

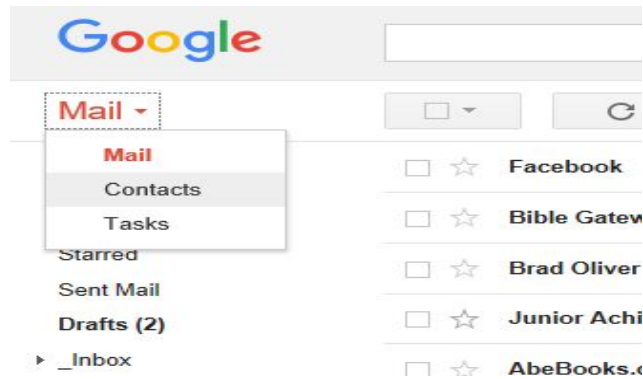
Create New Group Email in Google Mail

First in Power School create your parent email list:

- Open PowerSchool
- Click on the Printer icon (before you go to PowerTeacher Pro)
- Choose *Parent email for Excel*
- It makes a report of just email so you can copy it and paste it easily into Excel
- Make sure you have less than 50 contacts for your group.

Next, go to Google Mail

1. In Google Mail, select Contacts



2. Select "New Group" and enter name

The screenshot shows the Google Contacts web interface. On the left sidebar, the 'New Group...' option is circled in red. A red arrow points from this option to the 'New group' dialog box that is open in the center. The dialog box has a title 'New group' and a prompt 'Please enter a new group name.' Below the prompt, the text '6A Parents 2017-2018' is entered into the input field. At the bottom of the dialog are 'OK' and 'Cancel' buttons. In the background, a list of contacts is visible, including '1_Elementary', 'Aaron Hilton', 'Abby Treesh', 'Adalyn Vail', 'Adam Henderson', 'Alair Mitc', 'Alex Bur', 'Alex Mat', 'Aly', 'Alyssa &', 'Amanda Muldoon', and 'Amy & Benjamin Williams'. A 'Parent Emails' tooltip is also visible over the contact list.

Google

Contacts

NEW CONTACT

My Contacts (413)

Starred

2A 2016 (24)

3-6 (8)

5B 2016 Parents (41)

5th Grade Band A (...)

5th Grade Band Par...

6A 2017 (22)

gwen (41)

K-2 (8)

Teachers (17)

Volunteers - AR (10)

Most Contacted (20)

Other Contacts (99)

Directory

New Group...

1_Elementary

1_Elementary@blackhawk...

3jjackson@live.com

Aaron Hilton

aaronhilton@gmail.com

Abby Treesh

atreesh@gmail.com

Adalyn Vail

amymvail20@gmail.com

Adam Henderson

aandmhenderson@...

Alair Mitc

Alex Bur

Alex Mat

Aly

Alyssa &

Amanda Muldoon

amandajo3531@g...

Amy & Benjamin Williams

thewilliams@fronti...

Sandy Rarick

Resource / IT Su...

Blackhawk Christ

Parent Emails

New group

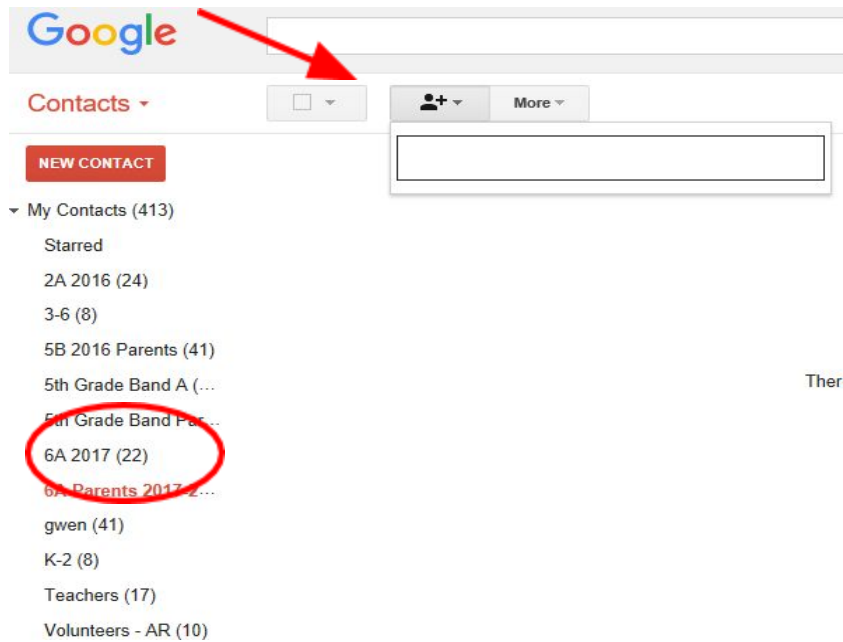
Please enter a new group name.

6A Parents 2017-2018

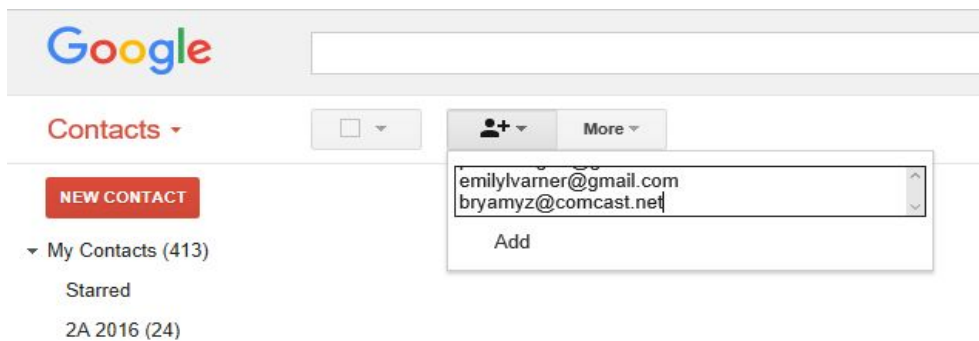
OK

Cancel

3. Select the group you created and icon to add people to your group



4. Cut and paste emails into box and then select "Add"



5. Contacts have been added to group.

