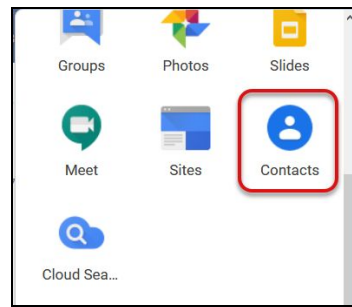


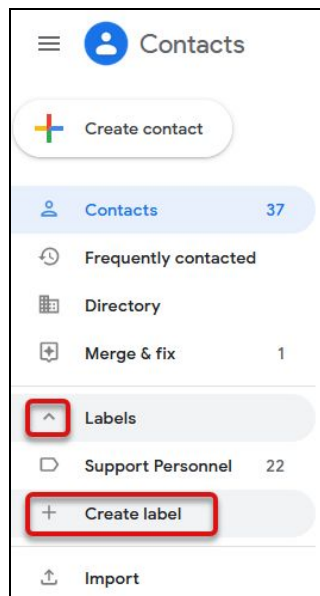
Create a contact list in Bard Gmail

You may want to create a contact list for your department or your students (**Note** that this is **NOT** the same as creating a Google Group) in order to quickly email or invite groups of people to a meeting.

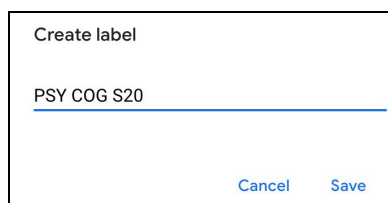
1. Go to contacts.google.com (or if you are already logged in to Google/G Suite, click on the **Google Apps (nine box) icon** in the upper right hand corner of the page). Log in with your bard.edu account, if you haven't done so already.
Click on the **Contacts App icon**. If you don't see the Contacts icon, scroll down in the Apps window. (Click the three lines icon next to the Google Contacts icon in the upper left hand part of the window if you don't see the left panel.)



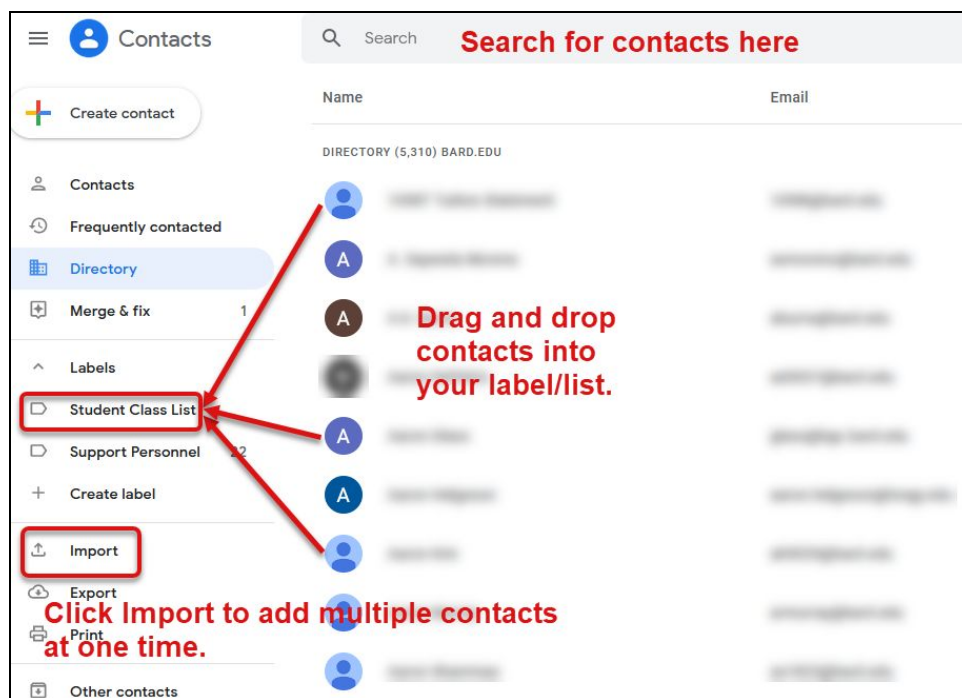
2. In the **Contacts app**, in the left hand panel, click the down arrow to the left of the word Labels, then click **Create label**.



3. In the **Create label box** enter a name for your list. Try to keep it short. like: *PSY COG S20*. Click **Save**.

A screenshot of the "Create label" dialog box. The text "PSY COG S20" is entered in the input field. The "Save" button is highlighted with a red square.

4. In the panel on the left again, click on the **Directory** and you will see all the faculty, staff and students from the Bard directory. Drag the contacts in this area to the label you just created on the left. You can also search for them using the search bar on top to get to the contacts faster. You may see results for your students here that include their personal email addresses.
 - a. Consider only using their *bard.edu* email addresses, so that they will be encouraged to join any invitation you send with the account that will give them the most access to G Suite functionality.
 - b. If you have a list of all the emails you want to add to your label/list, click on **Import** in the left hand panel and follow the directions there.



5. **Now that you have created a contact group for your class or program, you can use that single contact address** to invite them all to a Google Meet meeting or use it to write the entire class without having to enter all of their email addresses again:

