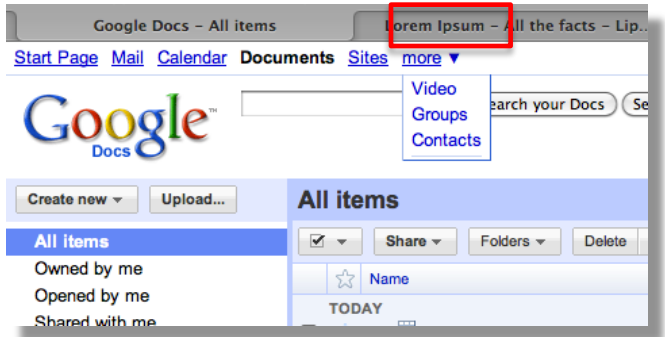


Creating Contacts in Google Docs

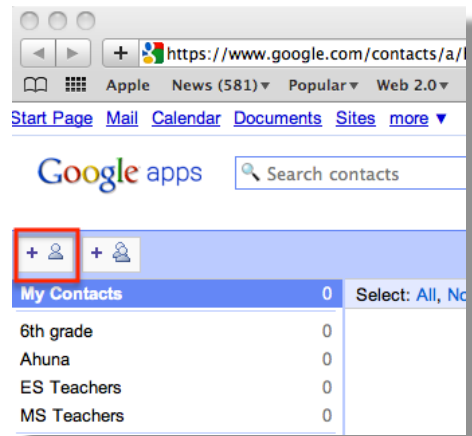
Adding a Single Contact

From your Google Docs Home Page:

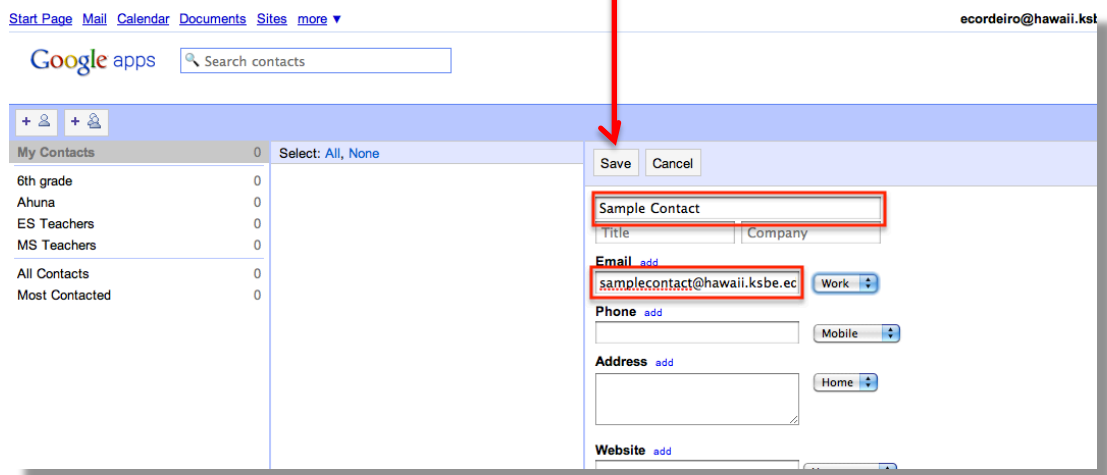
1. Click on **Contacts** in the upper left.



2. From your contacts page, click on the button in the upper left with the single person and a "plus" sign.



3. Fill out the name field and email field, and then choose Save.



4. You should now see your new contact in your contacts list.

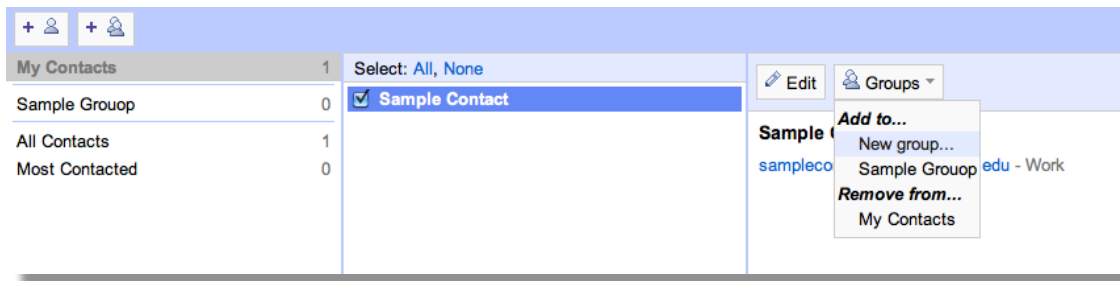
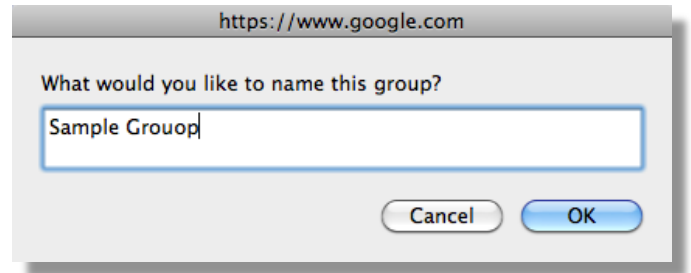


Creating a Group

1. Click on **Contacts** in the upper left.
2. Click on the button with two people and the plus sign



3. Type in the name of the group and choose, **OK**
4. To add contacts to your group, select the contacts and click, **Groups > Add to... name of group**



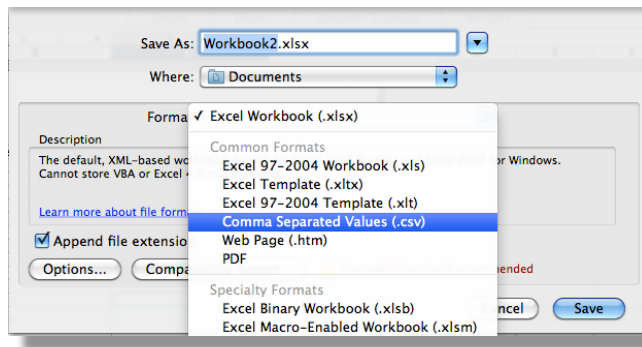
5. The contacts you selected will now be in your group folder.

Creating Multiple Contacts

Google docs allows you to upload multiple contacts from csv. Files. Create a contacts list in excel and name your columns, email address, firstname, lastname, and then fill out the columns with the appropriate information. See example below:

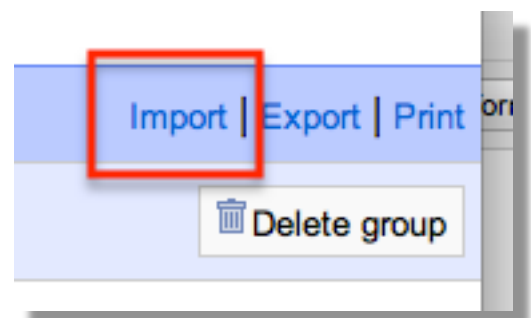
email	firstname	lastname
student1@hawaii.ksbe.edu	John	Sample
student2@hawaii.ksbe.edu	Sara	Sample
student3@hawaii.ksbe.edu	Kimo	Sample
student4@hawaii.ksbe.edu	Malia	Sample

From Excel, choose **file** > **save as** and choose Comma Separated Values (.csv)) and click **Save**

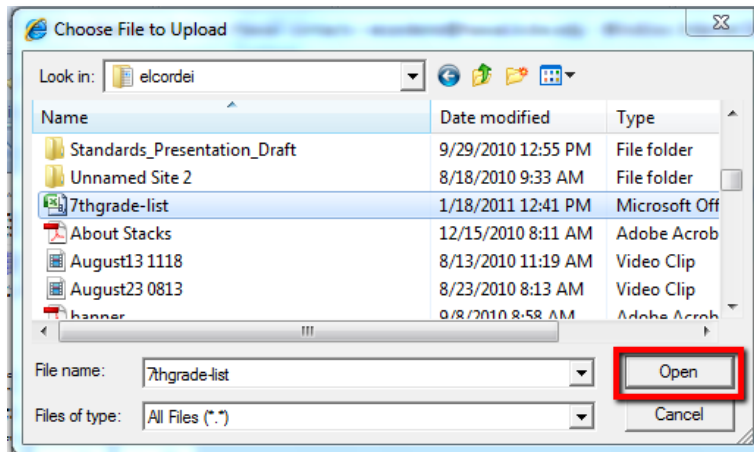


From your Google Docs Homepage,

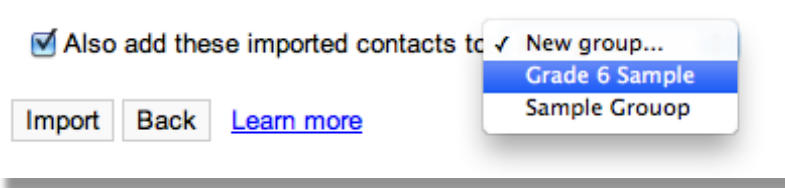
1. Click on **Contacts** in the upper left.
2. If you haven't already, create a group to organize your contacts. For example, "6th Grade Students"
3. In the upper right, click on **Import**.



4. Click on **Browse**, and then select the csv file with your contact information and click Open.



5. Select the group you want to add the new contacts to and the click on **Import**



6. Notice you can view all your contacts and your contacts by group

