

## CREATING, EDITING AND MANAGING CONTACTS

You can keep track of names, email addresses, phone numbers and more in Google Contacts.

### Add a contact:

Go to Google Contacts.

Click on the **red New Contact** box.

Type the contact's name where it says **Add name**.

Add appropriate information

Click on **Add** for additional categories.

Add additional information under the **Add a note**.

Click on the **Back** button to go back to contacts. Do not need to save. .

### Edit a contact:

Click a contact's name.

Make necessary additions or corrections.

Click on the **Back** button to go back to contacts. Do not need to save. .

### Delete a contact:

Put a checkmark in the box next to the person's name.

Click on the **More** box.

Select **Delete Contact**.

### Merge, restore or backup contacts:

If you have duplicate listings for the same person in Google Contacts, you can merge them.

Go to the **More** button and select **Find & merge duplicates**.

In the top right, click **Merge** or **Merge all**.

If you deleted, synced, imported, or merged contacts in the last 30 days, you can undo those changes.

Click **More > Restore contacts**.

Choose a time to go back to.

Click **Restore**.

### Export or Backup Contacts:

If you want to back up your Google Contacts or import them into another email account, you can export your contacts as a CSV or vCard file.

Click **More > Export**.

Check the contacts you want to export.

Select which format you want your contacts in. To back up your contacts, select **Google CSV**.

To save your file, click **Export**.

## **Control who's automatically saved to your contacts:**

If you email someone but you haven't added them as a contact, Google Contacts automatically saves their email address in your "Other Contacts" group. Their email address will show up the next time you email them. If you want to stop automatically saving contacts you email do the following:

Go to Gmail

In the top right, click Settings  > **Settings**.

Select the **General** tab .

In the "Create contacts for auto-complete" section, select **I'll add contacts myself**.

Click **Save changes** at the bottom of the page.

**Other Contacts:** - There is really no reason to keep anyone in Other Contacts.

In the bottom left, click **Other Contacts**.

Check all the contacts you want to delete.

At the top, click **More** > **Delete contacts**.

## **Group & Sort Contacts:**

### **Create a group contact:**

Go to Google Contacts.


On the left, click **New group**.

Type a new group name.

Click **OK**.

### **Add contacts to group:**

Put a checkmark next to the contacts you want added to a group.

In the top right, click Group .

Click the group name you want to add the contact to.

Click on **Apply**.

For the remainder of these changes you need to select the **Try Contacts Preview**

### **Edit or delete a group:**

Select **Groups**

On the left, click **Groups**.

Click the group you want to delete.

At the top, click Delete .


Choose whether to keep or delete the contacts in the group.

Click **Delete**.

### **Rename a Group:**


On the left, click **Groups**.

Click the group you want to rename.

At the top, click Edit  .  
Type a new group name.  
Click **OK**.

### **Delete a Group:**

On the left, click **Groups**.  
Click the group you want to delete.

At the top, click Delete  .  
Choose whether to keep or delete the contacts in the group.  
Click **Delete**.

To get back to the regular Contacts View, go to the bottom of the list on the left and select **More** and then select **Leave the Contacts Preview**.

### **Sort Contacts Alphabetically:**

Click on the **More box**.  
Choose to sort your contacts by **First Name** or **Last Name**.

### **Once you have your groups set up, it is easier to send an email to a selected group of people.**

To send an email to a group, do the following.

Click on the **red Compose** button.  
Select the To, CC or BCC.  
Select the **My Contacts** box to select a group.  
Select the Select All button or place a check in the box next to the person you want to email.  
Select the **blue Select** button to add the names to your email.  
Continue with your email and send.