

# G Suite Learning Center

English

Get started with Contacts

## What can you do with Contacts?

Organize, review, and merge your contacts. Create personal mailing lists. Quickly send messages to groups of people you contact the most, without entering their addresses individually. With Google Contacts preview, it's easy to keep all your contact information in one place and reach several people at once.

### What you need:

 G Suite account

 10 minutes

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1

## Create contacts and contact groups

To get started, let's create new contacts and contact groups.

In this section, you learn how to:

[1.1 Access and view contacts](#)

[1.2 Add new contacts](#)

[1.3 Create group contacts](#)

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1.1

### Access and view contacts

#### In Contacts preview

##### Access contacts:

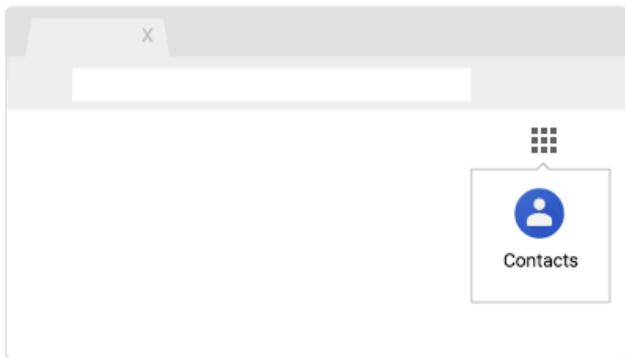
To access your contacts and contact groups, choose an option:

- In a Chrome Browser window, click the Apps Launcher  > **Contacts**.
- In any browser window, go to [contacts.google.com](https://contacts.google.com).

##### View a contact:

Click a contact name to view their details, such as email address, phone number, or a directory profile.

**Note:** Personal contacts appear in **Contacts**. If shared contacts are available for your domain, they appear on the left in **Directory**. If you send an email to someone who isn't in **Contacts**, they're automatically added to **Other contacts**. On the left, click **More > Other contacts** to see them.



## In old Contacts

### Access contacts:

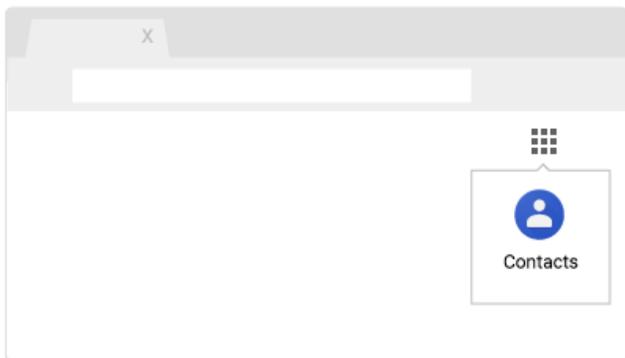
To access your contacts and contact groups, choose an option:

- In a Chrome Browser window, click the Apps Launcher  > **Contacts**.
- In any browser window, go to [contacts.google.com](https://contacts.google.com).

### View a contact:

Click a contact name to view their details, such as email address, phone number, or a directory profile..

**Note:** Personal contacts appear in **My Contacts**. Global contacts in your domain appear in the **Directory** group. (Global contacts only appear if your admin has enabled shared contacts for your domain.) If you send an email to someone who doesn't already exist in **My Contacts**, they're automatically added to **Other Contacts**.



1.2

## Add new contacts

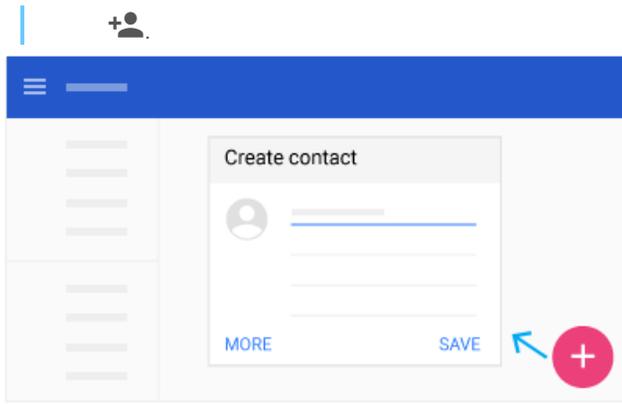
### In Contacts preview

#### Add a new contact:

1. Open [Contacts](#) and click Add .
2. Enter the contact's name and add any contact information.
3. (Optional) If you want to add additional information such as a nickname or their mailing address, click **More** and fill in your details.
4. Click **Save**.

#### Add contacts from your organization's Directory to your personal contacts:

1. On the left, click **Directory**.
2. Point to the contact and click Add to contacts .
3. If you can't see the contact you need, enter your contact's name in the Contacts search box. Your contact should appear as you enter their details. Click the contact you're looking for, or press **Enter** to see a full page of search results. Select your contact and click Add to contacts



## In old Contacts

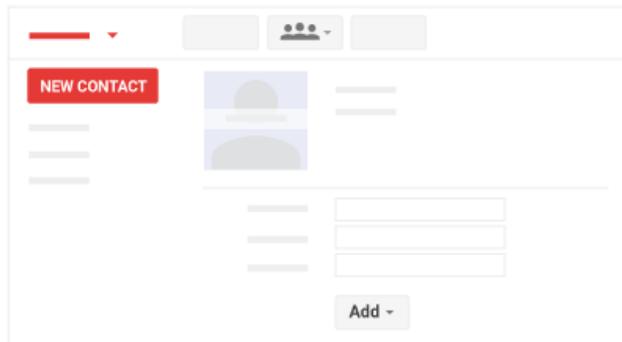
### Add a new contact:

1. Click **NEW CONTACT**.
2. Enter your contact's information.
3. (Optional) For additional fields, click **Add**.

The new contact saves automatically. Initially, the contact appears in **My Contacts**.

### Move a contact to another group:

1. Select the contact.
2. Click Groups.
3. Check the box of the group you want to move the contact to.
4. Click **Apply**.



1.3

## Create group contacts

### In Contacts preview

Use labels to organize your contacts into contact groups.

#### Create a new contact group label:

1. On the left under **Labels**, click Create label **+**.
2. Enter a name and click **OK**.

#### Add contacts to a group label:

1. Check the box next to each contact name to select them.
2. In the top right, click Manage labels **▾**.

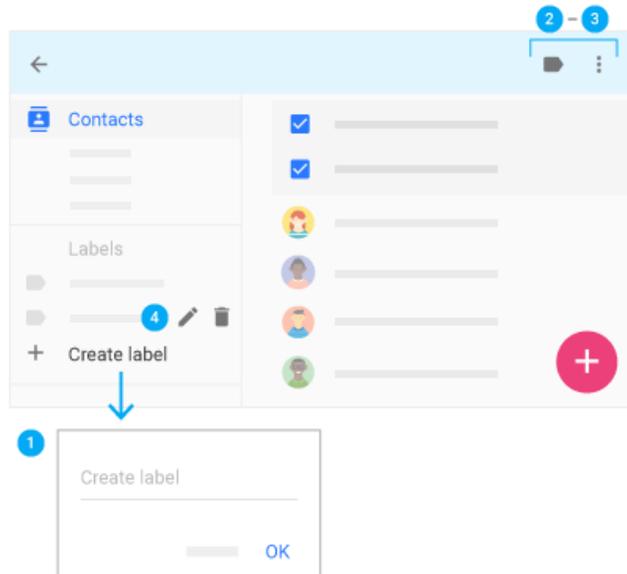
3. Choose the group or groups you want to add the contacts to. You'll see a checkmark appear next to the groups you choose.

#### Remove contacts from a group label:

1. On the left, click a group name.
2. Choose an option:
  - Check the box next to the contact and in the top right, click Manage labels  and click the group name to remove a contact.
  - Next to the contact, click More  and click the group name to remove a contact.

#### Rename or delete a contact group label:

1. On the left under **Labels**, find the group you want to rename or delete.
2. If you want to rename the contact group, point to the group and click Rename label . Enter a new name and click **OK**.
3. If you want to delete a contact group, point to the group and click Delete .



## In old Contacts

#### Create a new contact group:

Click **New Group**.

Enter a contact group name and click .

The new contact group appears under **My Contacts**. Click the **My Contacts** arrow to expand **My Contacts**.

#### Add contacts to a contact group:

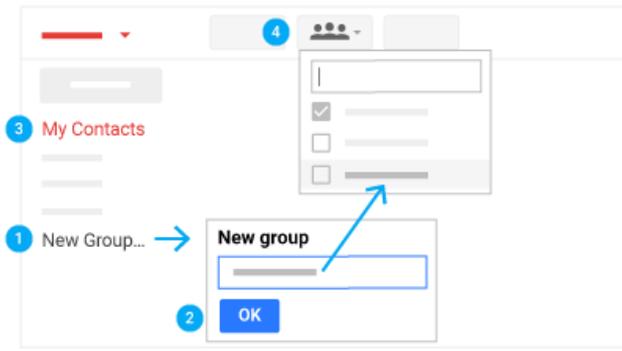
In **My Contacts**, select the contacts you want to add to the contact group.

Click Groups  and do one of the following:

- Select the contact group you want to add the contacts to and click **Apply**.
- Select **Create new** to create a new contact group, enter a name, and click .

#### Add a global contact to your personal contacts:

1. Select a contact in your **Directory** group.
2. Click .



2

## Email contacts and contact groups

After you set up your contacts, start sending email to individual contacts or contact groups.

In this section, you learn how to:

[2.1 Email from Contacts](#)

[2.2 Email from Gmail](#)

2.1

### Email from Contacts

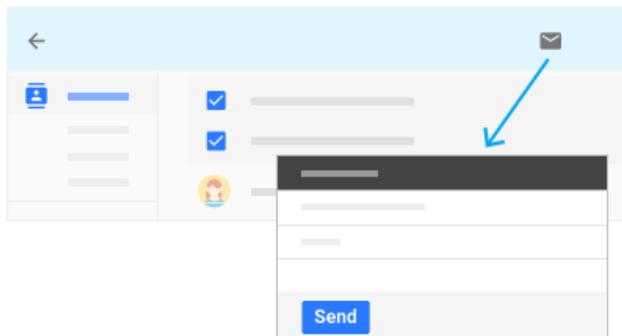
#### In Contacts preview

##### Email a contact from Contacts:

1. Select a contact and at the top, click Email .
2. Compose a message and click .

##### Email a contact group from Contacts:

1. On the left, select a contact group and check the box next to a contact to select them..
2. To select all the contacts in the group, check the **Select all** box at the top.
3. Click Email  and compose a message.
4. Click .



#### In old Contacts

##### Email a contact from Contacts:

1. In **My Contacts**, select the contact you want to email.
2. Click Email  and compose a message.

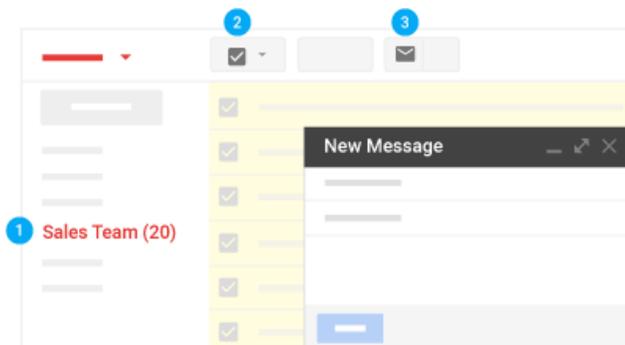
3. Click .

### Email a contact group from Contacts:

Select the contact group under **My Contacts**.

Check the box at the top of the contact group's member list to quickly select everyone in the contact group. Or, select specific members by checking their names individually.

Click Email  to compose a message to everyone you selected.



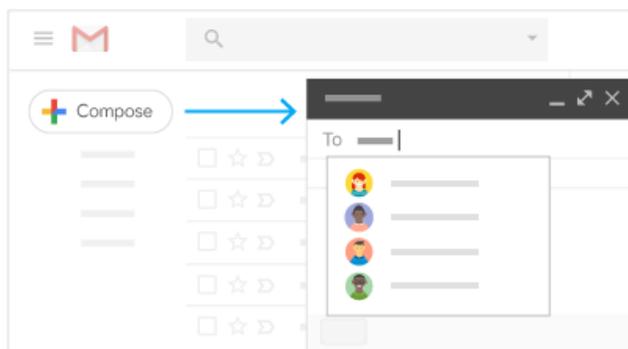
2.2

## Email from Gmail

### Email a contact or contact group from Gmail:

1. In [Gmail](#), click **Compose**.
2. In the **To** field, start typing the address of the person or contact group. A list of matching addresses appears as you type.
3. Click the address you want. For contact groups, each group member is added to the **To** list. If you don't want to send the message to everyone in the contact group, click Remove  next to their name.

**Note:** To see a group mailing list address in the auto-complete list, you might have to send a mail to the list once.



3

## Organize contacts

Now that you know how to work with your contacts and contact groups, keep them organized to work faster.

In this section, you learn how to:

- [3.1 Search for contacts](#)
- [3.2 Merge duplicate contacts](#)
- [3.3 Update contact details](#)
- [3.4 Delete or restore contacts and groups](#)

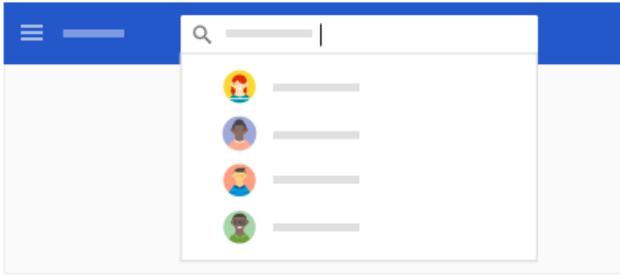
3.1

### Search for contacts

## In Contacts preview

### Search for a contact:

1. In the Contacts search box, enter a name, email address, or any other contact details. You'll see matching results as you enter text.
2. Click the contact you're looking for or press **Enter** to see a full page of search results.



## In old Contacts

### Search for a contact:

1. In the search box, enter a name, email address, or any other contact details. You'll see matching results as you type.
2. Click the contact you're looking for.



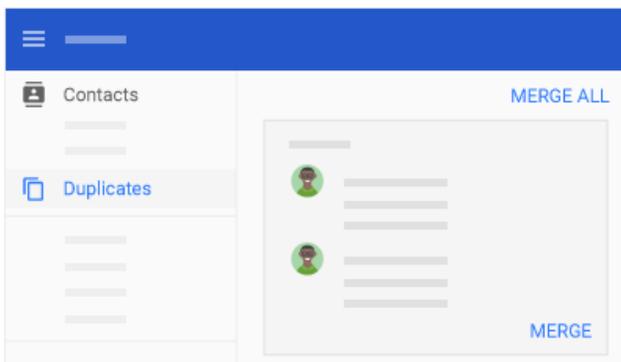
3.2

## Merge duplicate contacts

### In Contacts preview

#### Merge details for duplicate contacts:

1. On the left, click Duplicates .
2. Choose an option:
  - To merge one contact at a time, at the bottom right of each duplicate, click **Merge**.
  - To merge all duplicates at once, at the top right, click **Merge all**.
3. (Optional) To manually merge contacts in your list:
  1. On the left, click **Contacts**.
  2. Check the box next to the contacts you want to merge.
  3. At the top right, click Merge .



## In old Contacts

If you have duplicate contacts, there are two ways you can merge them.

### Merge duplicate contacts manually:

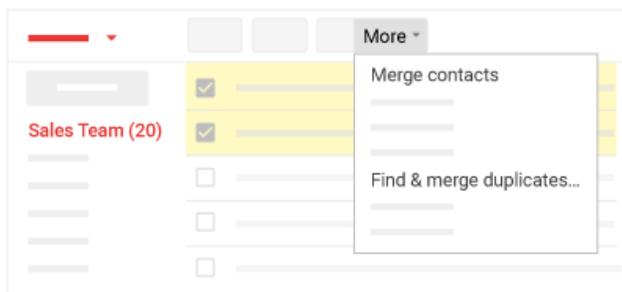
1. Select the contacts you'd like to merge from your contacts list.
2. Click **More** and select **Merge contacts**.
3. Make any edits to the suggested solution (if you'd like to change anything).
4. Click **Save now**.

### Merge duplicate contacts automatically:

1. Click **More** and select **Find and merge duplicates**.
2. You'll see the contacts with duplicate data listed.

**Note:** If an entry has 2 or more contacts, check whether these are duplicate contacts before merging them. To see more contact information, click details next to each contact, then uncheck any that you don't want to merge.

3. When you're ready, click **Merge**.



3.3

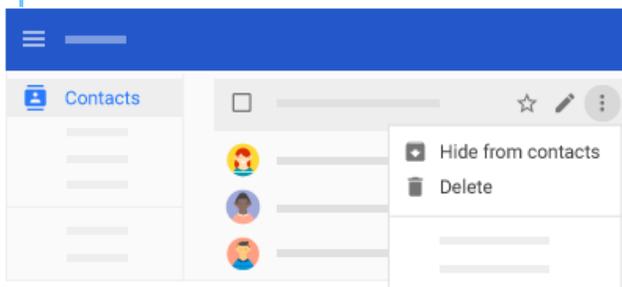
## Update contact details

### In Contacts preview

You can view and instantly edit details for a contact by pointing to the contact.

#### Update contact details:

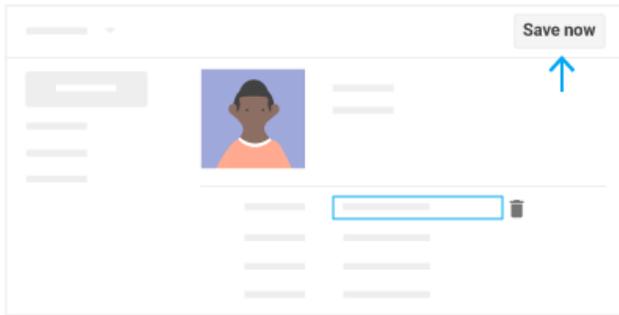
- To star a contact, click Star ☆.
- To edit contact details, click Edit ✎.
- To hide or delete a contact, click More ⋮ > Hide from contacts 📁 or Delete 🗑️.



## In old Contacts

**Update contact details:**

1. Click the name of the contact and make changes to the contact's details.
2. In the upper-right corner, click **Save now**.



3.4

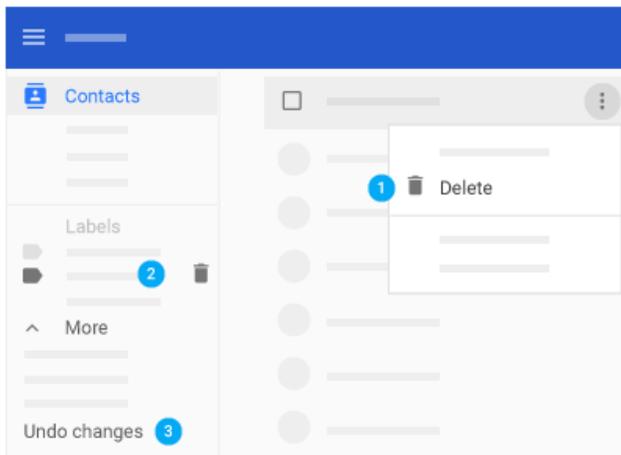
**Delete or restore contacts and groups****In Contacts preview**

**Delete a contact:** On the left, click **Contacts**. Point to the contact and click More  $\vdots$  > Delete  $\text{🗑}$ .

**Delete a contact group:** On the left, click **Contacts**. Point to the contact and click More  $\vdots$  > Delete  $\text{🗑}$ .

**Restore contacts:**

1. On the left under **Labels**, click More  $\vee$  > **Undo changes**.
2. Choose a time to go back to and click **Confirm**.

**In old Contacts****Remove a contact from a contact group:**

1. Click the name of the contact and click Groups.
2. Click the group you'd like to remove the contact from (boxes are checked next to the groups the contact is already in).

**Delete contacts:**

1. In **My Contacts**, click the name of the contact.
2. Click **More** and select **Delete contacts**.

**Delete groups:**

1. In **My Contacts**, click the name of the group.

2. Click  and select **Delete group**.

3. Click .

**Restore contacts:**

1. Click  and select **Restore contacts**.

2. Select the time you'd like to restore your Contacts to. You can restore contacts to any point within the last 30 days.

3. Click .



Was this useful?

### Next steps

Try it now

### Get more training

Get more out of Gmail—auto-organize your inbox, unsend email if you change your mind, use infinite addresses without creating new accounts, and more.