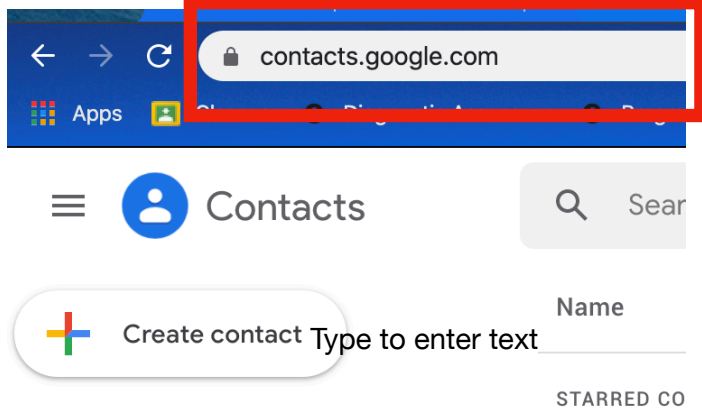
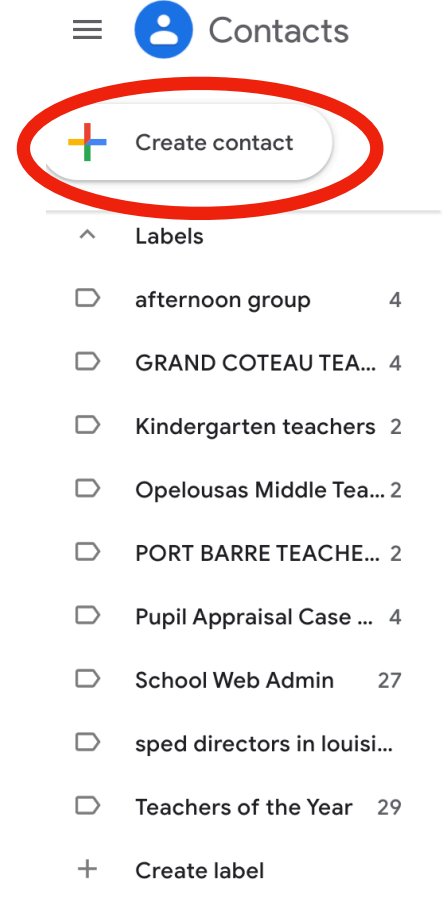


CREATING EMAIL GROUPS (LABELS)

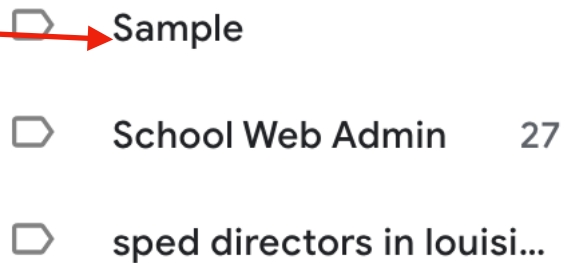
1. GO TO: [CONTACTS.GOOGLE.COM](https://contacts.google.com)



2. CLICK CREATE CONTACT

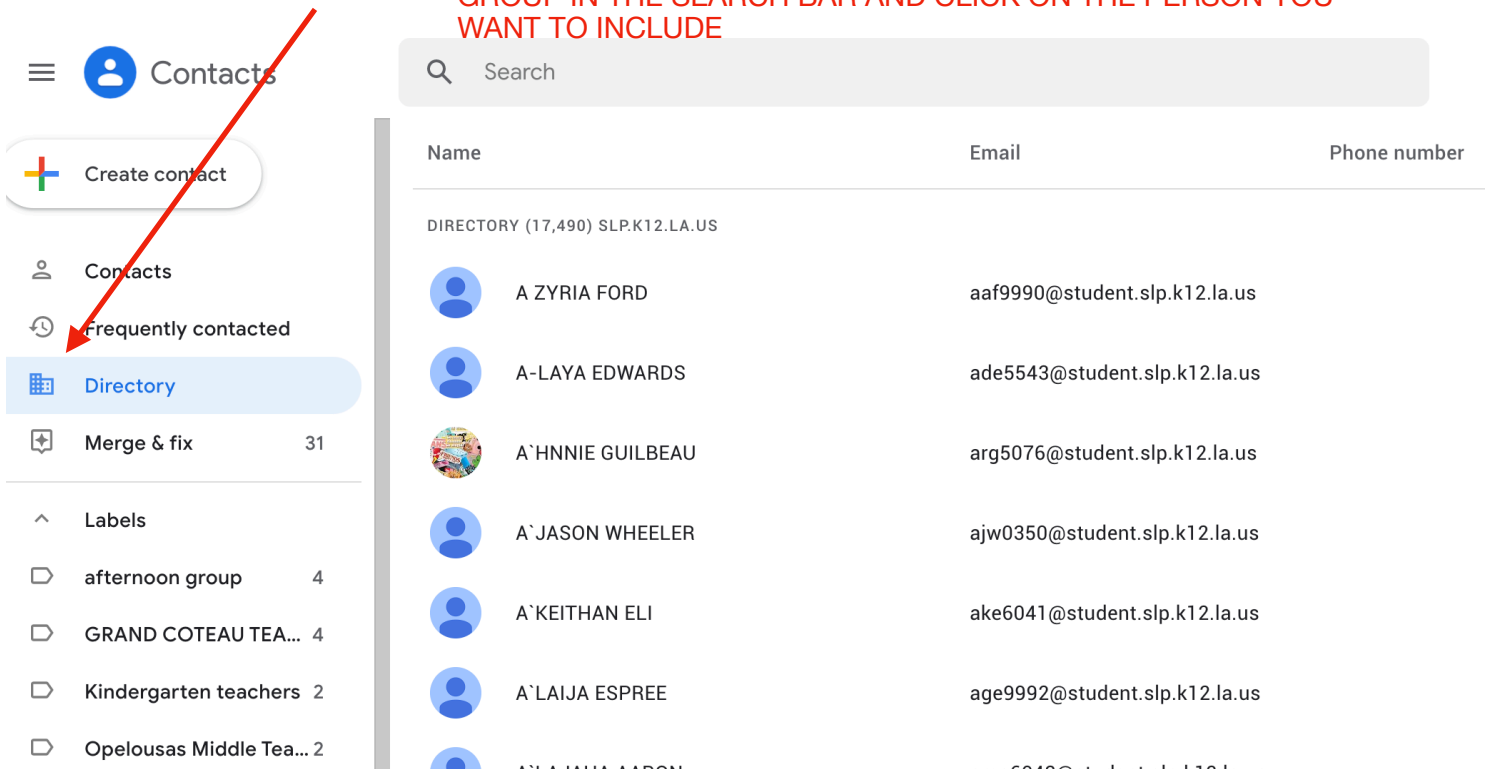


3. TYPE YOUR LABEL/GROUP NAME



4. GO TO DIRECTORY

5. BEGIN TYPING IN THE NAME OF THE PERSON YOU WANT IN THE GROUP IN THE SEARCH BAR AND CLICK ON THE PERSON YOU WANT TO INCLUDE



Contacts

Create contact

Contacts

Frequently contacted

Directory

Merge & fix 31

Labels

afternoon group 4

GRAND COTEAU TEA... 4

Kindergarten teachers 2

Opelousas Middle Tea... 2

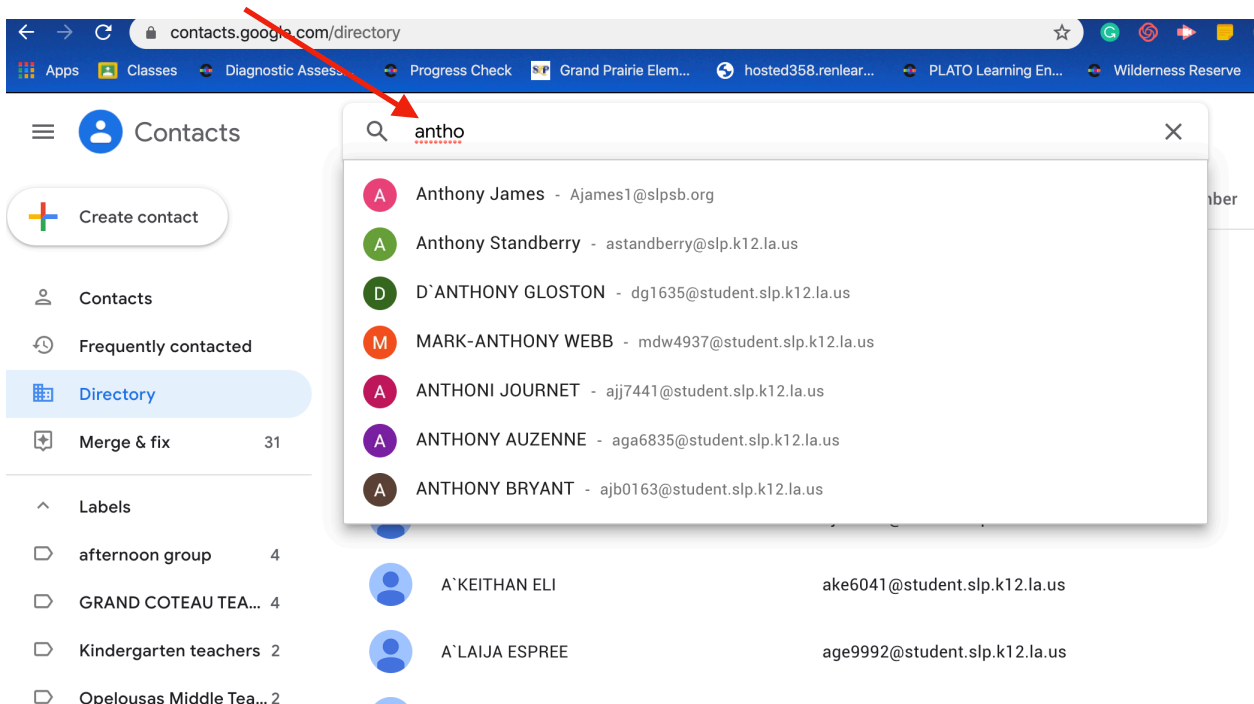
Search

Name Email Phone number

DIRECTORY (17,490) SLP.K12.LA.US

A ZYRIA FORD	aaf9990@student.slp.k12.la.us	
A-LAYA EDWARDS	ade5543@student.slp.k12.la.us	
A`HNNIE GUILBEAU	arg5076@student.slp.k12.la.us	
A`JASON WHEELER	ajw0350@student.slp.k12.la.us	
A`KEITHAN ELI	ake6041@student.slp.k12.la.us	
A`LAIJA ESPREE	age9992@student.slp.k12.la.us	
A`LAURA AARON	aa6041@student.slp.k12.la.us	

EXAMPLE HERE



contacts.google.com/directory

Apps Classes Diagnostic Assess Progress Check Grand Prairie Elem... hosted358.renlear... PLATO Learning En... Wilderness Reserve

Contacts

Create contact

Contacts

Frequently contacted

Directory

Merge & fix 31

Labels

afternoon group 4

GRAND COTEAU TEA... 4

Kindergarten teachers 2

Opelousas Middle Tea... 2

Search antho

- Anthony James - Ajames1@slpsb.org
- Anthony Standberry - astandberry@slp.k12.la.us
- D`ANTHONY GLOSTON - dg1635@student.slp.k12.la.us
- MARK-ANTHONY WEBB - mdw4937@student.slp.k12.la.us
- ANTHONI JOURNET - ajj7441@student.slp.k12.la.us
- ANTHONY AUZENNE - aga6835@student.slp.k12.la.us
- ANTHONY BRYANT - ajb0163@student.slp.k12.la.us

A`KEITHAN ELI	ake6041@student.slp.k12.la.us	
A`LAIJA ESPREE	age9992@student.slp.k12.la.us	

The screenshot shows a contact profile for Anthony James. The profile includes a pink circular avatar with the letter 'A', a 'No Label' tag, and sections for 'Contact details' (email: Ajames1@slpsb.org), 'Directory profile' (multiple email addresses and 'Teacher' role), and 'Google profile'. A dropdown menu is open from the top right, showing options: Print, Export, Delete, and a 'Change labels' section with a list of labels. The 'Sample' label is selected, indicated by a blue checkmark and a red arrow pointing to it. A red circle highlights the three-dot menu icon, with a red arrow pointing to it from the text '6. CLICK ON THESE DOTS'.

Anthony James

No Label

Contact details

Ajames1@slpsb.org

Directory profile

Details found via Ajames1@slpsb.org ⓘ

akj4130@slp.k12.la.us

AJAMES1@slpsb.org

AJAMES2@slpsb.org

Teacher • Employee Type

Google profile

Details found via Ajames1@slpsb.org ⓘ

6. CLICK ON THESE DOTS

Print

Export

Delete

Change labels

- afternoon group
- GRAND COTEAU TEACHER
- Kindergarten teachers
- Opelousas Middle Teachers
- PORT BARRE TEACHERS
- Pupil Appraisal Case Coordin...
- Sample ✓
- School Web Admin

7. CLICK BACK INTO THE SEARCH BAR AND REPEAT STEPS 5 AND 6 UNTIL ALL OF YOUR PEOPLE HAVE BEEN ADDED TO YOUR LABEL (GROUP)

8. WHEN YOU HAVE ADDED ALL YOUR GROUP MEMBERS, GO TO YOUR EMAIL AND COMPOSE A NEW MAIL. TYPE IN THE NAME OF YOUR LABEL (GROUP). IN THIS CASE, YOU WOULD TYPE IN SAMPLE.