

## Creating a Contact Group in Google

Open your Outlook mail where you have your group saved. Start an email by entering the contact group's name. Click the small + sign to the left of the group name. Click OK to expand the list.



Click anywhere inside the To: field. Press Ctrl+A to select All, then Ctrl+C to copy. All of the contacts in your group are now copied to your clipboard.

In Google Chrome, go to <http://contacts.google.com>

On the left side near the bottom, click **New Group**.

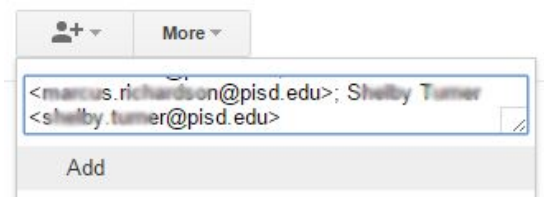
Give your Group a name (such as Matthews Staff or English Department) and click OK.

Your new group now appears near the top left of the screen, under **My Contacts**. Click your new group name to open it. You will see the message "There are no contacts in this group."



At the top, click the little person with the plus sign.

Click inside the little box that appears and press Ctrl + V to paste all the names from the Outlook group (even though the box looks small, you can plop them all in there). Click Add.



Now when you share your document, you can start typing the name of the Contact Group, select it, then share the doc as you normally would.

