## **CREATING CONTACTS IN WEB OUTLOOK**

Down arrow by Mail	Google		*
	Mail -	□ ▼ C More ▼	
	Mail	Kim Kaufman 12:34 pm	^
	Contacts	RE: Church Emails	*
	Tasks	Maryanne, I was sending from my phone, so it wasn't coming up when I put in the 1_All	
	Junou		
	Sent Mail	Cotton, Joel 12:16 pm	*
	Drafts _Outbox	Looks great! Thanks! Joel Joel Cotton Athletic Director @BCSAD - Twitter jcotton@black	
	1 to1 Computing	Gwen Keaton 11:43 am	
		Re: Power School Question	TT .
	AR	ThanksI'm going over to school this afternoon so I will try this and report back to you. \$	
	Calendars		

Google	
Contacts -	▼ Mc
NEW CONTACT	🗌 📩 Aida Toffolo
+ My Contacts (64)	🗌 📩 Amanda Gerard
Starred	📄 📩 Amanda Gerard
	Andrew Baker
Other Contacts (88)	🗌 📩 Ben Johnson
Directory	🗌 📩 Ben Johnson
New Group Import Contacts	Betsy McInturff
	Betsy Mcinturff
	Contacts - NEW CONTACT - My Contacts (64) Starred Family Group (14) Most Contacted (20) Other Contacts (88) Directory New Group

New group			×
	new group name.	_	
Updates			
ок	Cancel		

Folder Name	Geogle				
Click people +	Google				
Type search	Contacts -	L+ V More V			
Click on the emails you want	NEW CONTACT - My Contacts (64) Starred Family Group (14) Updates Most Contacted (20)	rich         "Joe Rich" <jrich@blackhawkchristian.org>         "Maryanne Rich" <mrich@blackhawkchristian.org>         "Timothy Rich" <timothyrich14@gmail.com>         "Rich Tavierne" <rtavierne@blackhawkministries.org></rtavierne@blackhawkministries.org></timothyrich14@gmail.com></mrich@blackhawkchristian.org></jrich@blackhawkchristian.org>			
	Other Contacts (88) Directory New Group	"Rich Luedeke" <rluedeke@blackhawkchristian.org></rluedeke@blackhawkchristian.org>			
Add	Contacts - NEW CONTACT - My Contacts (64) Starred Family Group (14) Updates Most Contacted (20) Other Contacts (88) Directory	Image: More mark         "Joe Rich" <jrich@blackhawkchristian.org>,         </jrich@blackhawkchristian.org>			
	New Group Import Contacts				

### Click Directory

# Google

### Contacts -

NEW CONTACT

My Contacts (65)

Starred

Family Group (14)

Updates (1)

Most Contacted (20) Other Contacts (87)

#### Directory

New Group...

Import Contacts...

Add to My Contacts More *	
🗌 📩 2, admin	admin2@bcsstudent.org
□ 1 X 3, X	x3@bcsstudent.org
AdminBC, Migration	admin@blackhawkchristian.org
AdminBM, Migration	admin@blackhawkministries.org
Ahrens, Mark	mahrens@blackhawkministries.org
Ahrens, Mark	mahrens@bcsstudent.org
Albachten, Becky	balbachten@bcsstudent.org
Albersmeyer, Lillian	lalbersmeyer2021@bcsstudent.org
Allen, Emily	EAllen2020@bcsstudent.org
Allen, Olivia	oallen2018@bcsstudent.org
🗌 📩 Allison, Cara	callison2012@bcsstudent.org
Allison, Hillary	hallison2019@bcsstudent.org
Almendralo, Jayden	jalmendralo2022@bcsstudent.org
🗌 📩 Alonzo, Delina	dalonzo2017@bcsstudent.org
🗌 📩 Alonzo, Maricela	malonzo2022@bcsstudent.org
Andrews, Claire	candrews2013@bcsstudent.org
🗌 📩 Angelo, Joseph	JAngelo2016@bcsstudent.org
Apps, Apple	apps@bcsstudent.org
Armstrong, Beth	barmstrong@bcsstudent.org
Armstrong, Beth	barmstrong@blackhawkministries.ori
Armstrong, Sadie	sarmstrong2016@bcsstudent.org
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