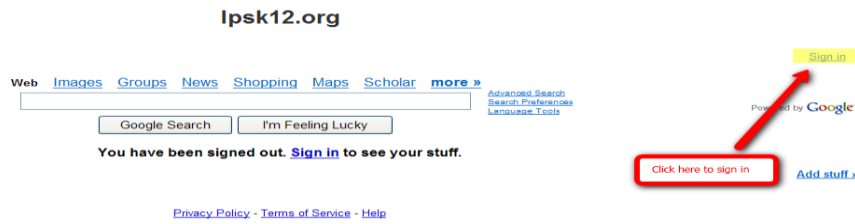


How to Make a Group within a Gmail Account

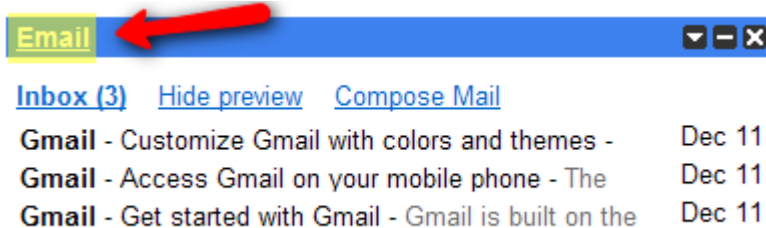
- 1.) First go to www.lpsk12.org and click sign in on the upper right hand corner.



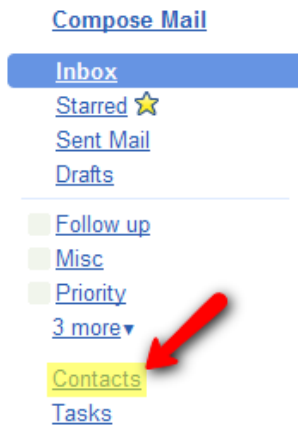
- 2.) Sign in with your assigned LPS user name and password.



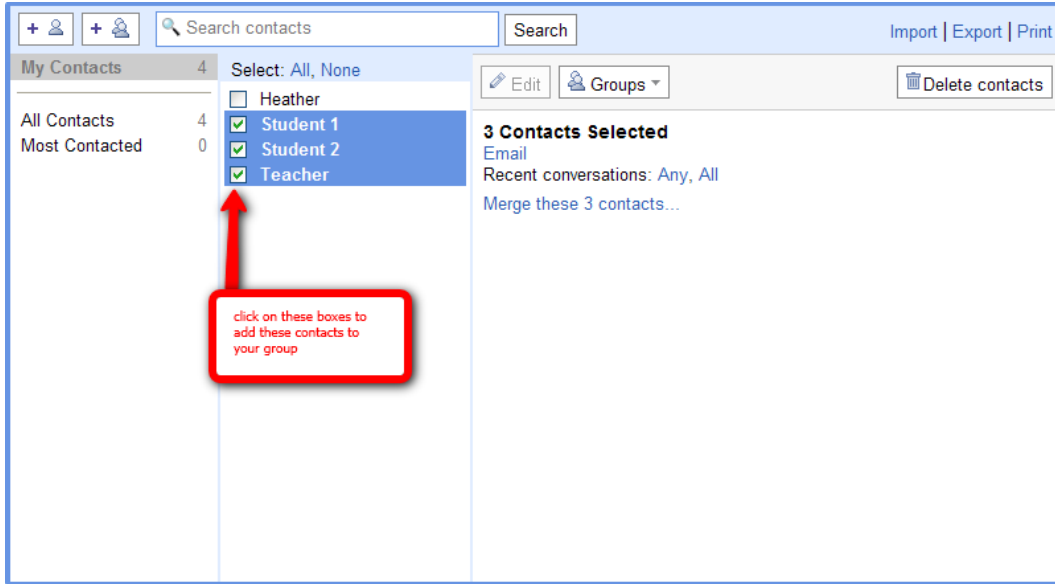
- 3.) Now on the Google main page click on the white link that says "Email" to access your Gmail account.



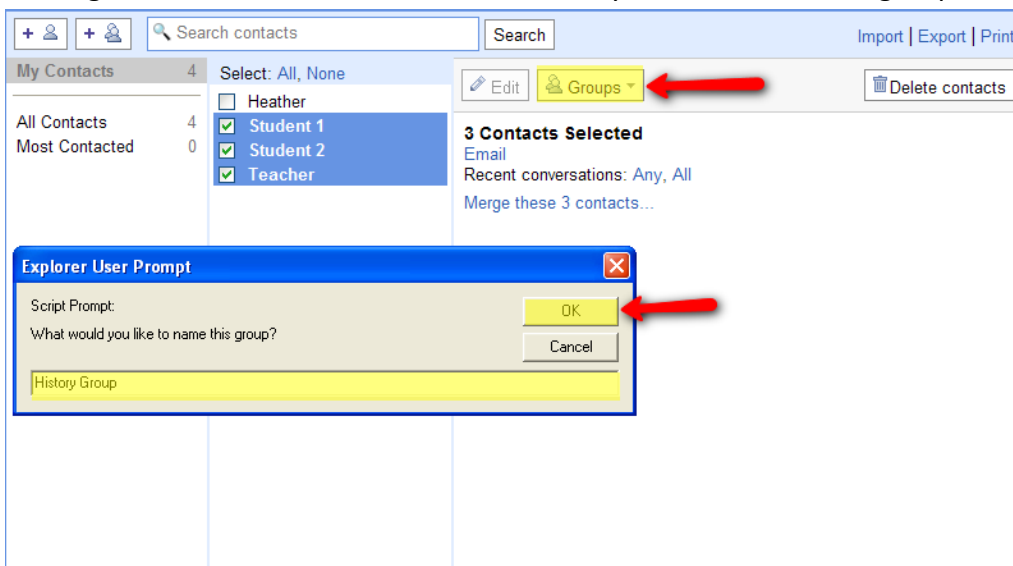
- 4.) Once you click on the "Email" link your inbox will load. On the left side of your email, there will be a window with different links. Down near the bottom, there is a link called "Contacts" Click on contacts and another window will pop up with your contact information.



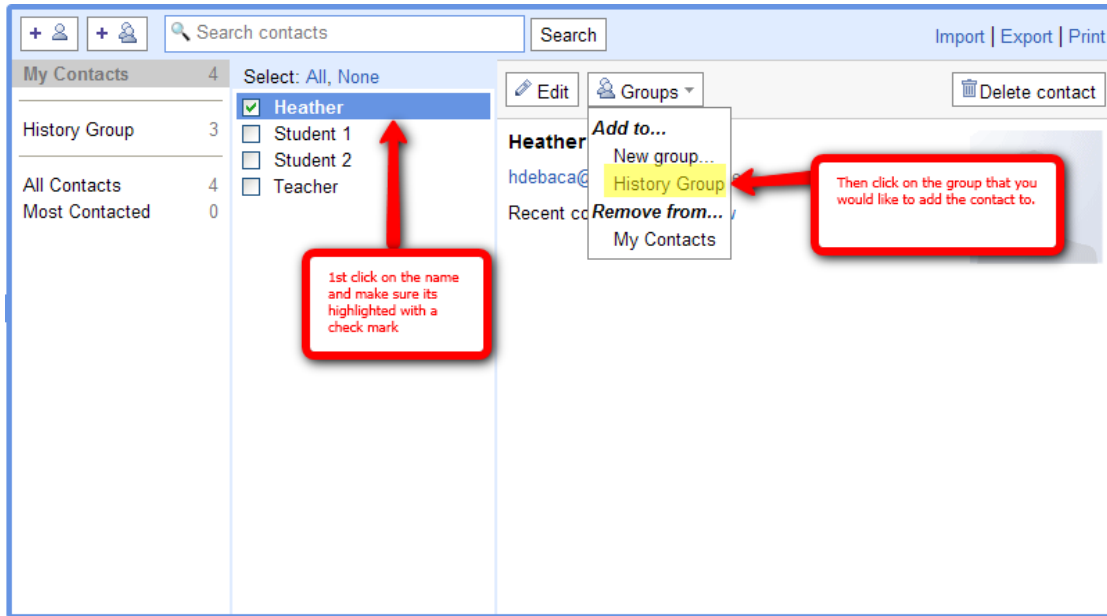
- 5.) Once you click on **“contacts”** a window containing your contacts will pop up, in the middle of this window, you will have a list of all the contacts that you currently have. If you don’t have any contacts, you can always add more, all you need is an email address. So click the boxes near the names of the people you would like to add into a group.



- 6.) Now click on the link that says **“Groups”** then click **“add to new group”** once you do that another window will pop up to name your group. Name your group something that is related to that group, for example **“history group.”** As soon as you click ok on the naming window, the contacts will automatically be moved into the group.



- 7.) If you would like to add other people into the group all you need to do click on the name, then again click on **"Groups"** the click on **"add to history group"** or whatever the group was named.



- 8.) Once the contact was added Google will inform you with a message

1 contact has been added to group "History Group".

Gmail will help you keep all of your contacts organized, and this will also enable you to send an email only to those in certain groups. This is good if you would like to email your history group about the project that's due this week, or if you want to email your whole class about the test on Friday. Either way this will help you stay in touch with your contacts in an organized matter.