

Contacts Basics:

Auto-complete, the contacts picker, & adding personal contacts

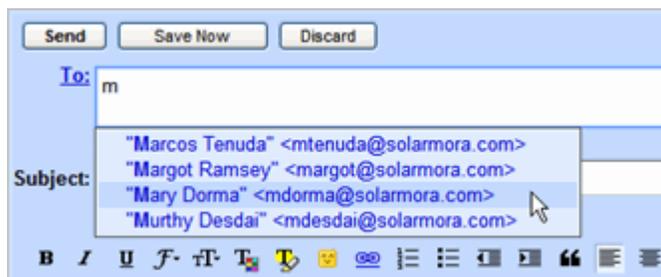
About your contacts

You Google Apps account includes a Contacts Manager—an online address book. The contacts in Contacts Manager fall under one of the following two categories:

- **Personal contacts:** If you imported your personal contacts from [Outlook/Notes] to Google Apps, you can use your Contacts Manager to access all of these contacts and add new contacts and contact groups. You can look up a contact to find email addresses and personal profile information, as well as quickly list all of the email conversations you've had with the contact.
 - **Shared corporate contacts:** The email addresses of all employees and outside contacts (such as vendors and suppliers) that your administrator added to Google Apps—similar to the [Global Address List/Name and Address Book] you used in [Outlook/Notes]. You can access these addresses in Contacts Manager by searching for them. You can also find these addresses when you compose and email message or schedule a meeting, using either *auto-complete address entry* or the *contacts picker*.
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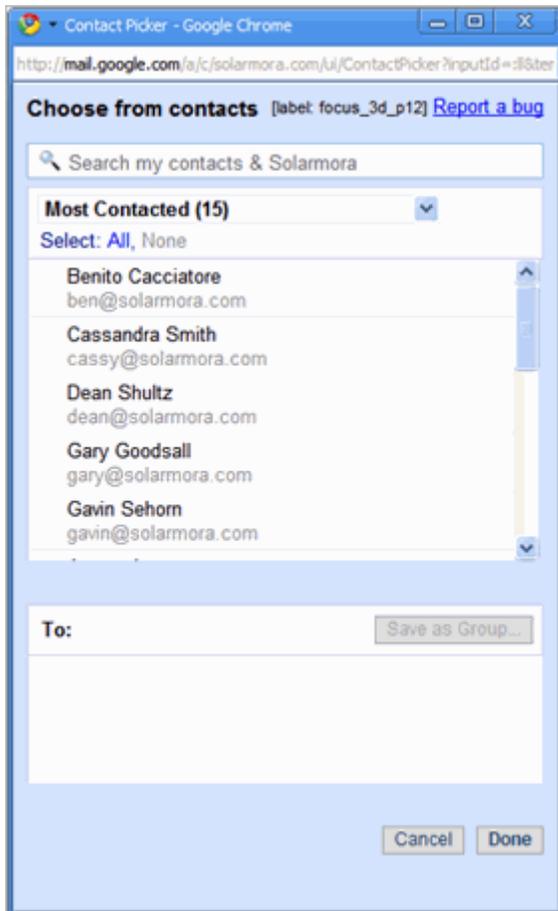
Auto-complete address entry

Google Apps contacts manager knows the addresses of all your personal contacts and all [company name] employees, mailing lists, vendors, suppliers, and so on. In addition, it automatically remembers email addresses of other people outside of [company name] with whom you've corresponded. Therefore, when you start typing an address in an email message or meeting invitation, the addresses of personal contacts, employees, and anyone with whom you've corresponded automatically appear. For example:



The contacts picker

The contacts picker lets you select any of your personal or corporate contacts when composing an email message. With the contacts picker, you can search for contacts using auto-complete address entry or by browsing the list:



To access the contacts picker when composing an email message:

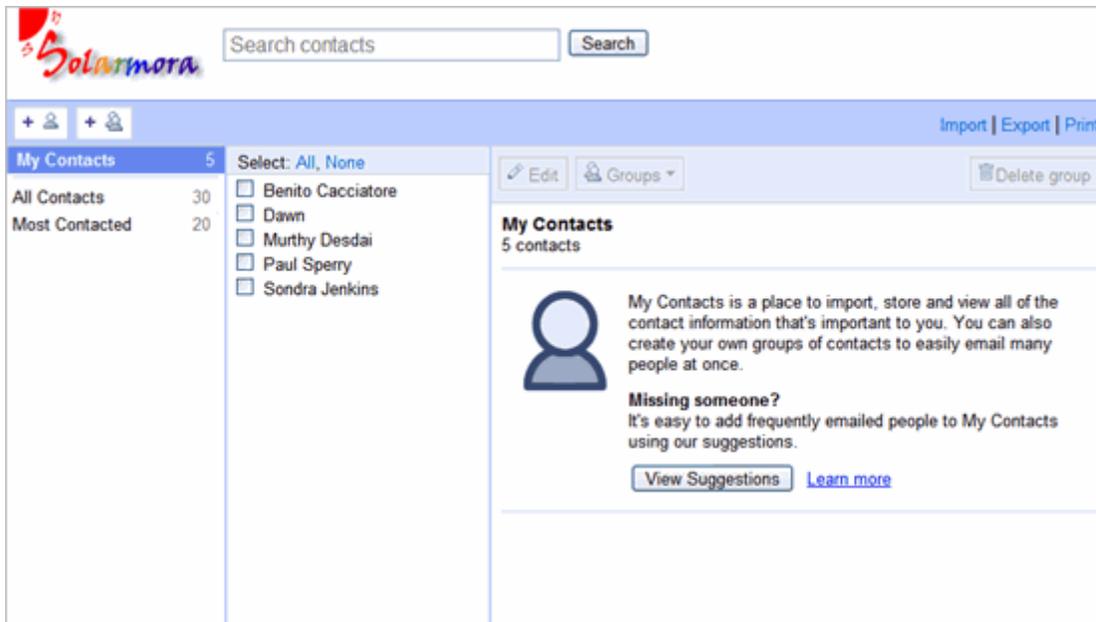
Click the **To:** link:



View your personal contacts

1. Log in to Google Apps.
2. Click **Contacts** on the left or at the top of your window.

Your Contacts Manager appears. For example:



Your default contact groups:

You'll see your contacts organized into these three default groups. Click the group name to see the contacts it contains:

- **My Contacts:** Any contacts that you've imported or created in Contacts Manager.
- **All Contacts:** All the contacts in **My Contacts**, plus the email addresses of people you've corresponded with, either inside or outside [\[your company name\]](#). To add one or more of these addresses to **My Contacts**, select them, and then click **Move to My Contacts**.
- **Most Contacted:** The 20 addresses you use most frequently. Gmail automatically updates this list for you.

You can create your own contact groups to organize your contacts and to quickly enter multiple email addresses in email messages and meeting invitations. See "Create Contact Groups."

To view details about personal contacts:

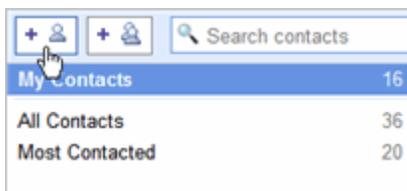
In your **My Contacts** group, select the contact.

To view details about corporate contacts:

1. In the **Search Contacts** box, type part or all of the name of the contact. A list of possible matches appears.
 2. Select the contact.
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Add a personal contact

1. Open Contacts Manager.
2. Click the **New Contact** button in the upper-left corner of the contacts manager:



3. Enter your contact's information in the fields. For additional fields, click **More**.
4. Click **Save**.

Note: Each time you reply or forward an email message, or move a message from the **Spam** folder to your **Inbox**, contacts manager adds the email addresses to the **Suggested Contacts** group in your Contacts Manager.

Create Contact Groups

Groups are also your personal mailing lists

About contact groups

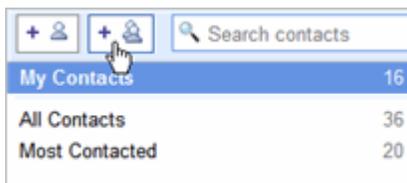
You can use contact groups to organize your contacts and as personal mailing lists—to send email messages or meeting invitations to groups of people you contact frequently, without having to enter each of their email addresses individually.

Create a contact group

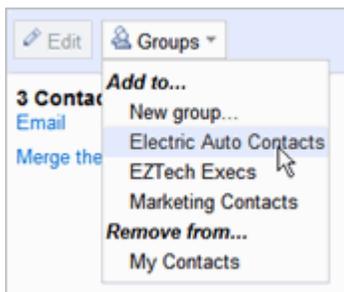
You can create a contact group in your Contacts Manager. Or, when composing an email message or creating a meeting invitation, you can quickly create a new contact group using the contacts picker.

To create a contact group using your Contacts Manager:

1. Open your Contacts Manager. (For details, see "Contacts Basics").
2. Click the **New Group** button in the upper-left corner of the contacts manager.



3. Enter the name of the group.
4. Click **OK**.
5. Open **My Contacts**, and then select the contacts you want to add to the group. For example:

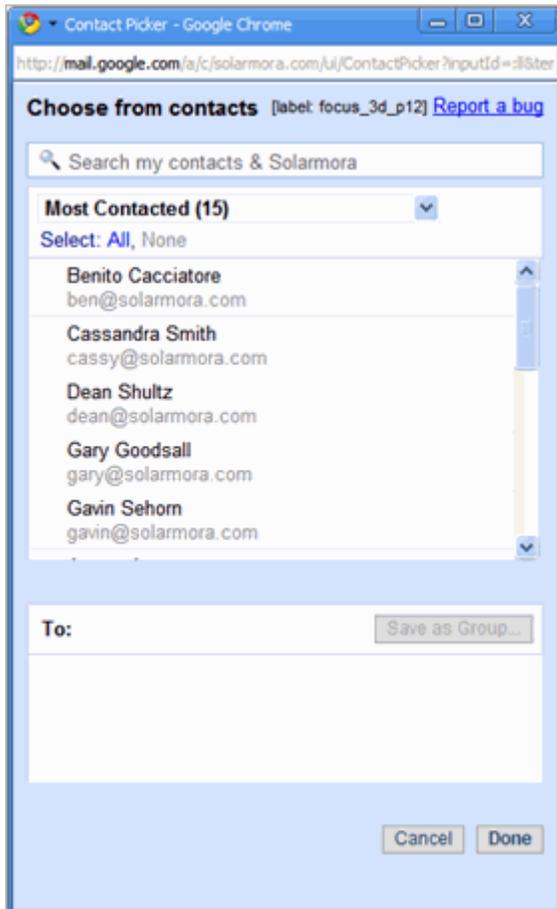


6. Open the **Groups** drop-down list at the top of the pane on the right.
7. Select the group to which you want to add the contacts.

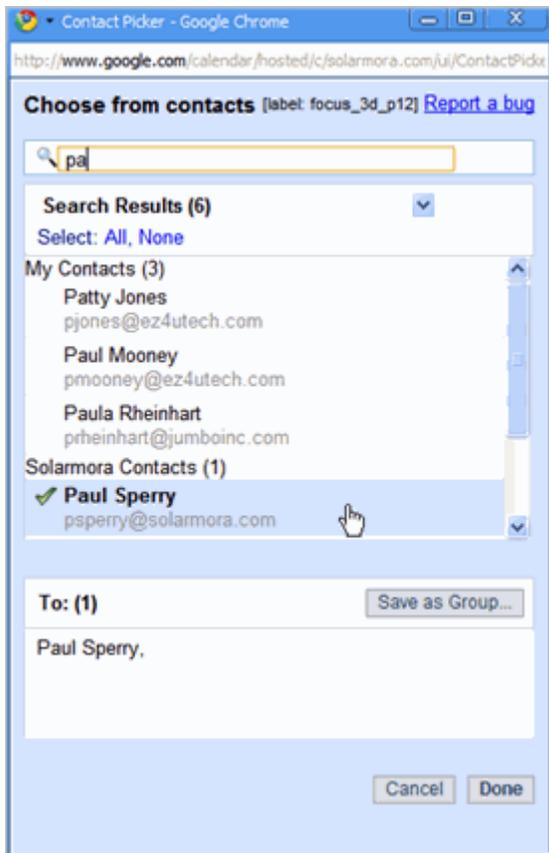
To create a contact group using the contacts picker:

1. While composing an email message, open the contacts picker by clicking the **To:** link.

The contacts picker appears:



2. In the **Search contacts** box, start typing the name of a contact you want to add to the group. Then click the name to add it to the list below. Add more contacts, as needed.



3. When you are finished, click **Save as Group**.
4. Enter the name of the group, and click **OK**. For example:



5. To add the group to your email message, click **Done**.

Use your contact groups as mailing lists

To save time when sending an email message or meeting invitation, use your contact groups.

To send a message or meeting invitation to all the members of a group:

Do one of the following:

- If you are composing an email message, start typing the group's name in the **To:** field.

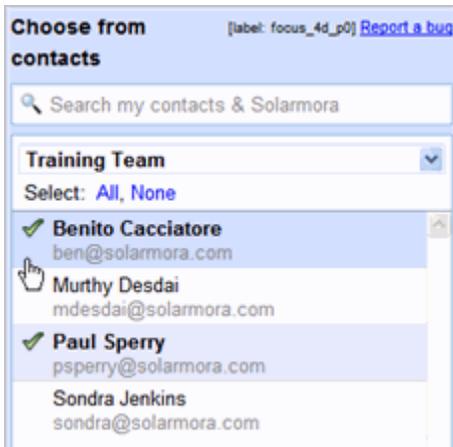
- If you are creating a meeting invitation, start typing the group's name in the **Add Guests** box.

To send a message to selected members of a group:

1. While composing an email message, open the contacts picker by clicking the **To:** link.
2. Select the group in the drop-down list in the contacts picker:



3. Select the contacts to whom you want to send the invitation. For example:



Or, to send it to all contacts in the group, click **Select all:**

