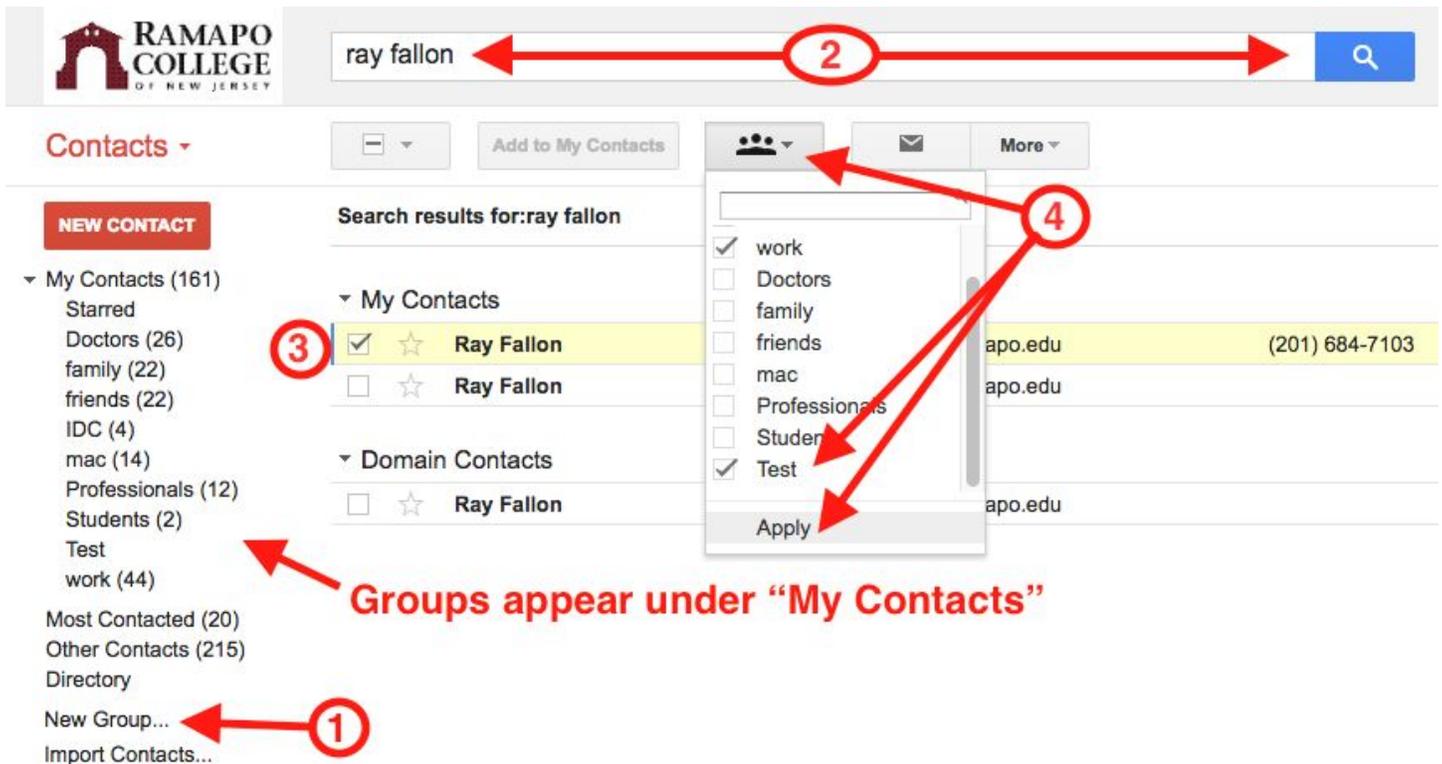


Creating Contact Groups for Gmail

Login to Gmail.

Select “Contacts” below the Ramapo logo and follow steps 1-5.



1. Click “New Group” and enter name
2. In search field enter name and click magnifier icon to search for contact
3. Select the contact
4. Click the “groups” icon to view your groups. Select the group and click “apply”.
5. Repeat steps 2-4 until all contacts are in your group.

To email a contact group:

1. Toggle from “Contacts” back to “Mail.”
2. “Compose” new message and enter group name into recipients field.
3. Complete message and send.

NOTE: E-mails can be sent up to 500 recipients using Gmail. For larger groups you will need to create two email groups.