Create a Group in GMail

1. Open Gmail and select Contacts.
2. Click the Add a Group icon located in the upper left section. It has a picture of two people and a + sign.
3. Enter the name for the group.
4. On the next screen, click All Contacts and a list of all your contacts will open.
5. Put a check mark in the box next to the contacts you want to add to the group.
6. Click the Group button above "Contacts Selected".
7. In the drop down box, click the group name you just created. The Contacts are now added to that group.
8. To send the group an email, click Contacts and click the Group Name, select BCC so these names go as blind copies. Place your own name in the SEND To box so you also get a copy. Your copy will have the names of all but they will only see their name and your name.

Revised 4/24/2009 JMM