

# Managing Contacts/Groups

## Google Contacts - Adding Contacts

Since SMUMN uses Google Apps for Education, when you open your contacts, on the left hand side you will see something called "Directory". The Directory contains all SMUMN.edu users for your convenience; so when you compose a new email, you can simply type in the person's name and their SMUMN.edu address will automatically come up. In addition, anyone you reply or forward an email to will automatically be added to your contacts. To add your own contacts, [follow these directions](#).

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