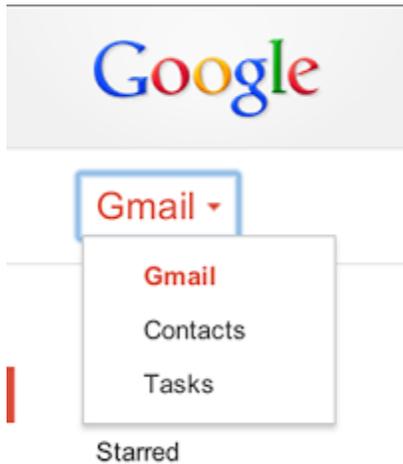


GOOGLE'S NEW CONTACTS PREVIEW FOR GMAIL

Similar to an online address book, the Contact Manager gives you easy access to the people you want to reach. All your email contacts are stored here. Click **Gmail** in the top left corner of your page, then select **Contacts** to access and edit your contacts' information.



What's New?

The **NEW** contacts page looks completely different. You will note the contacts that you have **starred** show first. Next your **frequently contacted** contacts are listed and after that **all contacts** are listed.

The new Contacts preview makes it easier to merge duplicates. When you find and merge duplicate contacts, you can see more information about each duplicate and make faster decisions about where or not to merge the two contacts. Also, contact information that someone has shared with you on Google+ and information you have manually entered about them will both show on one contact card.

At the top right hand corner there is an AZ symbol that allows you to sort your contacts by First Name or Last Name. There is also the Hangout symbol that allows you to start a video Hangout which is not being covered today.

The **large blue +** button allows you to add a new contact.

On the left hand side you will find:

All contacts – which shows all of your contacts (starred, frequently contacted and a list showing all of your contacts).

Frequently contacted – which brings up all of your frequently contacted contacts. The old system just showed your 20 most contacted contacts.

Groups – which shows all of the groups you have created.

Find duplicates – is a function which allows you to find and merge duplicate contacts.

More – when you select **More** it brings up the following categories:

Settings – which allows you to change your language settings for all Google products.

Import / Export / Print and Restore Contacts are not supported yet in this version of Google Contacts. To do these functions you must go to the old version.

Leave the Contacts preview – Click on this and it takes you back to the old Contacts view. Note at the bottom of the **Old Contacts** view there is a link to **Try Contacts Preview** which brings you back to the new version again.

Send feedback – gives you the ability to give Google feedback on this version on Contacts.

Help – takes you to the Help menu.

Creating a new contact:

To create a new contact click on the blue + button and follow the directions.

Automatically added contacts:

Email addresses are automatically added to your Contacts list each time you use the Reply, Reply to all, or Forward functions to send mail to addresses that don't already exist in your Contacts list.

To select your default setting for contacts go back to the old version of Gmail and click the gear in the top right .

Select Settings.

In the General tab, find the “Create contacts for auto-complete” setting and choose I’ll add contacts myself.

Edit contact information

Hover over the contact and click the gray pencil icon to the right. Click the field you'd like to edit, and add in the information.

Click Save.

Add contact to contact groups

Hover over the contact and click the gray pencil icon to the right.
At the bottom left of the pop-up box, click Add to groups.
Select the group you'd like to add the contact to.

Remove contact from contact groups

Hover over the contact and click the gray pencil icon to the right.
At the bottom left of the pop-up box, click the name of the group.
On the drop-down, click the name of the group again to uncheck it.

Delete contact

Find the contact you want to delete, and click the three dot menu on the right.
Click Delete.

If you change your mind or mistakenly delete a contact, you'll be able to recover deleted contacts for 30 days. But 30 days after you delete a contact, it will be removed permanently.

Restore contacts (Must use old version)

You can restore your contact list to the state it was in at any point within the past 30 days. This is helpful if you want to do any of the following:

- Recover deleted contacts
- Restore contacts after an unsuccessful sync
- Undo a recent import
- Undo a recent merge

Restore your contacts to a previous version

Click **Gmail** in the top left, and then choose **Contacts**.

Click **More** above your contacts list.



Click **Restore contacts....**

Choose the time you'd like to revert your contacts list to (e.g. 10 minutes ago, one hour ago, one week ago, etc).

Tip: Make a note of the time that you restore your contacts, in case you'd like to return to where you started.

Click **Restore**. You'll see a notification at the top of the screen when the restoration is done.

Undo a restoration

Right after you restore your contacts, you can immediately undo by clicking **Undo** in the yellow notification bar at the top of the screen.

If the notification bar is no longer there, you can always restore your contacts to the time just before you started the initial restore process.

The 24 hour rule for Chat contacts

When you delete a contact in Contacts, it will also get deleted from your Chat list. After the contact is deleted, Chat still remembers the invitation status for that contact for another 24 hours. So if you restore a deleted contact within 24 hours, it will be fully restored in Chat. But if you restore a deleted contact after 24 hours, you'll need to re-invite that person to your Chat list.

Contacts Quota

Because problems can occur when you have an extremely large number of contacts in your Google Account, we've implemented some quota restrictions:

The maximum number of contacts you can have is 25,000.

The total storage limit for all your contacts is 20 MB. Contact photos do not count towards this limit.

Each contact entry can be up to 128 KB.

Each contact entry can have up to 500 fields.

Each field can have up to 1,024 characters (except for the "Notes" field).

If you take an action that would put you beyond this limit, we'll show you an error message.

One common reason for having a large number of contacts is having many duplicate entries. We recommend merging your duplicate contacts to make room for new additions.

You can also back up your existing contacts by exporting to a CSV file.

Merge Contacts:

Open Contacts Preview.

On the left-hand menu, click **Find duplicates**.

Merge contacts.

To merge one-by-one, click the gray **Merge** button at the top of each duplicate.

To merge all the duplicates, click the blue **Merge all** button at the top right of the page.

Assign a Google Picture to a contact:

Find your contact by browsing your list, or by search; then, click their name.

Click on **Edit** and **Add a photo** in the photo area next to your contact's name.

In the pop-up window that appears, upload a photo from your computer or choose a photo you've already uploaded using the options on the left.

If you'd like to crop your photo, click and drag on any corner of the selection box to shrink or enlarge it.

Click **Select**. Don't worry - any changes you've made won't affect your original file. They'll only appear in Gmail.

Create Contact Groups: - Works best with old version

With contact groups you can easily organize your contacts, making it easier to email a specific set of people. For example, if you created a contact group called "Soccer club", you could just send a message to that group, rather than sending out an email to 50 different people. Never leave somebody off an email again!

To create a contact group:

Select contacts that you want to add to a group, click the **Groups** button. , then **Create new**.

Enter the name of the group.

Click **OK**.

To add contacts to a contact group:

Select the contacts in the Contacts list.

Click the **Groups** button. 

Select the group you'd like to add the contact to, or select **Create new** to create a new group.

If you have multiple addresses saved for a contact, you can choose which address should belong to the contact group by opening the contact and clicking the small arrow next to the group you'd like to modify.

Manage Contact Groups:

Select the group you'd like to edit along the left side of the page.

Click **More** and select **Rename group**.

Enter the new name and click **OK**.

To add contacts to a contact group:

Click the **Groups** button .

Select the name of the groups you'd like to add these contacts to, or select **Create new** to create a new group.

To remove contacts from a contact group:

Select the contact in the Contacts list.

Click the **Groups** button .

Deselect the checkbox of any groups you'd like to remove these contacts from.

To delete a contact group:

Select the contact group from the groups list.

Select **Delete group** from the **More** drop-down menu at the top of the page.

Click **OK**.

This will delete the group but not the actual contacts themselves. Those will remain in your Contacts list.

Import Contacts by CSV

You can import your address books (from Outlook, Hotmail, Yahoo!, orkut, and other services) into Gmail. Importing your contacts isn't difficult. To get started, follow these steps:

1. First, you'll need to format your contacts as a CSV file -- often times, address books exported from other mail providers are already formatted as CSV files. You can also create your own CSV file.
2. Once you have a CSV file with all your contacts' information, import the file and transfer your contacts to Gmail. Note that you can only import up to 3000 contacts at a time. If you have more than 3000 contacts, you'll need to create multiple CSV files to upload.