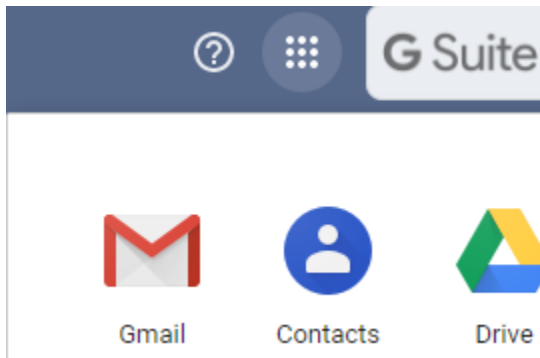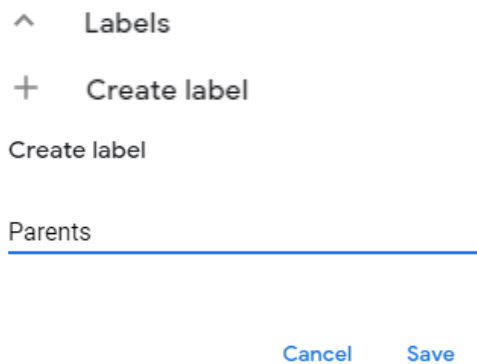# How to create contact groups in Gmail
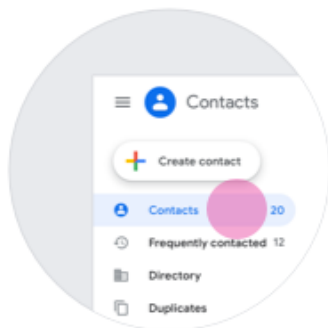
1. In the upper right of the Google Chrome window click the Google Apps icon (3 x 3 dots) and choose Contacts
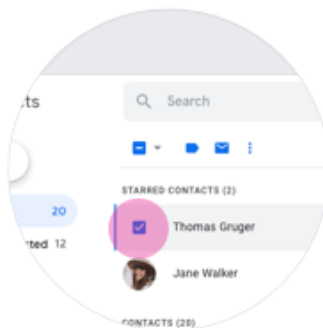

2. If the person is not already on you're My Contacts list on the left, you will want to add them
   a. Click the New Contact button
   b. Type in the person's first and last name
   c. Enter their email address

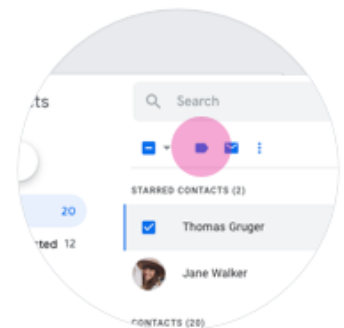3. Under Labels on the left click Create label and give it a good name

4. The last step is to locate a contact you want to be in the contact group and add them as shown below

1. Go to your contacts list

2. Select contacts to label

3. In the toolbar, choose the "Manage labels" icon