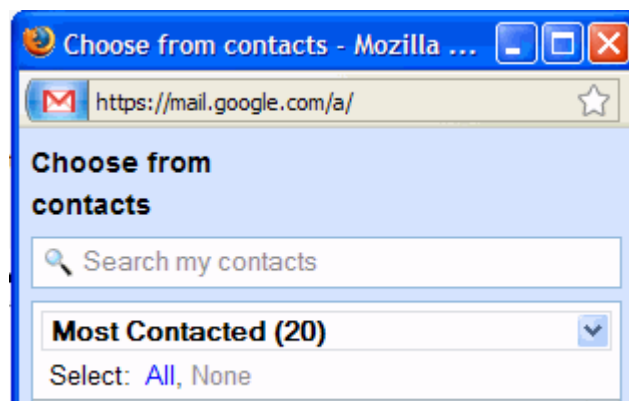


Contacts Guide for Mail

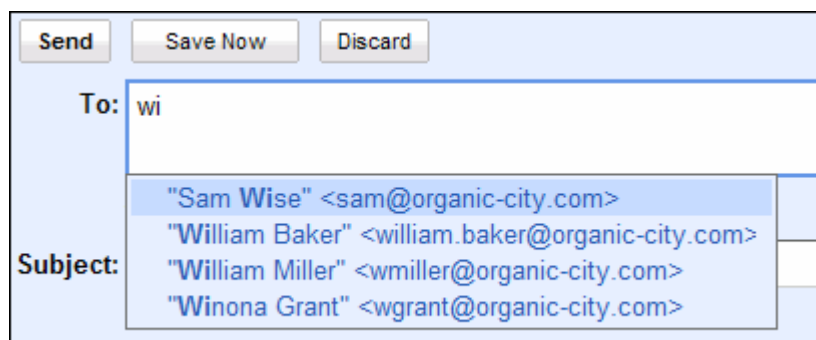
Contacts makes it easy to keep track of the people you communicate with most often. You'll be able to access the same contacts across Mail, Calendar, and all of your other Apps.

Choosing Contacts

The contact picker displays a list of your individual contacts and contact groups. To access a list of your contacts when composing a message, click **To:** and the contact picker will display in a new window. Select the name or address of the person you'd like to email and click **Done**.

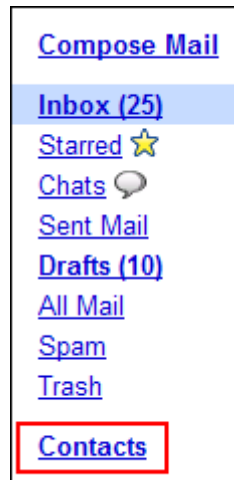


Your contacts will also auto-complete when you enter text in the **To:** field when composing a message. Simply start typing and select the appropriate contact from the resulting list.

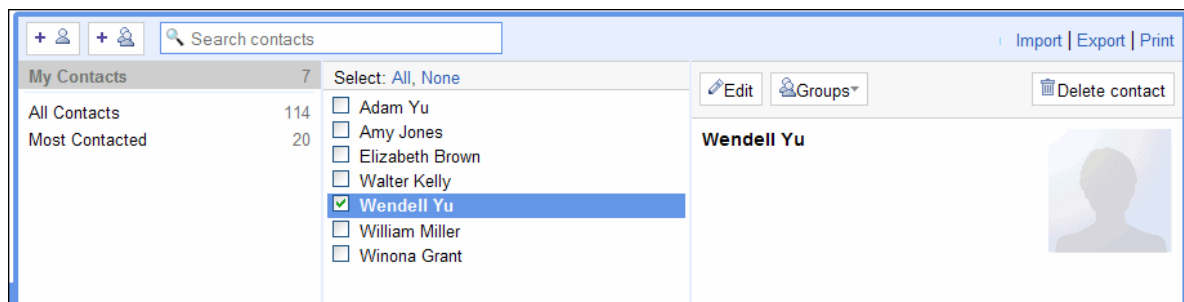


Managing Contacts

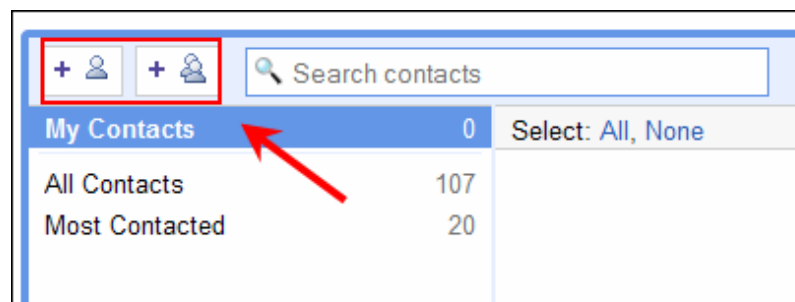
To manage your contacts list in Mail, click the Contacts link on the left sidebar.




The Contacts Manager that is shown below will be displayed. Here, you can add, delete, edit, view and sort your individual contacts and contact groups.




Add a contact to your list



In the Contact Manager:

 adds individual contacts to your list.

 creates a new contact group.

When you're done managing your contacts, be sure to click **Save**.

Note that when you **Reply**, **Reply to all**, or **Forward** mail, email addresses will automatically be added to your Contacts list.

Import contacts from other services

You can import contacts from Outlook, Hotmail, Yahoo!, and other services into your Contact list. To do so, first make sure your file is formatted as a CSV (Comma Separated Value). Then, access the contact manager and import your file by clicking **Import** on the right side.

Note that you can only import up to 3,000 contacts at a time. If you have more than 3,000 contacts, you'll need to create multiple CSV files and upload each individually.

You can also use Google Email Uploader to import mail and contacts from your email client. To do this, [download the Email Uploader](#) . This tool will walk you through the steps needed to import your mail and contacts.