



# How to Create Email Groups

1. Go to [Contacts.google.com](https://contacts.google.com)
  - a. At this point if you are not logged into your district google account you will be prompted to do so.
2. On the left hand side of the page click "Create Label"
  - a. Name the Label
  - b. Click "OK"
3. Search for users using the search bar at the top of the page(you can also go through your "frequently contacted" and select users to add)
  - a. Select the user
  - b. Click the 3 vertical dots (Hamburger Menu)
  - c. In the menu that appears click change labels
  - d. On the bottom of the screen you will see when the action has been saved
  - e. Repeat for each user
4. Send an email to the label by going to [mail.google.com](https://mail.google.com)
  - a. Click on compose
  - b. Type the name of the label
  - c. Compose email
  - d. Send