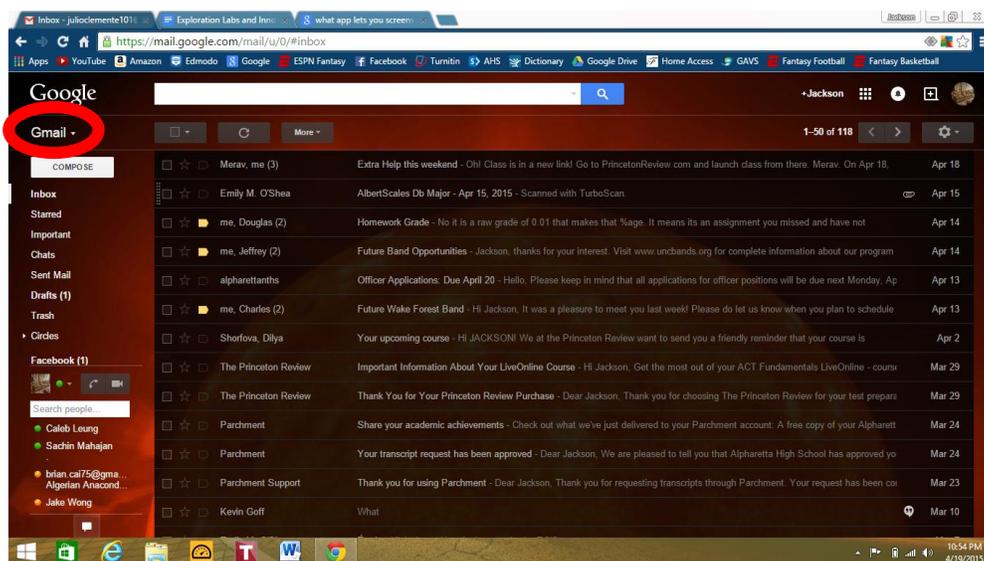




Gmail Contacts

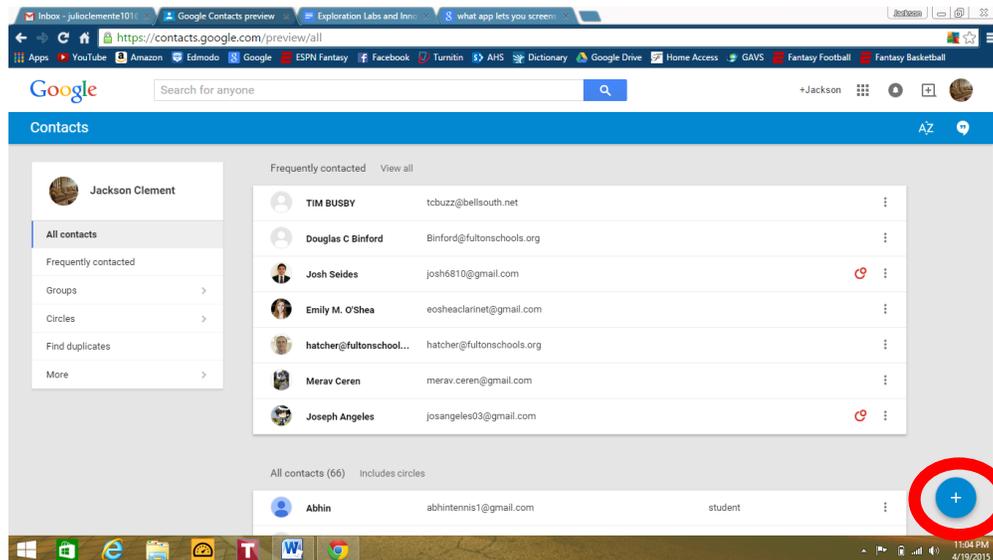
One of Gmail's most highly used features is the "Contacts" section. This allows for you to save your family and friends' email addresses so Gmail can remember them for later usage. This process is very useful as it makes creating emails much easier, and the process is quite simple to learn and understand.

1. To get started, go to your Gmail page. This can be accessed by opening your web browser (internet explorer, Mozilla Firefox, google chrome, etc.) and typing in www.gmail.com. Once, you get to your home page (see below), click on the "Gmail" tab circled. When you do, you will see "contacts" and "tasks" listed below. Click on "contacts" to continue.

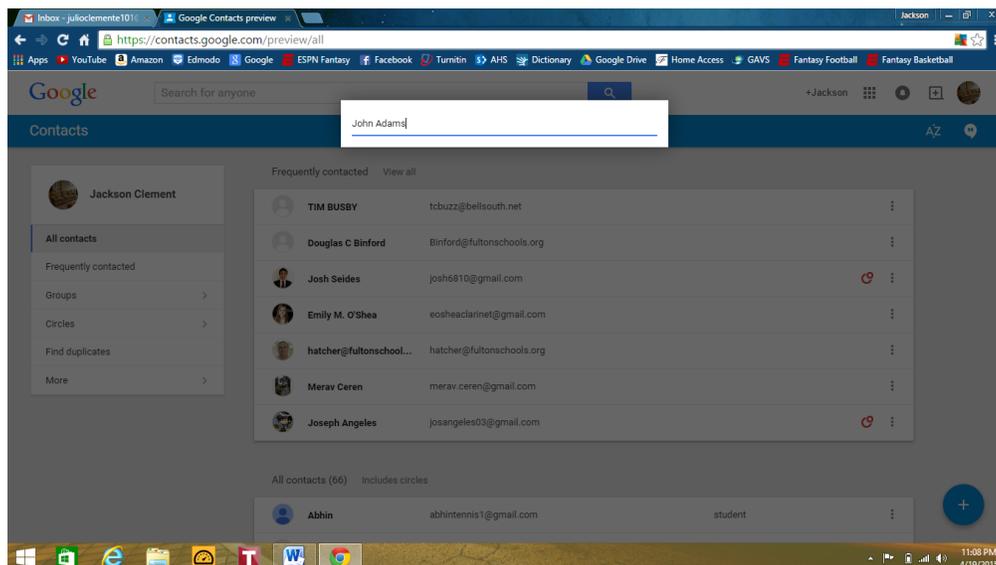


2. When you click on the appropriate tab, your screen should look like the one seen below. This screen may seem confusing, but it is meant to be more user friendly. The main menu can be seen on the far left of the screen and your "most

frequently contacted” can be seen in the center. If you’re just getting started with your contacts, you likely need to start making some. To create a new contact, click the plus button in the bottom right-hand corner of the page.

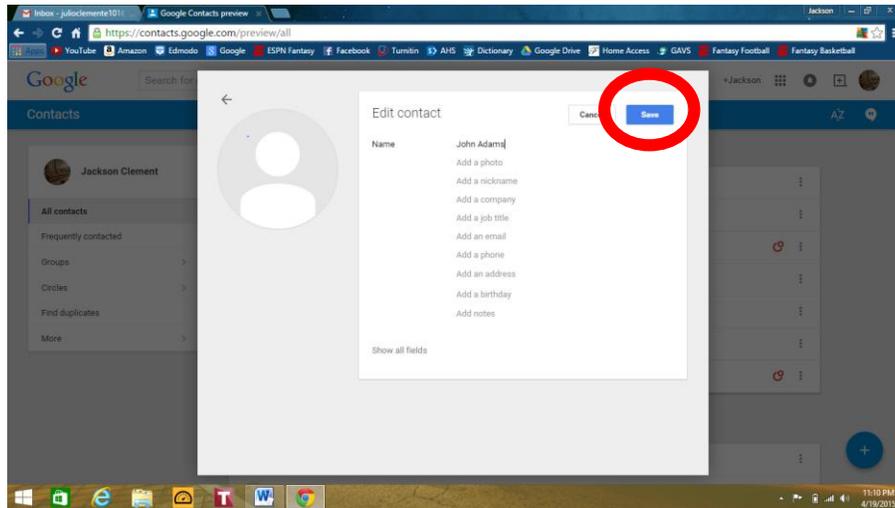


3. When you click the plus button, a tab will appear. Enter in the name of the person whose contact you want to create and select “create”.

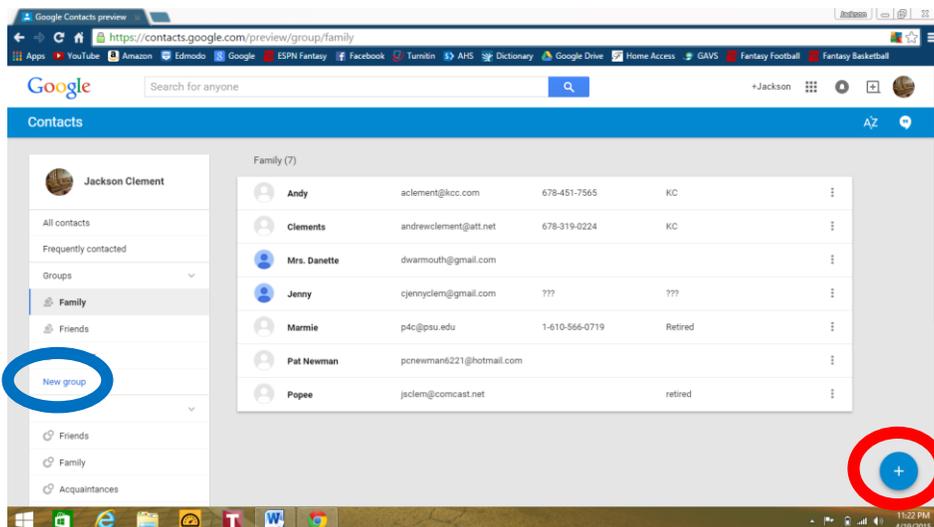


4. Your final step can be seen in the screen seen below. This is where all the magic happens: you’re ready to make your contact. You’ll see that google suggests what

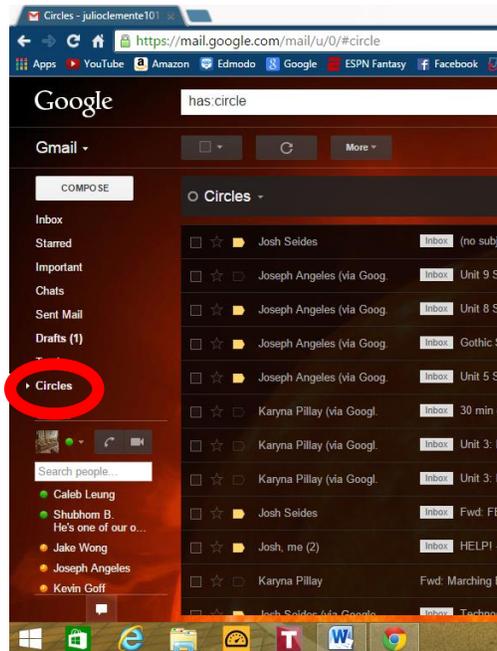
to add to your contact, and this includes their email address, phone number, birthday, and many other things. Once you're done entering the information that you want to, click "save" and your contact is complete.



5. Once you have made enough contacts, you will likely want a way to organize them. This is made possible through "groups" and "circles". These allow you to sort your google contacts into sections. To access these features, look on the main menu on the left side of the screen. You can click on the "Groups" or "Circles" tab and create new ones by clicking the "New Group" tab (blue circle). Once you do this you can add people to it using the + button (red circle).



6. Once you create your “circles” you will be able to see emails from just them on your home page. Simply click on the “circles” tab in your home page and you’ll see emails from just those specific groups.



Overall, making contacts is a fairly painless process. Once you create your first one, the whole procedure becomes instinct and you’re ready to make as many as you want!

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