Creating a Contact/Distribution List in Gmail

1) Add in the email address of each person you want on a specific distribution list.

10	carrie.cardinal@smumn.edu, gilmore.pines@smumn.edu, mary.hall@smumn.edu, bro.leo@smumn.edu, john.deere@smumnedu
	Add Cc Add Bcc Request return receipt
Subject	
	Attach a file Insert: Invitation Canned responses -

- 2) Click on the word "**To**" which is located to the left of the email addresses.
- 3) Once the contacts window (as seen below) has opened, you can click the "Save as Group" button located in the lower right part of the window.

Choose from contacts				
Search my contacts	s & Saint Mary	's University of	Minne	
My Contacts				
Select: All, None				
Adam Zanzig	acore of the	mona adu	-	
Alissa Marek Spart	a shareye a	nal.com	E	
Amanda Frost	storigers.	ent sda		
Angi McAndrews	angine and	ews@grail.co		
Drian Dehling		munn adu		
Brian Prudoehl		Question peak (-	
Butan Svendsen	rhollacen	1	-	
To: (4)		Save as G	Group	
			-	

4) Name the group/list and click OK. The new distribution list has been created!