How to Create Mailing Lists in Google Contacts

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This tech note provides instructions for creating a group mailing list in the Google Contacts app. You will be creating a folder and naming it. Google Contacts calls this folder a *label*. You will then add contacts to this folder by dragging them into it from the list of contacts. You can put a contact in more than one folder.

Create the List Folder (Label)

You can create as many list folders as you want. These folders (called *labels* by Google) will contain the contacts to be included in a group mailing.

1. Log into your Google account.
2. Click the 9-dot matrix icon next to your name at the top. This opens a window that allows you to select one of the Google apps.
3. Select *Contacts*.
4. Click *Create label*. This will be the group list name.
5. *Click and drag* the names of contacts into the new label folder. You can also select an individual contact, click *more actions*, select the name of the group from the list.

Test the Group

Create an email message and use the group name to enter all the addresses in the group. Be sure to use Bcc so that each recipient will only see their own address. This is not only a courteous thing to do, but it reduces the chance of having email addresses harvested by spammers.

1. Open Gmail.
2. Create a new message (*compose*).
3. Enter a group name in the *Bcc* field. When sending to a group you should always use *Bcc* rather than *To* or *Cc*. All the email addresses in the group will appear in the Bcc field.
4. Add a subject and your message.
5. Click *Send*.

Export Your Contacts From iCloud

This tells how to export contacts from an iCloud account so that they can be imported into Google Contacts.

1. Open iCloud account in web browser.
2. Select *Contacts*.
3. Select all contacts (CTL+A).
4. Open *Settings* (the small gear on the bottom left).
5. Select *Export vCard*.
6. Save this vCard file on your computer desktop.

Import Your Contacts into the Google Contacts App

1. Log into your Google account.
2. Click the 9-dot matrix icon next to your name at the top. This opens a window that allows you to select one of the Google apps.
3. Select *Contacts*.
4. Click *More* in the sidebar, if needed, to reveal the *Import* option.
5. Click *Import*.
6. Click *Select File*.
7. Find the vCard file that you saved.
8. Click *Open*.
9. Your contacts will be added along with any group assignments contained in the original list.