Work	6
Create label	

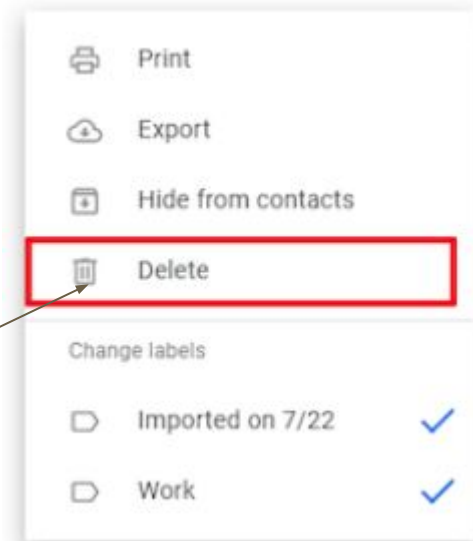
Merge & Fix:










- 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:

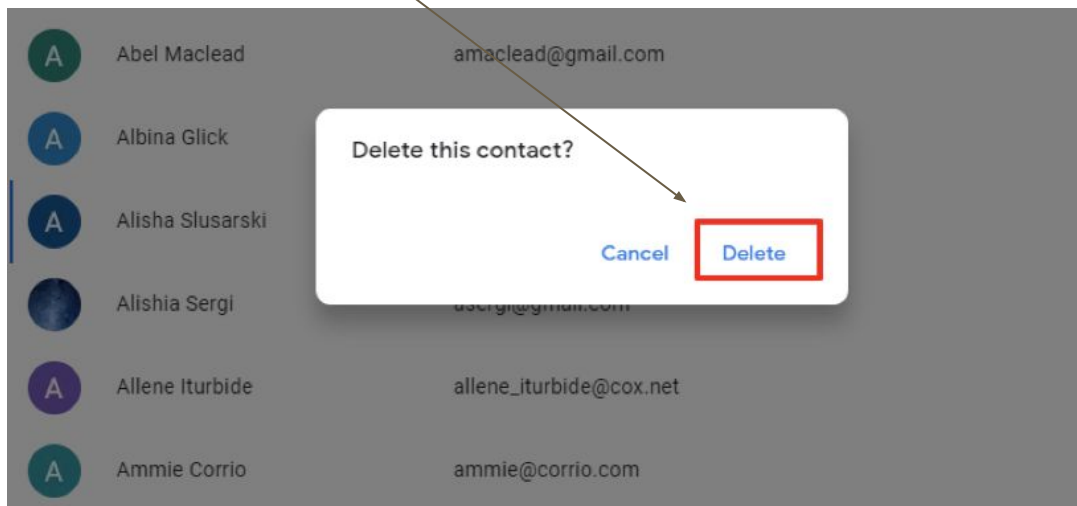
- Open Gmail Contacts:
- Hover over the contact you want to delete and click on the **three dots** that appear on the right
- Click **Delete** from the drop-down menu



Name	Email	Phone number	Job title & company	
CONTACTS (50)				
	Abel Maclead	amaclead@gmail.com		
	Albina Glick	albina@glick.com		
	Alisha Slusarski	alisha@slusarski.com		  
	Alishia Sergi	asergi@gmail.com		
	Allene Iturbide	allene_iturbide@cox.net		
	Ammie Corrio	ammie@corrio.com		

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.

