



To get started, let's create new contacts and contact groups.

In this section, you learn how to:

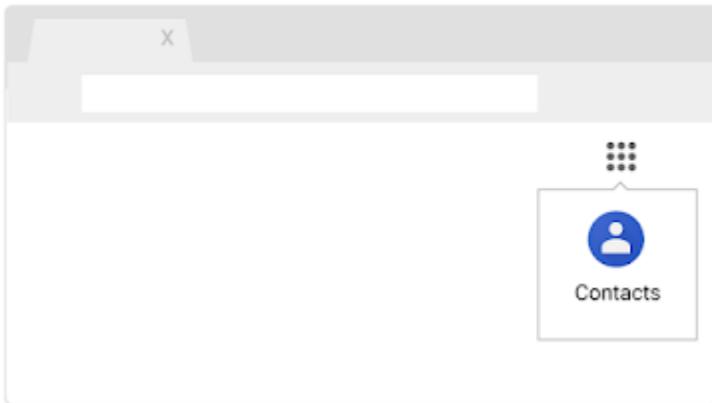
- 1.1 Access and view contacts
- 1.2 Add new contacts
- 1.3 Create group contacts

1.1 Access and view contacts

Access contacts:

1. To access your contacts and contact groups, choose an option:
 - In a Chrome Browser window, click the Apps Launcher  > **Contacts**.
 - In any browser window, go to contacts.google.com.
 - (Optional) Click a contact name to view their details, such as email address, phone number, or a directory profile.
2. (Optional) Click a contact name to view their details, such as email address, phone number, or a directory profile.

Note: Personal contacts appear in **Contacts**. If shared contacts are available for your domain, they appear on the left in **Directory**. If you send an email to someone who isn't in **Contacts**, they're automatically added to **Other contacts**. On the left, click **More** > **Other contacts** to see them.



1.2 Add new contacts

Add a new contact:

1. Open **Contacts** and click Add .
2. Enter the contact's name and add any contact information.

3. (Optional) If you want to add additional information such as a nickname or their mailing address, click **More** and fill in your details.

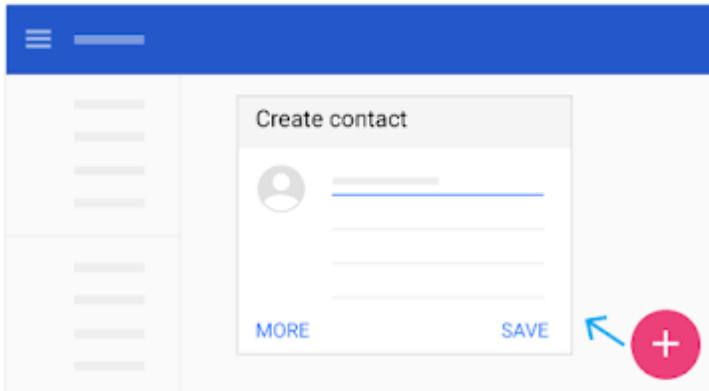
4. Click **Save**.

Add contacts from your organization's directory to your personal contacts:

1. On the left, click **Directory**.

2. Point to the contact and click Add to contacts +.

3. If you can't see the contact you need, enter your contact's name in the Contacts search box. Your contact should appear as you enter their details. Click the contact you're looking for, or press **Enter** to see a full page of search results. Select your contact and click Add to contacts +.



1.3 Create group contacts

Use labels to organize your contacts into contact groups:

1 Create a new contact group label:

1. On the left under **Labels**, click Create label +.
2. Enter a name and click **OK**.

2 Add contacts to a group label:

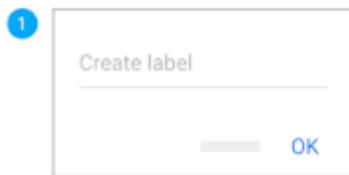
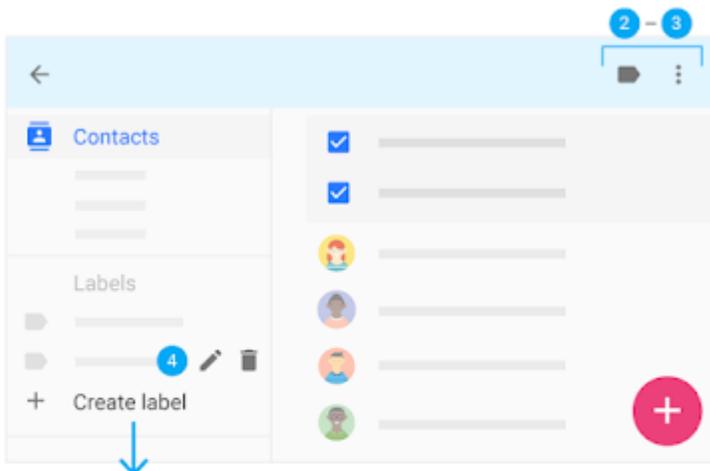
1. Check the box next to each contact name to select them.
2. In the top right, click **Manage labels** .
3. Choose the group or groups you want to add the contacts to. You'll see a checkmark appear next to the groups you choose.

3 Remove contacts from a group label:

1. On the left, click a group name.
2. Choose an option:
 - Check the box next to the contact and in the top right, click **Manage labels**  and click the group name to remove a contact.
 - Next to the contact, click More  and click the group name to remove a contact.

4 Rename or delete a contact group label:

1. On the left under **Labels**, find the group you want to rename or delete.
2. If you want to rename the contact group, point to the group and click Rename label . Enter a new name and click **OK**.
3. If you want to delete a contact group, point to the group and click Delete .





After you set up your contacts, start sending email to individual contacts or contact groups.

In this section, you learn how to:

- [2.1 Email from Contacts](#)
- [2.2 Email from Gmail](#)

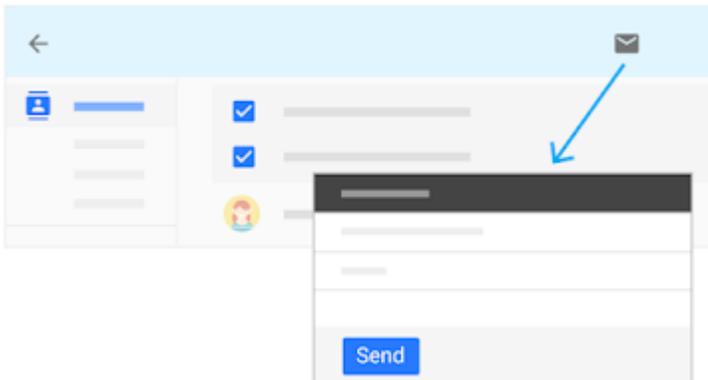
2.1 Email from Contacts

Email a contact from Contacts:

1. Select a contact and at the top, click Email .
2. Compose a message and click **Send**.

Email a contact group from Contacts:

1. On the left, select a contact group and check the box next to a contact to select them.
2. To select all the contacts in the group, check the **Select all** box at the top.
3. Click Email  and compose a message.
4. Click **Send**.

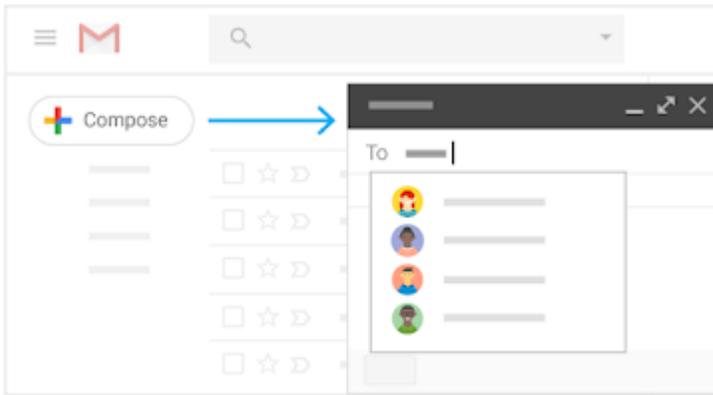


2.2 Email from Gmail

Email a contact or contact group from Gmail:

1. In [Gmail](#), click **Compose**.
2. In the **To** field, start typing the address of the person or contact group. A list of matching addresses appears as you type.
3. Click the address you want. For contact groups, each group member is added to the **To** list. If you don't want to send the message to everyone in the contact group, click **Remove**  next to their name.

Note: To see a group mailing list address in the auto-complete list, you might have to send a mail to the list once.





Now that you know how to work with your contacts and contact groups, keep them organized to work faster.

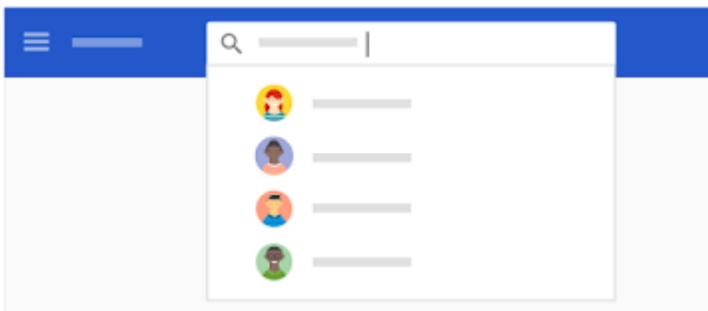
In this section, you learn how to:

- 3.1 Search for contacts
- 3.2 Merge duplicate contacts
- 3.3 Update contact details
- 3.4 Delete or restore contacts and groups

3.1 Search for contacts

Search for a contact:

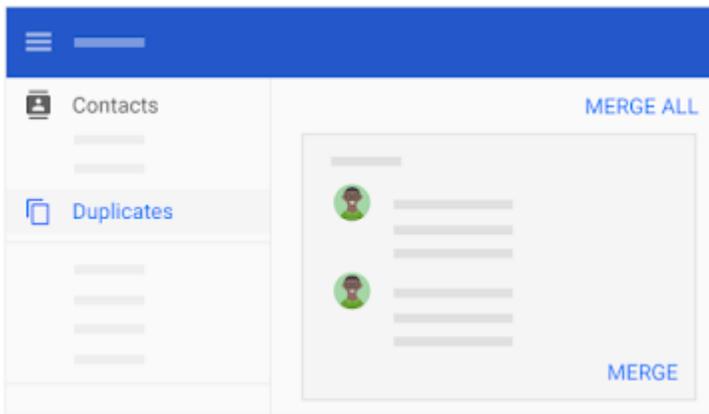
1. In the Contacts search box, enter a name, email address, or any other contact details. You'll see matching results as you enter text.
2. Click the contact you're looking for or press **Enter** to see a full page of search results.



3.2 Merge duplicate contacts

Merge details for duplicate contacts:

1. On the left, click Duplicates .
2. Choose an option:
 - To merge one contact at a time, at the bottom right of each duplicate, click **Merge**.
 - To merge all duplicates at once, at the top right, click **Merge all**.
3. (Optional) To manually merge contacts in your list:
 - a. On the left, click **Contacts**.
 - b. Check the box next to the contacts you want to merge.
 - c. At the top right, click Merge .



3.3 Update contact details

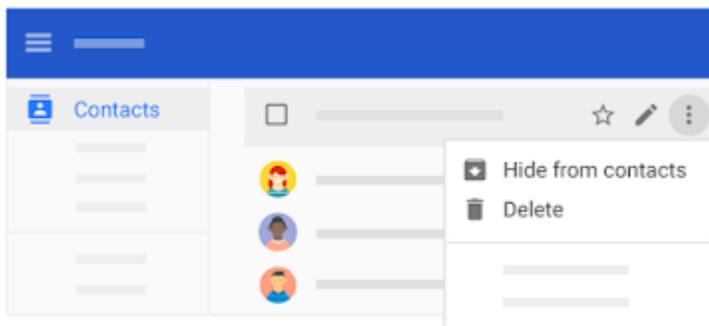
You can view and instantly edit details for a contact by pointing to the contact.

Update contact details:

To star a contact, click Star ☆.

To edit contact details, click Edit ✎.

To hide or delete a contact, click More ⋮ > Hide from contacts 🗑️ or Delete 🗑️.



3.4 Delete or restore contacts and groups

- 1 Delete a contact: On the left, click **Contacts**. Point to the contact and click More ⋮ > Delete 🗑️.
- 2 Delete a contact group: On the left, click **Contacts**. Point to the contact and click More ⋮ > Delete 🗑️.
- 3 Restore contacts:
 1. On the left under **Labels**, click More ⋮ > **Undo changes**.
 2. Choose a time to go back to and click **Confirm**.

