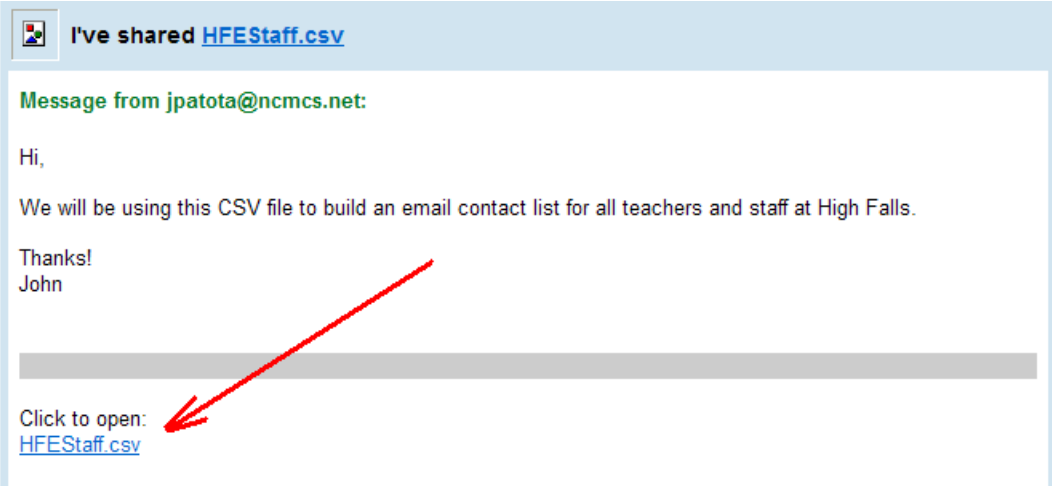


Contacts in Google Apps is similar to Distribution Groups in Outlook. They are used in Google Apps to send mail to all the people in the Contact list, or to share documents with multiple people at once.

By following these steps you can create a Contact list from a Common Separated Value (CSV) file that contains the names and email address of all the teachers and staff at your school.

In the same way you can create other Contact lists for other teachers, staff and students.

Here is the step by step:

<b>1. Logon to your Google Apps For Education account (mail.ncmcs.net)</b>
<b>2. Locate the email with the CSV file that contains the names and email address for all teachers and staff at your school</b>
<b>3. Click on the file name</b> 
<b>4. Select Download</b>
<b>5. Select Save</b>
<b>6. Save the file to your My Documents</b>
<b>7. Select Close</b>

8. From the top menu selected More, then Contacts

[Mail](#) [Calendar](#) [Documents](#) [Sites](#) [more](#) ▼



- Video
- Groups
- Contacts
- Find more services

9. Selected the plus sign next to the double silhouette in the upper left hand corner

[Mail](#) [Calendar](#) [Documents](#) [Sites](#) [more](#) ▼



Search contacts



My Contacts 248 Select: All, None

10. Allow scripts to run if prompted

11. Give the new Contacts a name like High Falls Teachers and Staff

12. Click OK

13. Select Import from the menu on the upper right

[Mail](#) [Calendar](#) [Documents](#) [Sites](#) [more](#) ▼

[jpatota@ncmcs.net](#) | [My Account](#) | [Help](#) | [Sign](#)



Search contacts



My Contacts	248
AUP	3
EarlyAdopter	5
Elise Middle	37
High Falls Elementary	39
IT Tech	15
PilotContactGroup	31
Pinckney Academy	12
Union Pines Teachers and St	116
All Contacts	251
Most Contacted	20

### Import

We support importing CSV files from Outlook, Outlook Express, Yahoo! Mail, Hotmail, Eudora and some other apps. We also support importing vCard from apps like Apple Address Book.

Please select a CSV or vCard file to upload:

C:\Documents and Setting [Browse...](#)

Also add these imported contacts to: High Falls Elementary

[Import](#) [Back](#) [Learn more](#)

13.

14.

15.  
and  
16.

17.

14. Browse back to your My Documents and select the CSV file that you just downloaded

15. Check the Check Box for "Also add these imported contacts to:"

16. Then use the pull down to find the Contacts you created in Step 11

17. Click Import