

# Managing Contacts/Groups

## Creating a Personal Contact Group (Distribution List)

Creating and using **distribution** lists can be a time saver when you have certain groups of people (clubs, organizations, close friends, professional contacts...) that you want to communicate with frequently as a group. The two links below will walk you through the steps for creating and applying a contact/**distribution** list in Gmail.

[Creating Contact Groups](#)

[Managing Contact Groups](#)

[Importing, Exporting & Syncing Contacts](#)

Saint Mary's also has many community distribution lists available to its email users. Please see the article on SMUMN Global Distribution lists.

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