Add Contacts to Email in Google

1 Log into Google with your Mt. Clemens information

Google

🔍 Search Google or type a URL

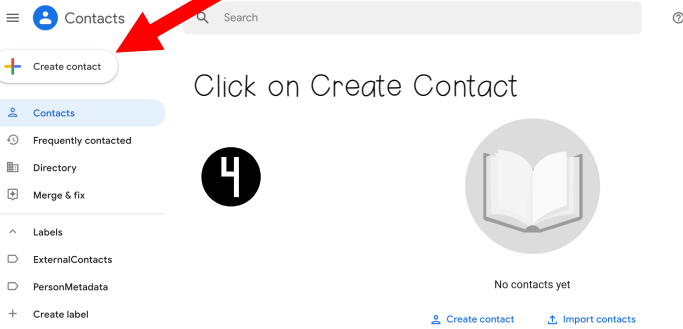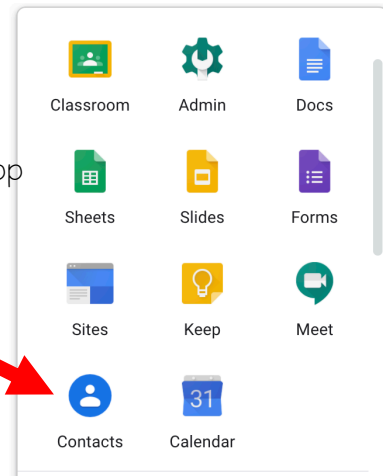**2** Click on the Google Apps

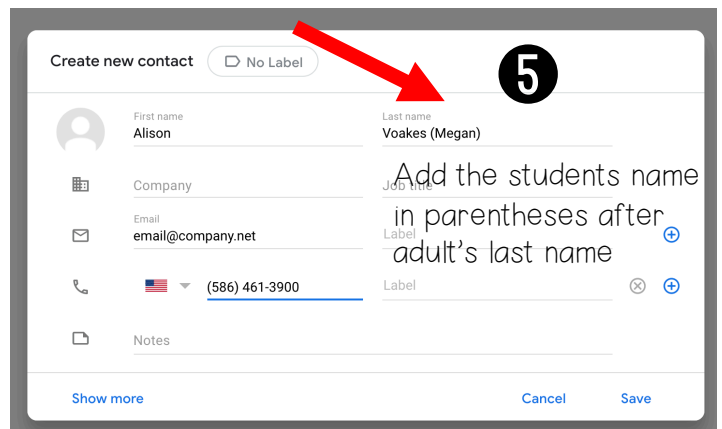Gmail   Images   ⠿   A

3 Click on the Contacts App

Gmail   Images   ⠿   A

Classroom	Admin	Docs
Sheets	Slides	Forms
Sites	Keep	Meet
Contacts	Calendar	

4 Click on Create Contact

☰ 👤 Contacts   🔍 Search   ❓

➕ Create contact

👤 Contacts
�途 Frequently contacted
▤ Directory
⊡ Merge & fix

∧ Labels
▢ ExternalContacts
▢ PersonMetadata
➕ Create label

📖

No contacts yet

👤 Create contact   ⬆ Import contacts

5

Create new contact   ▭ No Label

First name: Alison
Last name: Voakes (Megan)

Company
Job title

Email: email@company.net
Label

📞 🇺🇸 ▼ (586) 461-3900
Label

Notes

Add the students name in parentheses after adult's last name

Show more   Cancel   Save
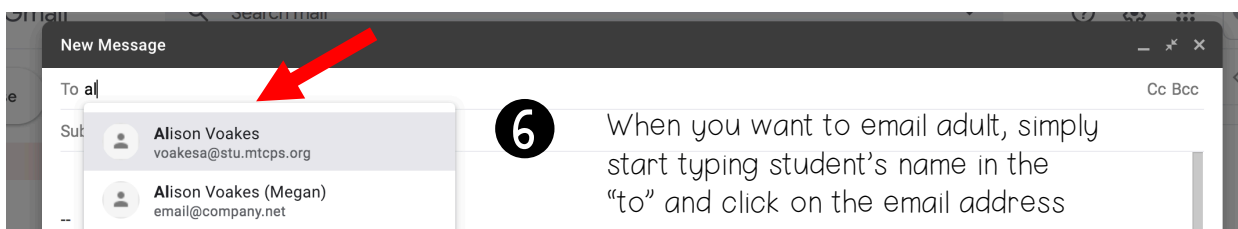
6 When you want to email adult, simply start typing student's name in the "to" and click on the email address

New Message   — ⤢ ✕

To: al

Alison Voakes
voakesa@stu.mtcps.org

Alison Voakes (Megan)
email@company.net

Cc Bcc