

Creating a Distribution List (Google Group) in Gmail

Log in to Gmail and select "Contacts" on the top navigation bar

Search Images Mail Drive Calendar Photos **Contacts** Admin Maps More

Grandview C-4 School District
GC-4 "Where Kids Come First: Each and Every One"

Your default country for phone numbers in contacts is: United States [Accept](#) [Change default country](#)

Contacts Add to My Contacts More Adams, James - Gre

NEW CONTACT

My Contacts (33)

- Imported 9/23/13 (5)
- Imported 9/23/13 1
- Media
- test (2)
- Most Contacted (17)
- Other Contacts (13)

Directory

- New Group...
- Import Contacts...

<input type="checkbox"/>	Adams, James	james.adams@grandviewc4.net
<input type="checkbox"/>	Admin, C4	c4admin@grandviewc4.net
<input type="checkbox"/>	Alderton, Chris	chris.alderton@grandviewc4.net
<input type="checkbox"/>	Alexander, Paul	paul.alexander@grandviewc4...
<input type="checkbox"/>	Allen, Bertha	bertha.allen@grandviewc4.net
<input type="checkbox"/>	Allen, Ebonee	ebonee.allen@grandviewc4.net
<input type="checkbox"/>	Allen, Kari	kari.allen@grandviewc4.net
<input type="checkbox"/>	Allen, Marilyn	marilyn.allen@grandviewc4.net
<input type="checkbox"/>	Anderson, Judy	judy.anderson@grandviewc4.net
<input type="checkbox"/>	Anderson, Karen	karen.anderson@grandviewc4...
<input type="checkbox"/>	Anderson, Monique	monique.anderson@grandvie...
<input type="checkbox"/>	Anderson, Tammy	tammy.anderson@grandviewc...
<input type="checkbox"/>	Archer, Stacey	stacey.archer@grandviewc4.net
<input type="checkbox"/>	Armes, Marla	marla.ames@grandviewc4.net
<input type="checkbox"/>	Armstrong, Jennifer	jennifer.armstrong@grandview...
<input type="checkbox"/>	Arnote, Lianne	lianne.arnote@grandviewc4.net
<input type="checkbox"/>	Arthur, Margaret	margaret.arthur@grandviewc4...
<input type="checkbox"/>	Authorlee, Kenya	kennya.authorlee@grandview...
<input type="checkbox"/>	Avery, Bennie	bennie.avery@grandviewc4.net

Creating a Distribution List (Google Group) in Gmail

Select "New Group"

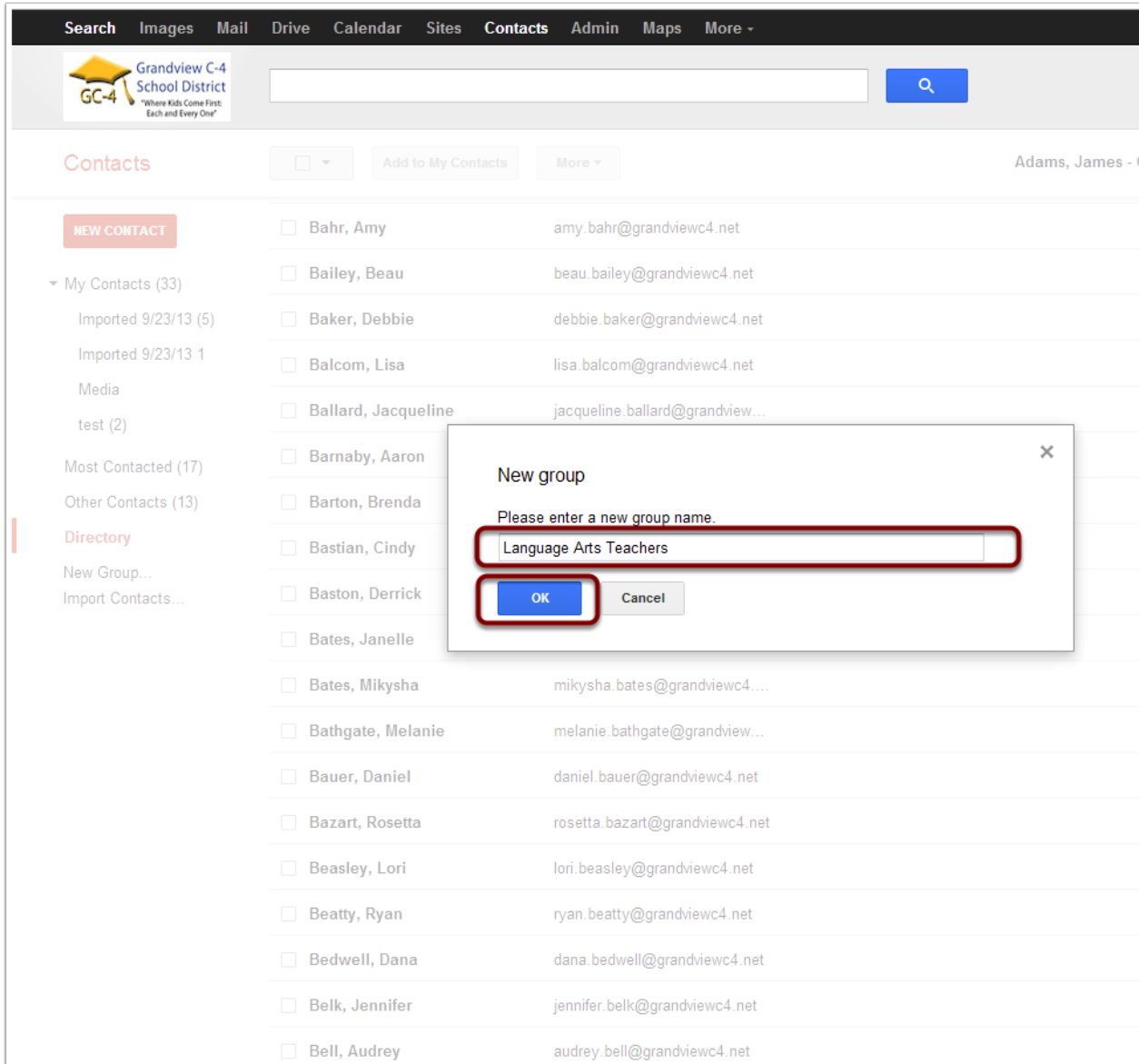
The screenshot shows the Gmail interface with the 'Contacts' tab selected. At the top, there is a navigation bar with links for Search, Images, Mail, Drive, Calendar, Sites, Contacts, Admin, Maps, and More. Below this is a search bar and a notification: "Your default country for phone numbers in contacts is: United States [Accept](#) [Change default country](#)".

The main content area is titled 'Contacts' and features a 'NEW CONTACT' button. On the left side, there is a sidebar with categories: 'My Contacts (33)', 'Imported 9/23/13 (5)', 'Imported 9/23/13 1', 'Media', 'test (2)', 'Most Contacted (17)', and 'Other Contacts (13)'. Under the 'Directory' section, the 'New Group...' button is highlighted with a red box and a red arrow pointing to it. Below 'New Group...' is the option 'Import Contacts...'. The main list of contacts includes names and email addresses, such as 'Adams, James' (james.adams@grandviewc4.net), 'Admin, C4' (c4admin@grandviewc4.net), and 'Alderton, Chris' (chris.alderton@grandviewc4.net).

Creating a Distribution List (Google Group) in Gmail

Enter the name of your group and click "OK"

*Repeat this process as many times as necessary now, to create all of your distribution groups to make populating them an easier process.



The screenshot shows the Gmail Contacts interface for Grandview C-4 School District. A 'New group' dialog box is open, prompting the user to enter a new group name. The text 'Language Arts Teachers' is entered in the input field. The 'OK' button is highlighted with a red box. The background shows a list of contacts with checkboxes, including names like Bahr, Amy; Bailey, Beau; Baker, Debbie; Balcom, Lisa; Ballard, Jacqueline; Barnaby, Aaron; Barton, Brenda; Bastian, Cindy; Baston, Derrick; Bates, Janelle; Bates, Mikysha; Bathgate, Melanie; Bauer, Daniel; Bazart, Rosetta; Beasley, Lori; Beatty, Ryan; Bedwell, Dana; Belk, Jennifer; and Bell, Audrey.

Creating a Distribution List (Google Group) in Gmail

Populate your group

- 1) Open directory
- 2) Select contacts you want to place in groups (you can do one at a time or multiples)
- 3) Click the group tab
- 4) Select the group(s) you want to place the contacts in and select "Apply"

The screenshot shows the Gmail Contacts interface for Grandview C-4 School District. The 'Contacts' tab is active, and a list of contacts is displayed. A red circle '1' highlights the 'Directory' link in the left sidebar. A red circle '2' highlights the checkboxes next to 'Bahr, Amy' and 'Barnaby, Aaron'. A red circle '3' highlights the group selection dropdown menu. A red circle '4' highlights the 'Language Arts Teachers' group in the dropdown menu. A red arrow points from the 'Apply' button at the bottom of the dropdown menu back to the selected contacts.

Contact Name	Email Address
<input checked="" type="checkbox"/> Bahr, Amy	
<input type="checkbox"/> Bailey, Beau	
<input type="checkbox"/> Baker, Debbie	
<input type="checkbox"/> Balcom, Lisa	
<input type="checkbox"/> Ballard, Jacqueline	
<input checked="" type="checkbox"/> Barnaby, Aaron	
<input type="checkbox"/> Barton, Brenda	brenda.barton@grandviewc4.net
<input type="checkbox"/> Bastian, Cindy	cindy.bastian@grandviewc4.net
<input type="checkbox"/> Baston, Derrick	derrick.baston@grandviewc4.net
<input type="checkbox"/> Bates, Janelle	janelle.bates@grandviewc4.net
<input type="checkbox"/> Bates, Mikysha	mikysha.bates@grandviewc4....
<input checked="" type="checkbox"/> Bathgate, Melanie	melanie.bathgate@grandview...
<input type="checkbox"/> Bauer, Daniel	daniel.bauer@grandviewc4.net
<input type="checkbox"/> Bazart, Rosetta	rosetta.bazart@grandviewc4.net
<input type="checkbox"/> Beasley, Lori	lori.beasley@grandviewc4.net
<input type="checkbox"/> Beatty, Ryan	ryan.beatty@grandviewc4.net
<input type="checkbox"/> Bedwell, Dana	dana.bedwell@grandviewc4.net
<input type="checkbox"/> Belk, Jennifer	jennifer.belk@grandviewc4.net
<input type="checkbox"/> Bell, Audrey	audrey.bell@grandviewc4.net

Repeat as many times as needed.