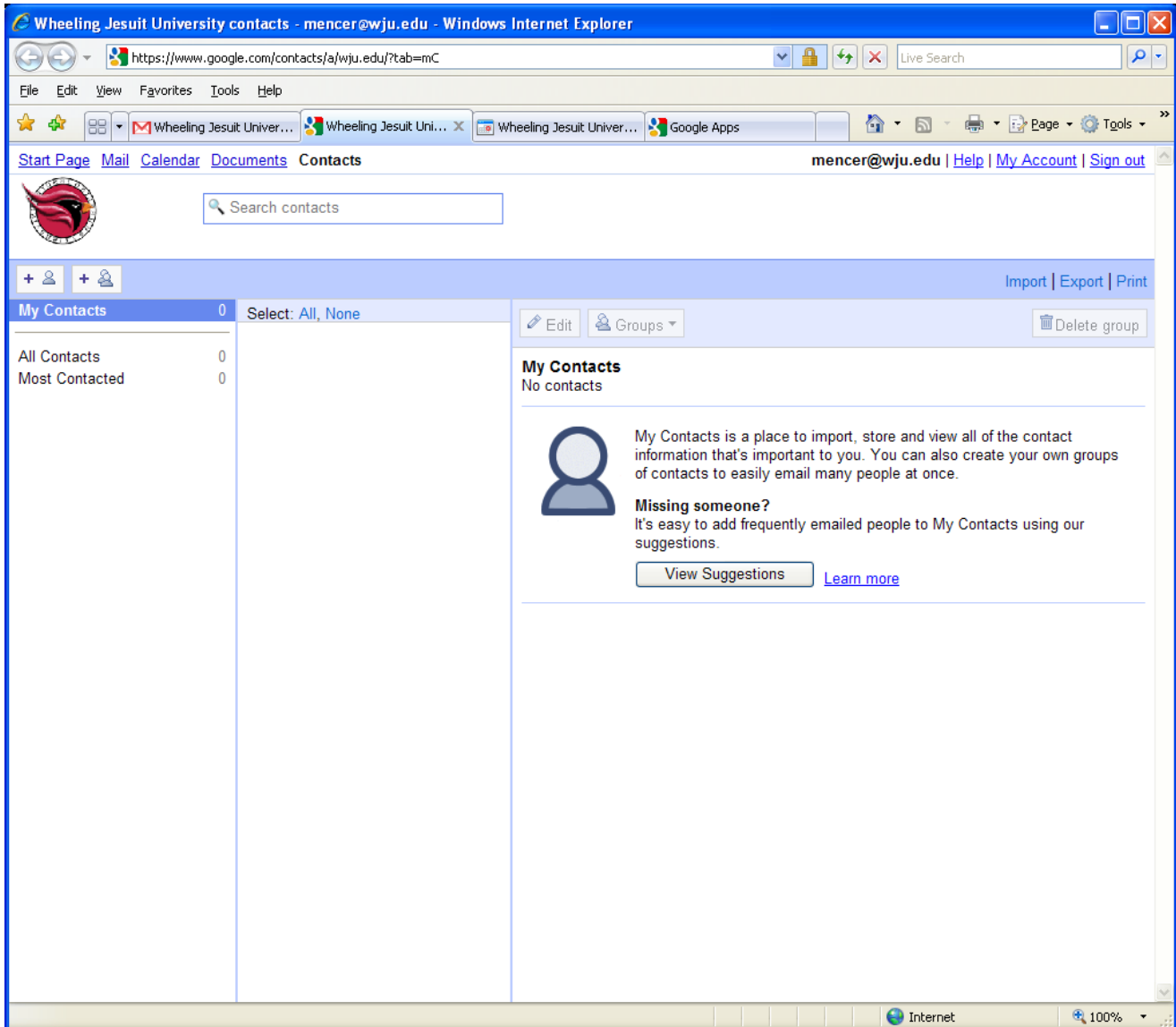


# Google Apps: Introduction to Contacts

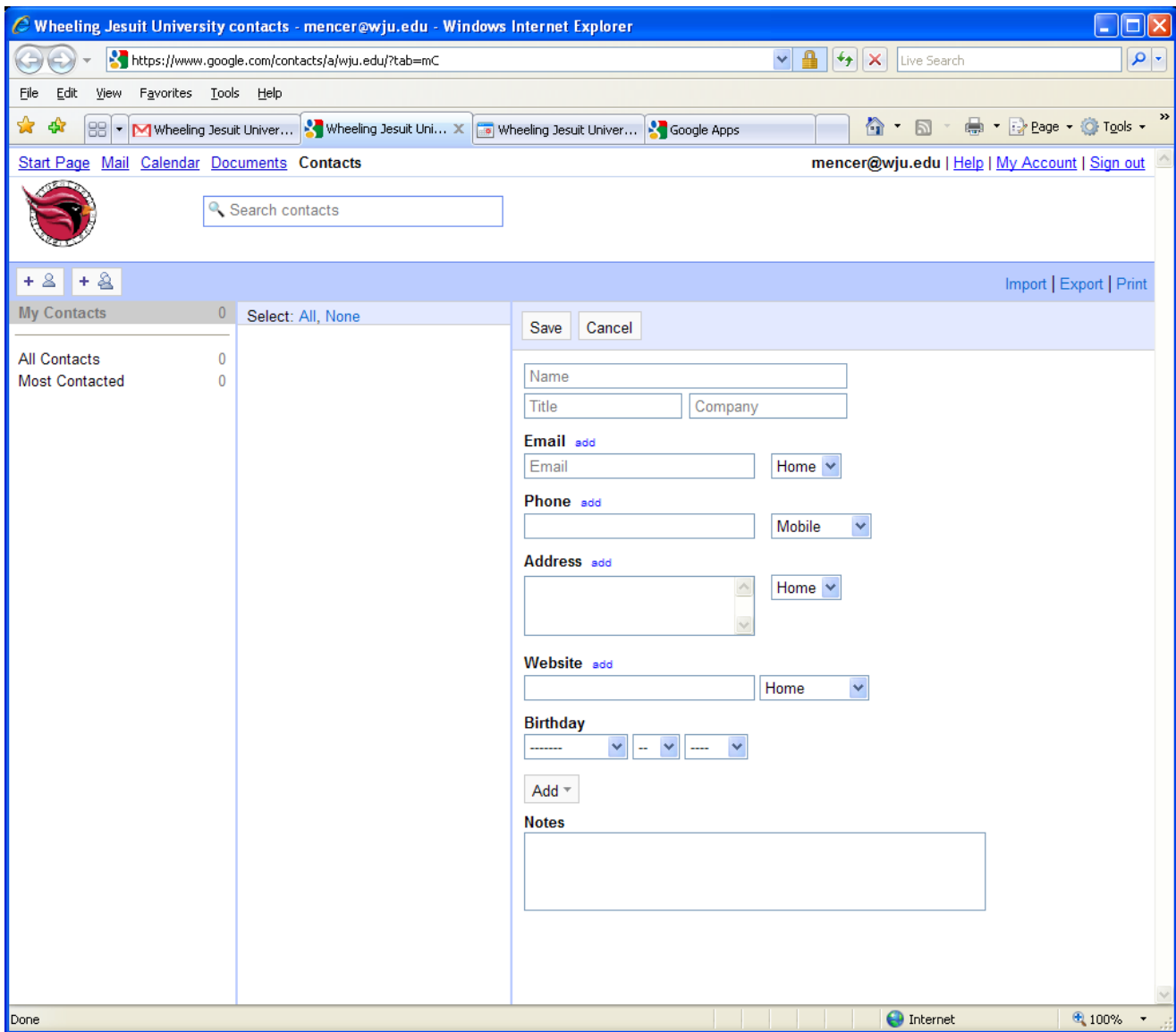


Add Contact

Add Group

Import

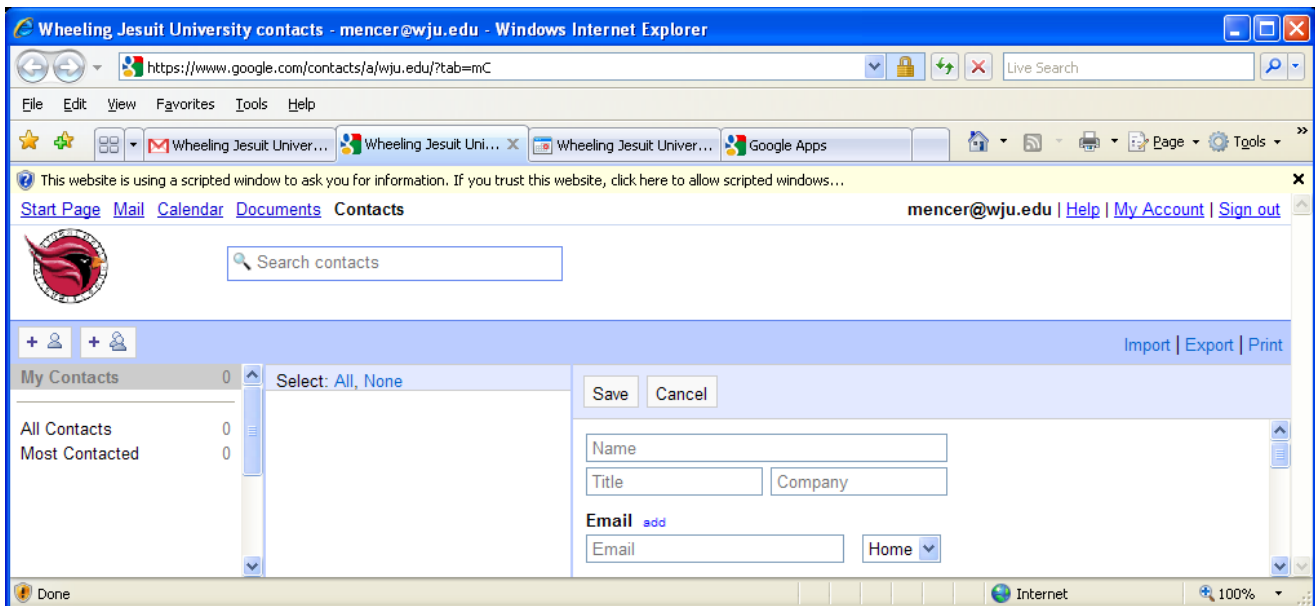
Export



Enter the contact's Name and Email address.

You can enter additional Email, Phone, and Addresses; as well as a note for Home, Work, Mobile, etc.

Be sure to click Save when complete.



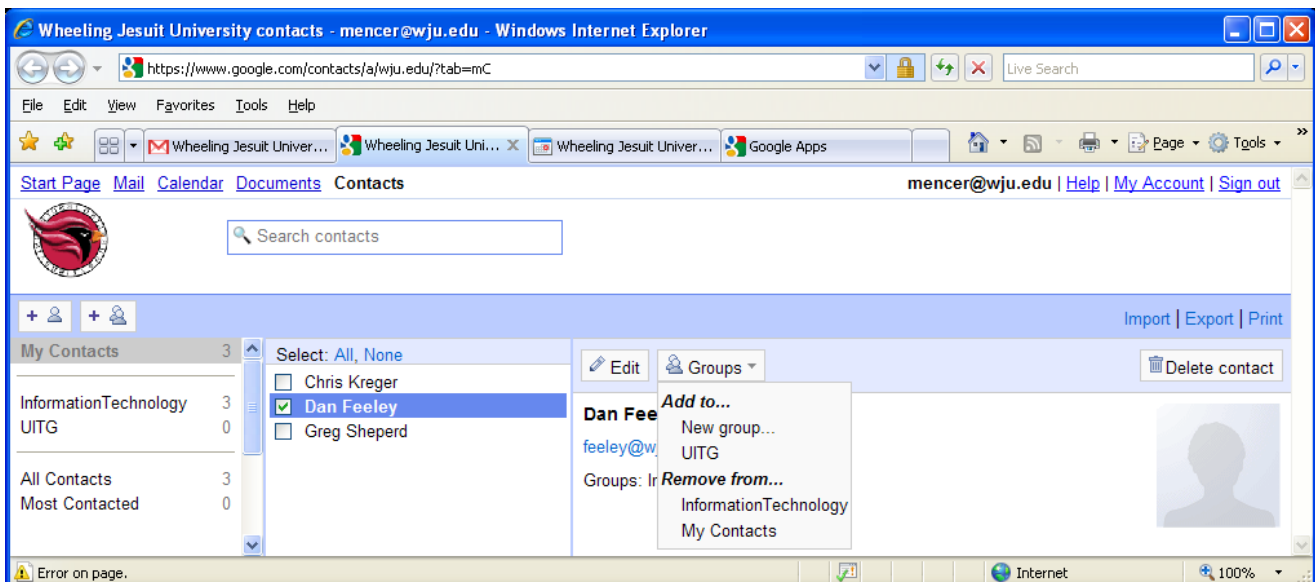
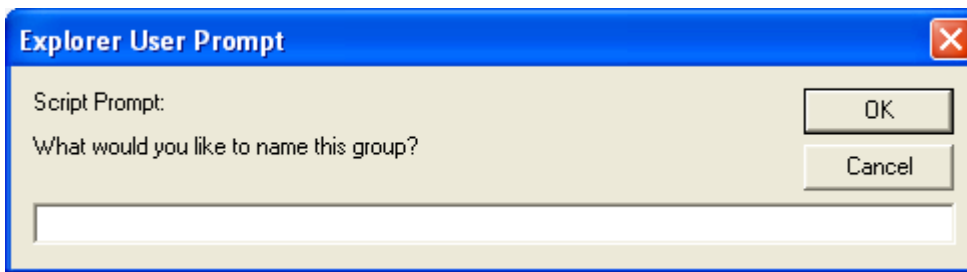
Click on the “Add Group” button.

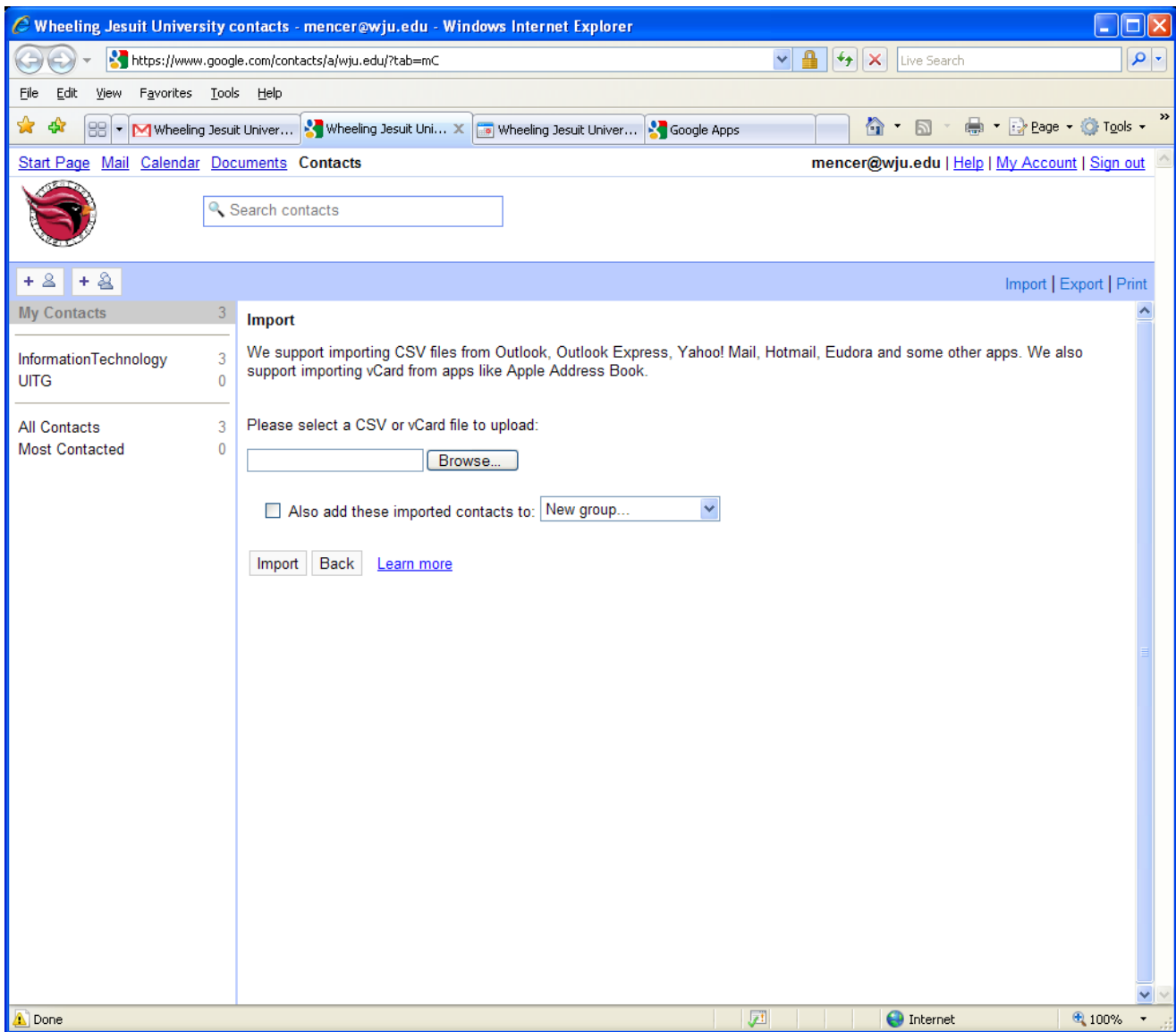
Notice the Security Warning across the top of the page; just below the tabs.

In Internet Explorer, you may receive a notice about “Scripted Windows” needing to be allowed.

Click on the Security Warning bar, and select “Temporarily allow scripted windows”.

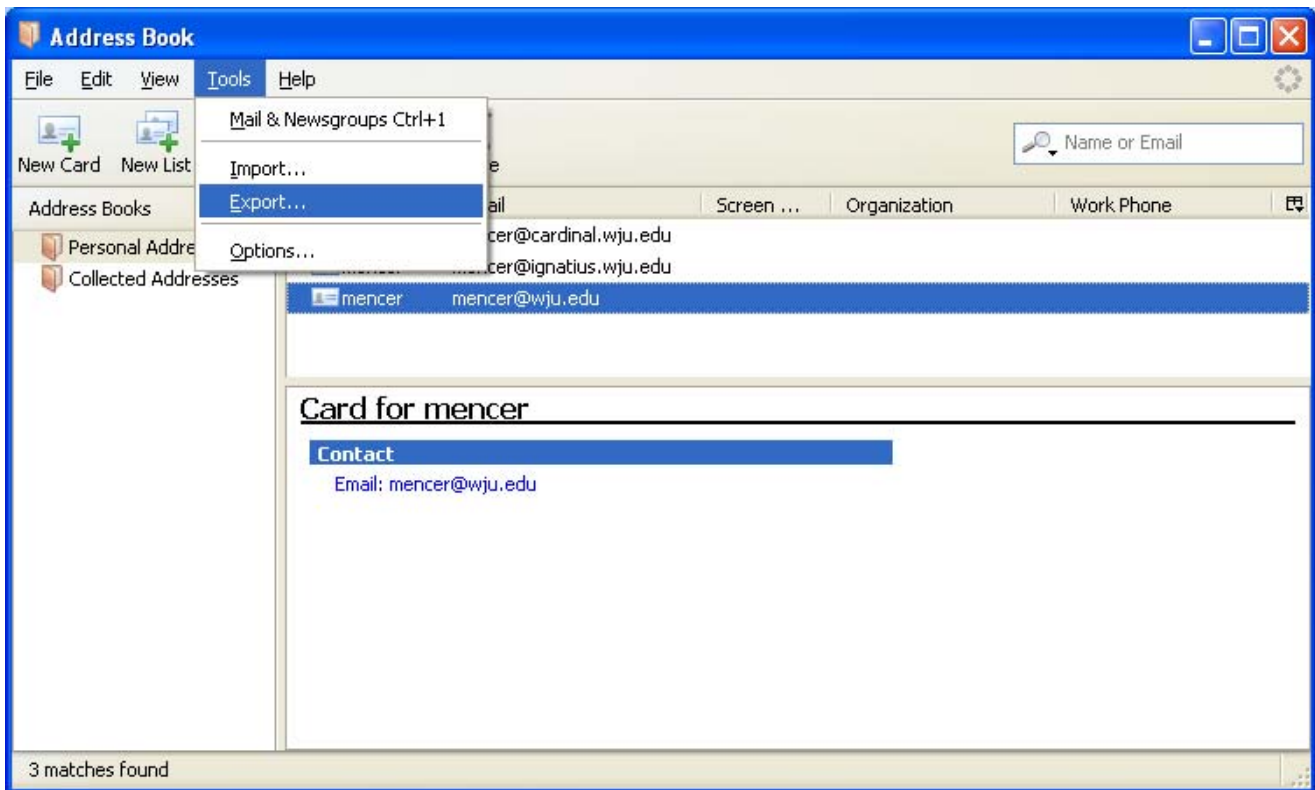
Click on the “Add Group” button again.





Click the “Browse” button to select the appropriate CSV file with your addresses.

If you like, you can create a new group and add all the addresses in the CSV file to that new group, by checking the box on the screen.



Click on the Tools menu and select the Export option.

Change the “Save as Type” drop down menu to “Comma Separated”.

Select a folder to save the file in.

Enter a File name; make sure the file name ends in “.csv”.

Click Save.

