How to Create a Group and Add Contacts to your Group in Gmail

Step 1:
• Click

Step 2:
If security warning pops up, click the warning and select “Temporarily Allow Scripted Windows.”

Step 3:
• Type the group’s name, for example: My Class.
• Click

Step 4:
• Click
• Click check boxes for selecting names.
• Click
• Click the name of the group.

You have created a group. See the handout in How to Send a Group Email in Gmail.

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