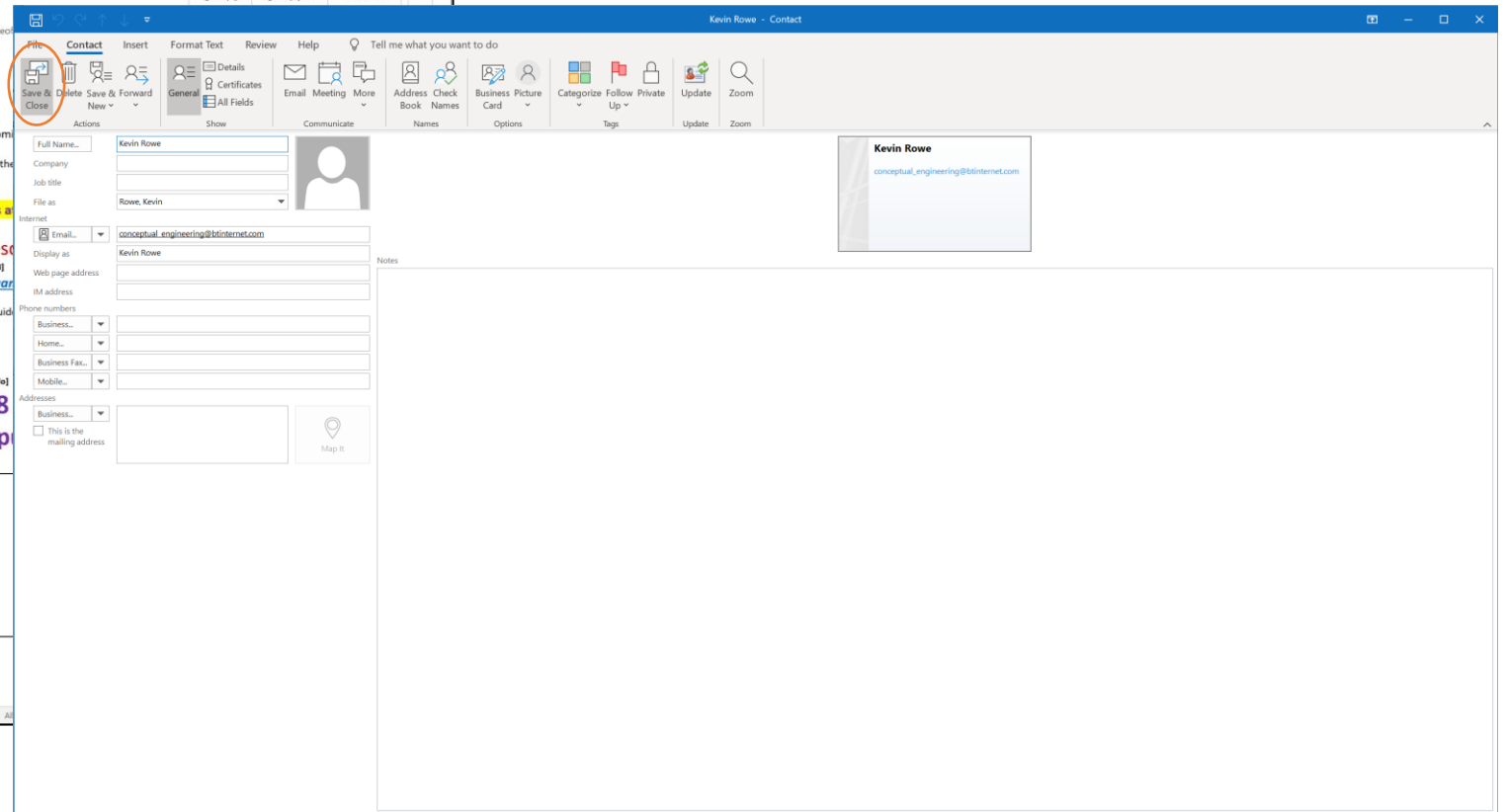
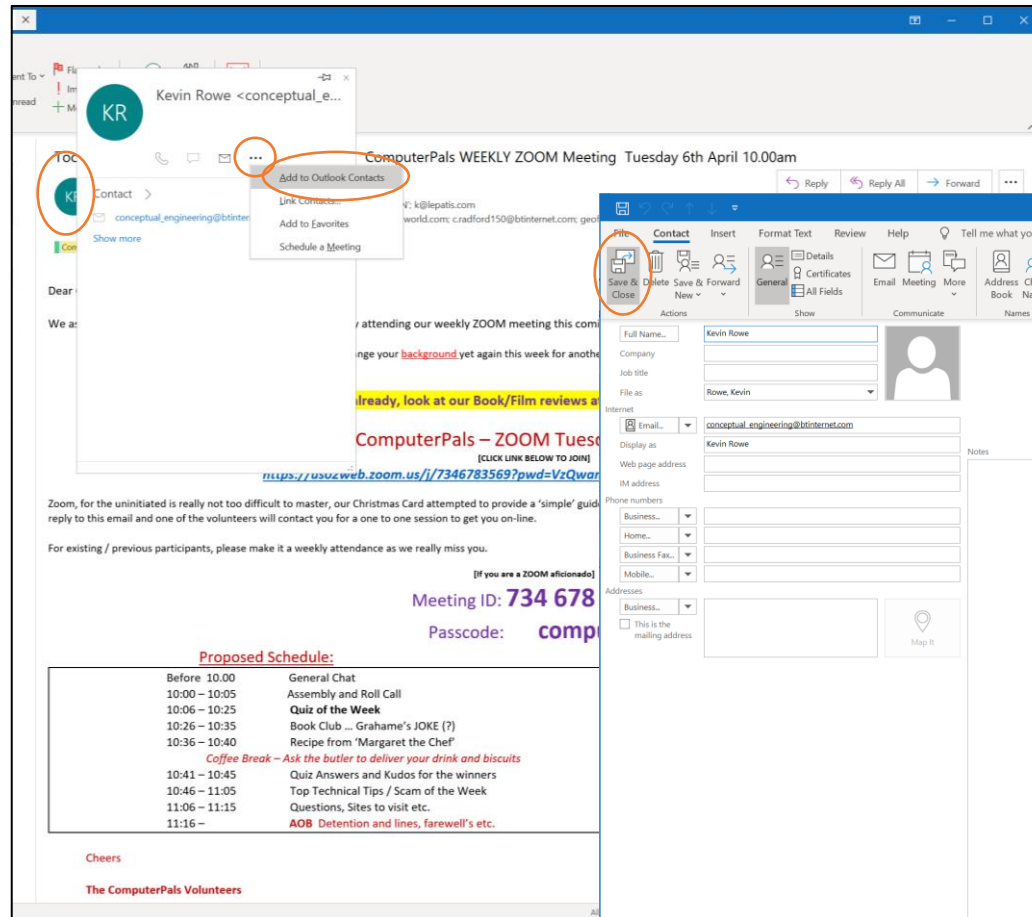
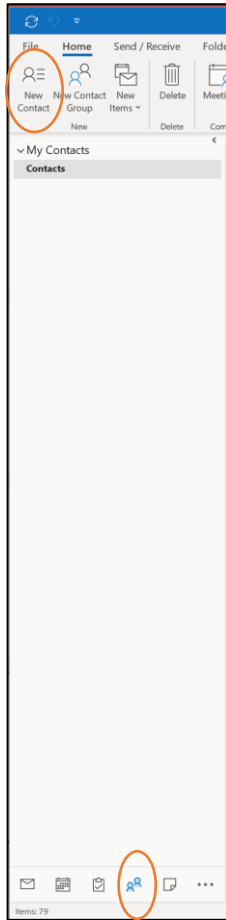


A Short Guide to Email: Part 3

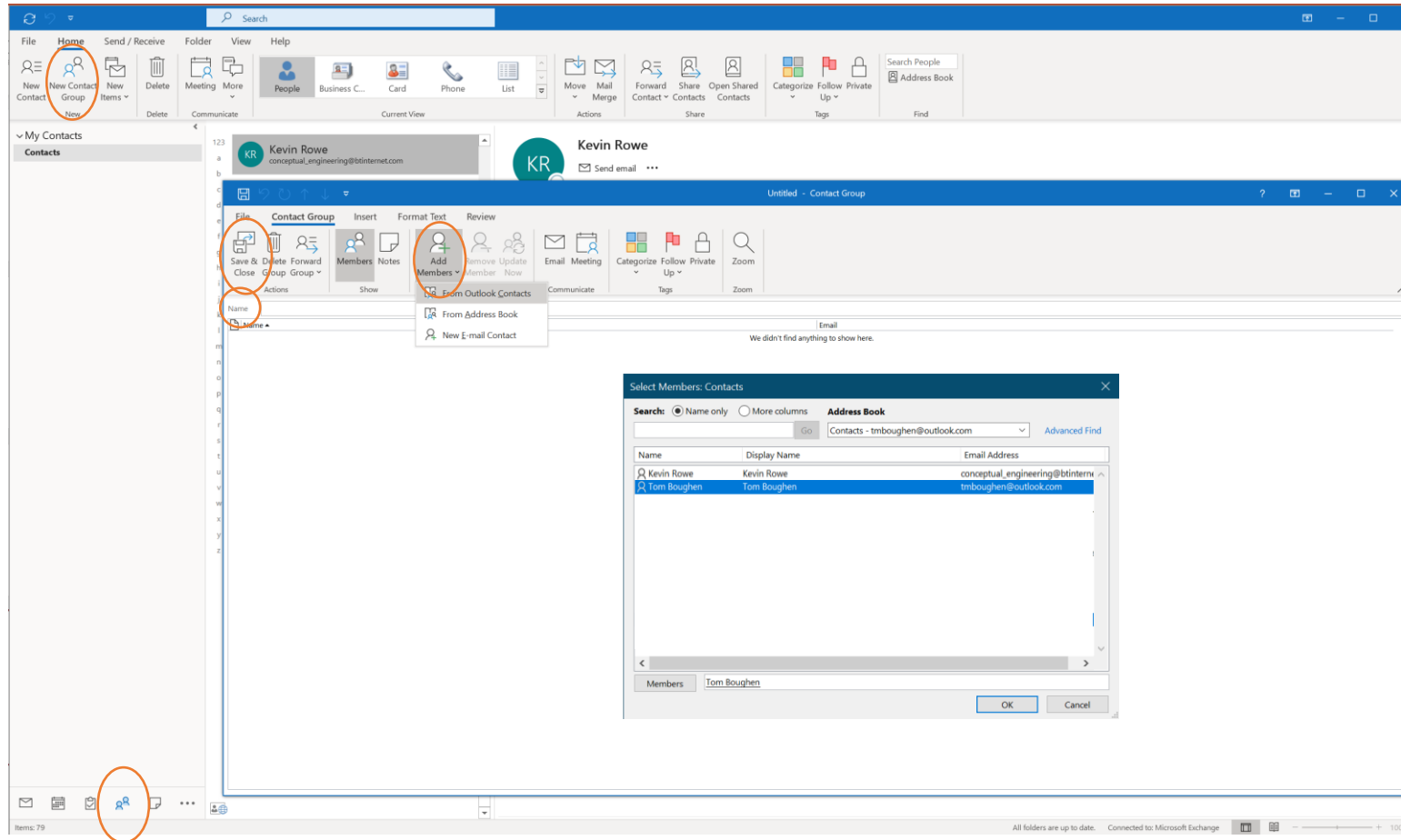
Email contacts and groups



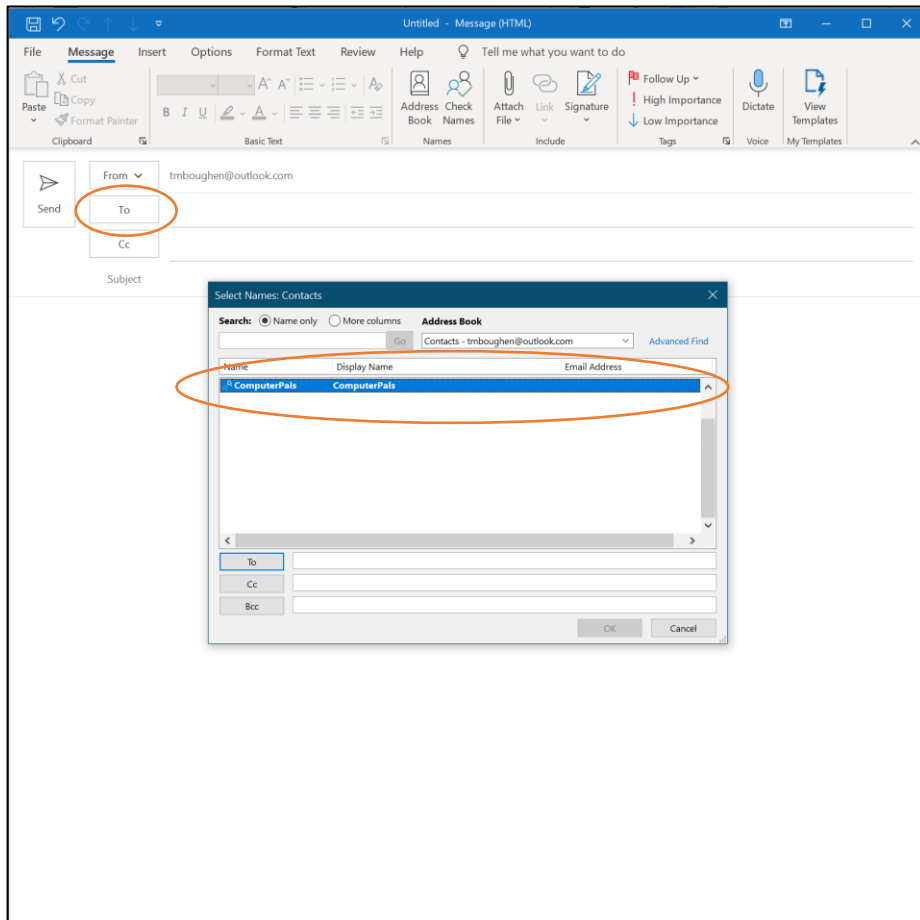
Creating email contacts in Outlook



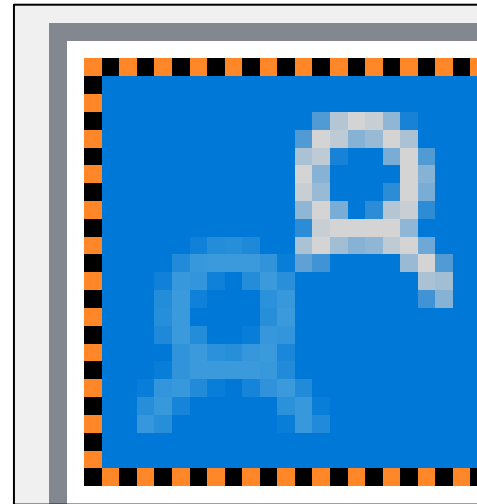
Creating contact groups in Outlook



Sending to groups in Outlook



Icon for an email group

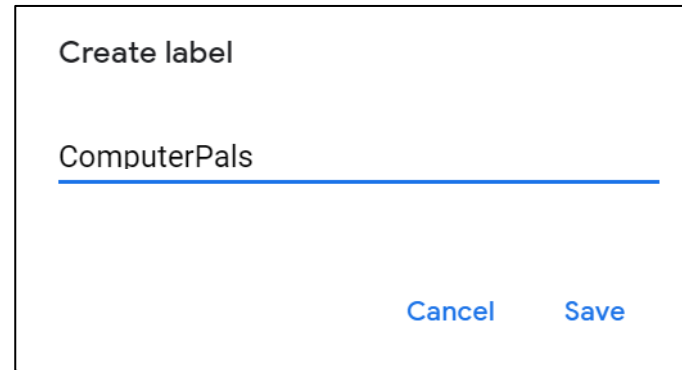
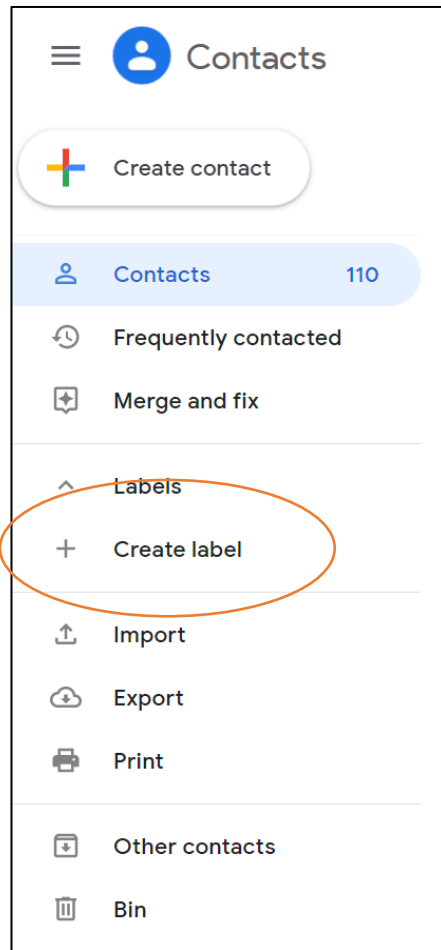


Creating contacts in Gmail

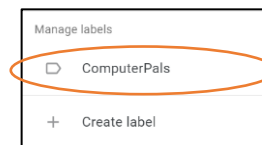
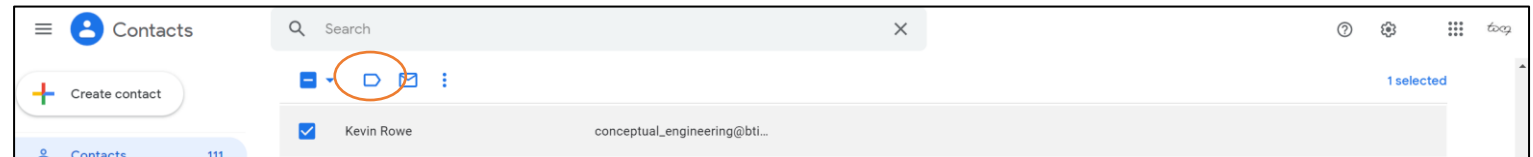
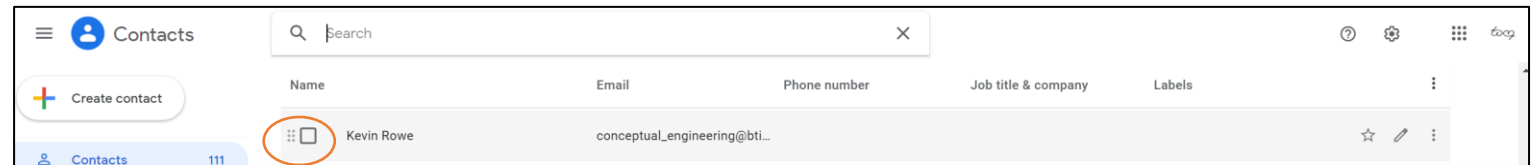
The image illustrates the steps to create a contact in Gmail. It is divided into three main sections:

- Top Bar:** Shows the Gmail logo, a search bar labeled "Search mail", and utility icons including a help icon, a settings gear, and an app launcher icon (a 3x3 grid of dots) which is circled in orange.
- App Launcher:** A grid of application icons including Account, Search, Maps, YouTube, Play, News, Gmail, Meet, Contacts (circled in orange), Drive, Calendar, and Translate.
- Contacts App:** A vertical panel titled "Contacts" with 110 contacts. It features a "Create contact" button with a plus sign icon, circled in orange. Below this are sections for "Frequently contacted", "Merge and fix", "Labels", "Create label", "Import", "Export", "Print", "Other contacts", and "Bin".
- Create New Contact Form:** A form titled "Create new contact" with a "No label" dropdown menu circled in orange. The form includes fields for "First name", "Surname", "Company", "Job title", "Email", "Phone" (with a country code dropdown), and "Notes". At the bottom are "Show more", "Cancel", and "Save" buttons.

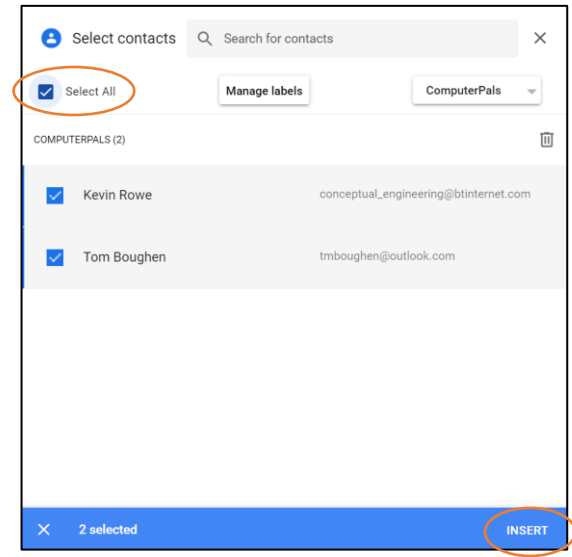
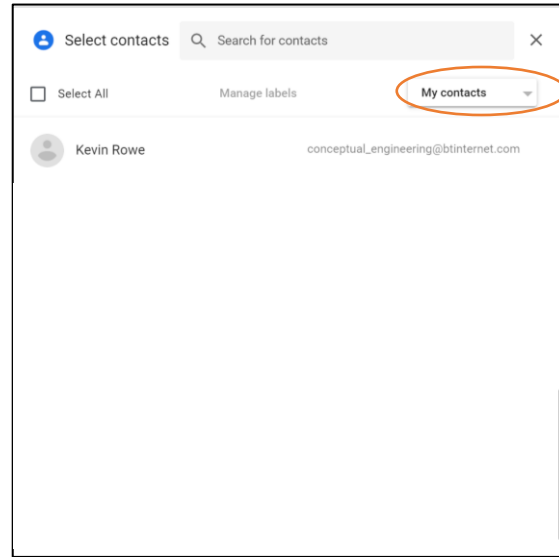
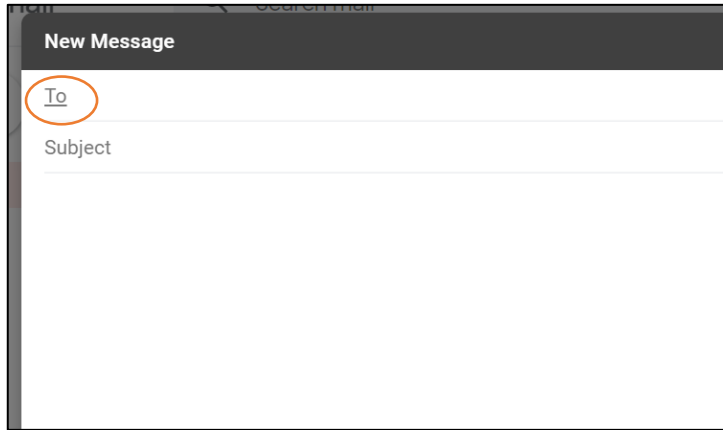
Creating labels (groups) in Gmail



Adding contacts to a label

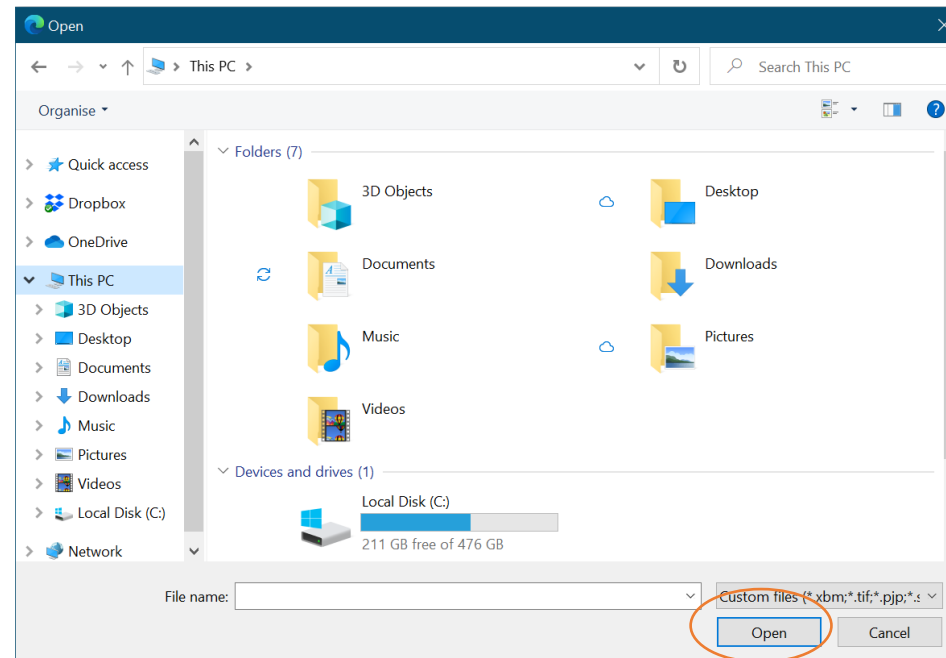
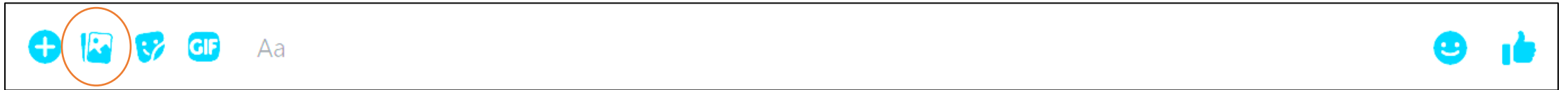


Sending to labels (groups) in Gmail



Bonus: sending files in Facebook Messenger

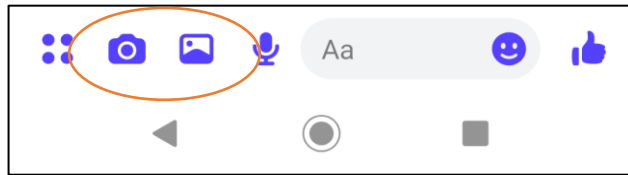
From your PC browser



Bonus: sending files in Facebook Messenger

From your Android device

From inside messenger app



From picture gallery

