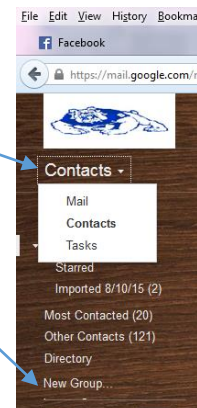


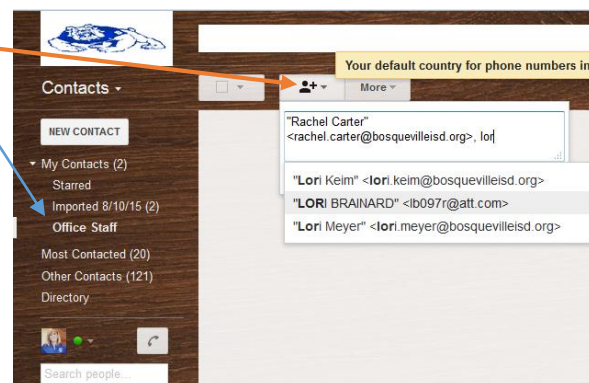
Creating Groups in Gmail

- 1) Go to Contacts in Your Gmail Account
- 2) Click on New Group on the left side of the screen
- 3) Enter a Group Name and click ok



To Add People to Your Group

- 1) Click on the name of the New Group in your menu on the left side – I named mine Office Staff
- 2) Click on the ADD People Icon at the top
- 3) You can type the first name or last name of the person you are wanting to add and a dialog box will pop up with a list of names.
- 4) Click the name and you can continue to add names as needed
- 5) When you have added all emails click ADD



If you are adding our global groups you will have to type out the groups (It might not populate for you)

- 1_all_high_school@bosquevilleisd.org
- 1_all_elementaryschool@bosquevilleisd.org
- 1_all_middleschool@bosquevilleisd.org
- bisd_admin@bosquevilleisd.org
- bisd_all_staff@bosquevilleisd.org