

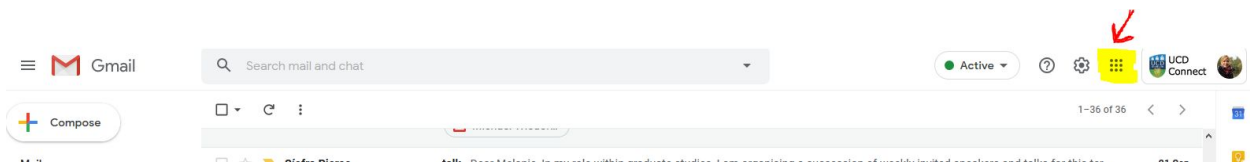
Importing email lists to Google Contacts

There is an easy way in Gmail to upload contact lists under contacts:

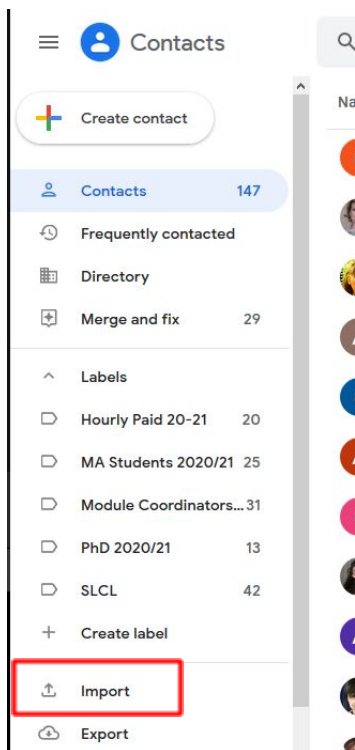
Step 1: Download the attached file (**SLCLEmailList20-21.csv**) to your computer.

Step 2: Click on the symbol  on the top right corner of Gmail and choose 'Contacts'

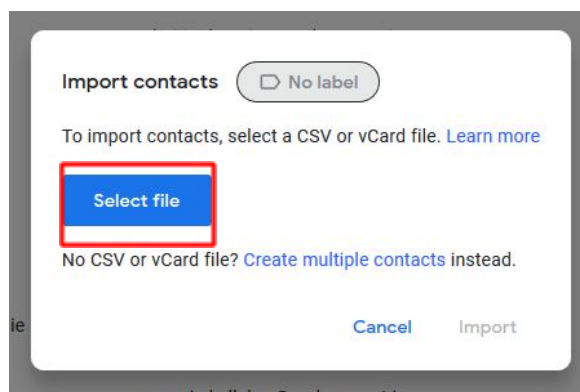
 Contacts



Step 3: Click on 'Import' in the menu on the left

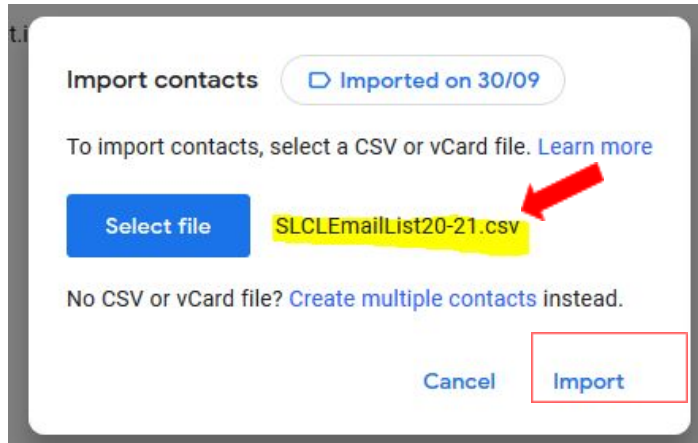


Step 4: Click on 'Select file':

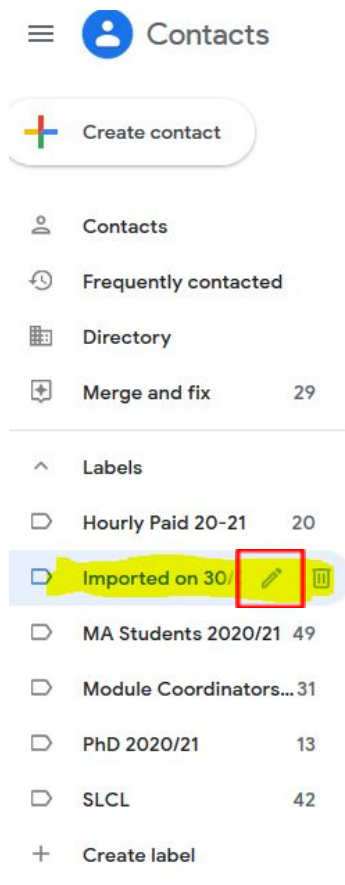


Step 5: Find the previously downloaded csv. file (**SLCLEmailList20-21.csv**) on your computer and select.

The file now appears in the below window, click **Import**.



Step 6: The file now appears in the menu on the left. Please feel free to rename by clicking on the pen symbol:



Step 7: In order to send an email to all contacts on the list, start typing the name of your list in the 'To' section and the list will appear. Click on the list, all names will be added automatically.

