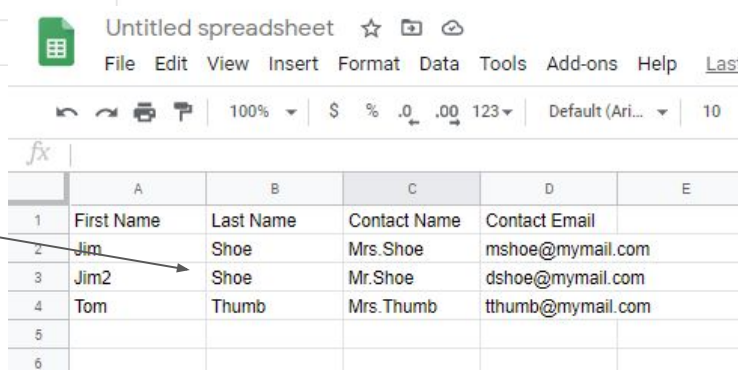


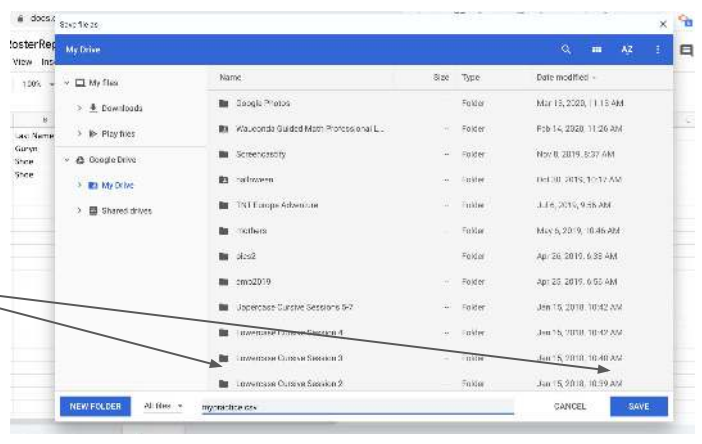
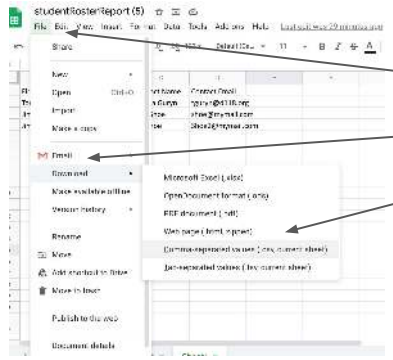
1. Open up Google Sheets and type in these headings

	A	B	C	D
1	First Name	Last Name	Contact Name	Contact Email
2				
3				

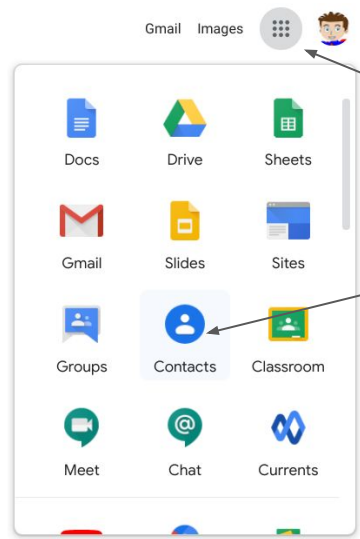


2. Type in student information. If a student has more than one contact, use a number to show that.

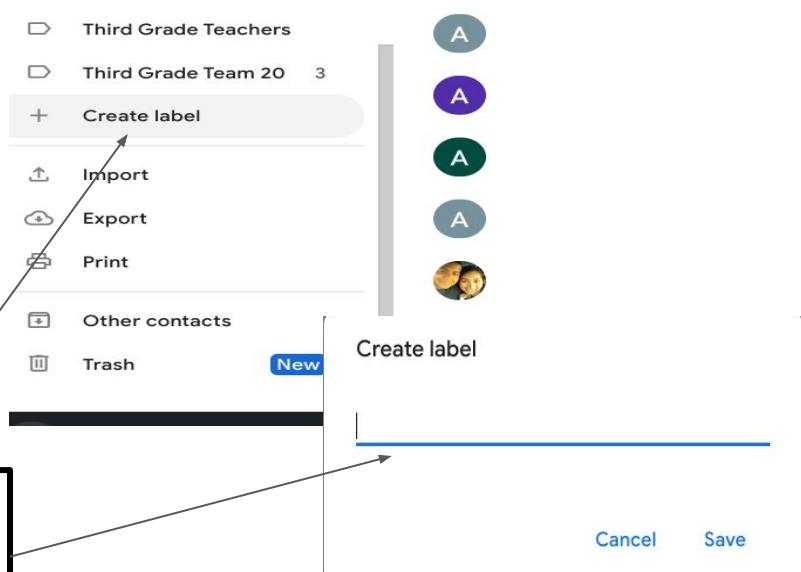
3. Go to File-Download-Comma separated values-.csv



4. Rename and Save



5. Click on Waffle and Open up Contacts

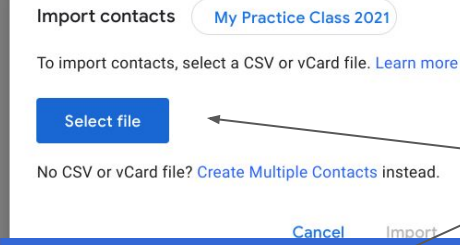


6. Go to the left and scroll down to Create label

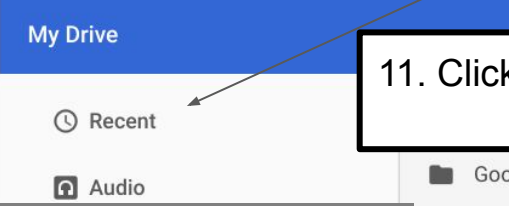
7. Name your label- this is what you will start typing when you are composing an email. I named mine **My Practice Class 21**

8. Go to the left again and scroll down to Import

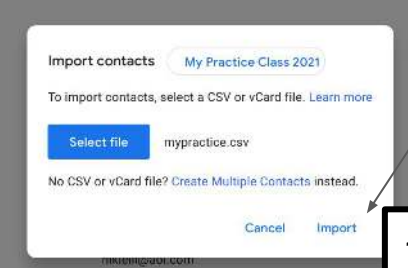
9. Click here to select the label you just made



10. Click on Select file and then click Recent

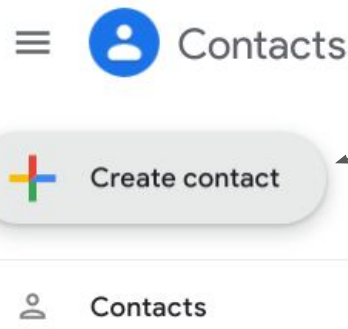


11. Click on the file and Open



12. Click Import

13. Your whole class is now in a group



14. To put a new contact into the group go to create contact

15. Fill in information and select your label



16. Now when you go to compose an email, just start typing and your group will come up. If you click on Bcc first, and then add your list people will not see other's email addresses.

