

How to add a new email address to your Gmail contacts

When you receive an email from someone who is not on your Gmail contact list, we need to save them to make it easier for us to communicate in future times.

Gmail is still one of the most familiar and important email addresses for many people, when it comes to daily work or communication with people. In contacts on Gmail, for those who have saved them, contacting in the following times will be simpler. We just need to enter the first few characters in their email account to choose to send. However, for those who first send a message to you or are not on the email address list, sending email later will be more difficult.

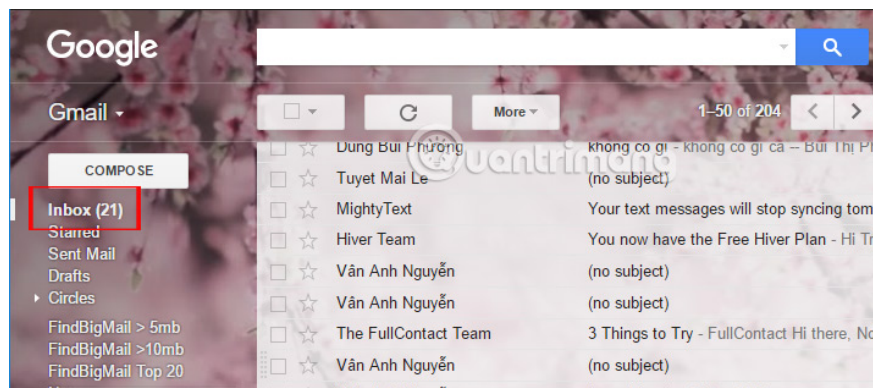
You will need time to find the person who sent you the letter. Or it may be unknown who the sender of the message is, since it is not in the saved directory, which could lead to the wrong email. The best way is to add those email addresses to your contacts list on Gmail. In the article below, you will learn how to add new email addresses to Gmail contacts under 2 different options.

Method 1: Add new email to Gmail from the Inbox

This is a simple way to do it when you want to add anyone to Gmail, when they send mail.

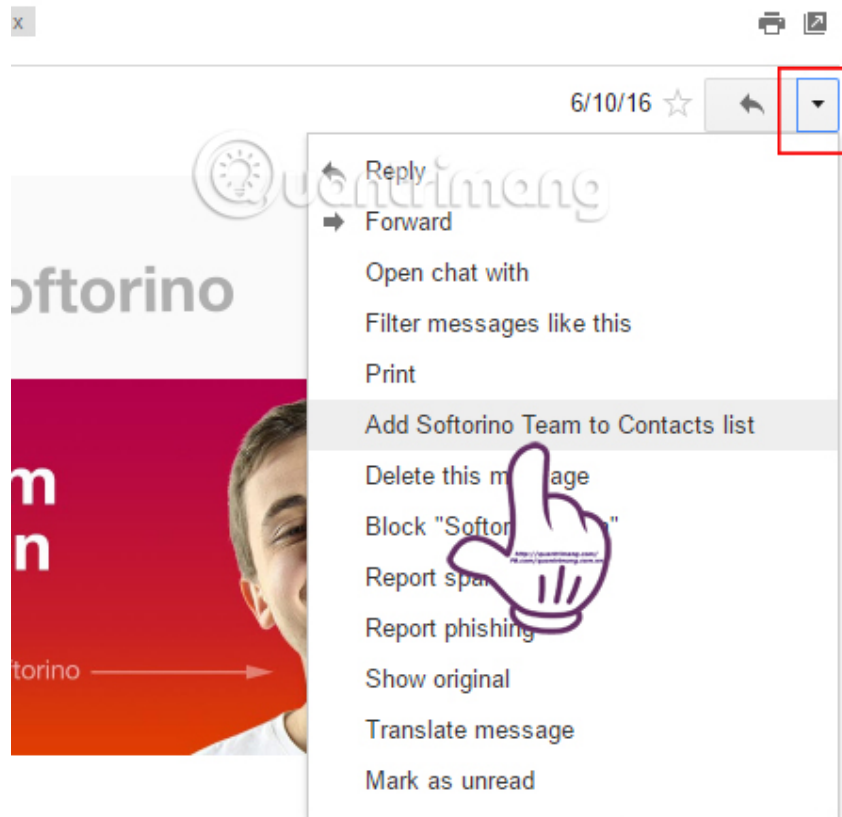
Step 1:

You log in to your Gmail address and open your Inbox to find the email address you want to add to your contacts on Gmail.

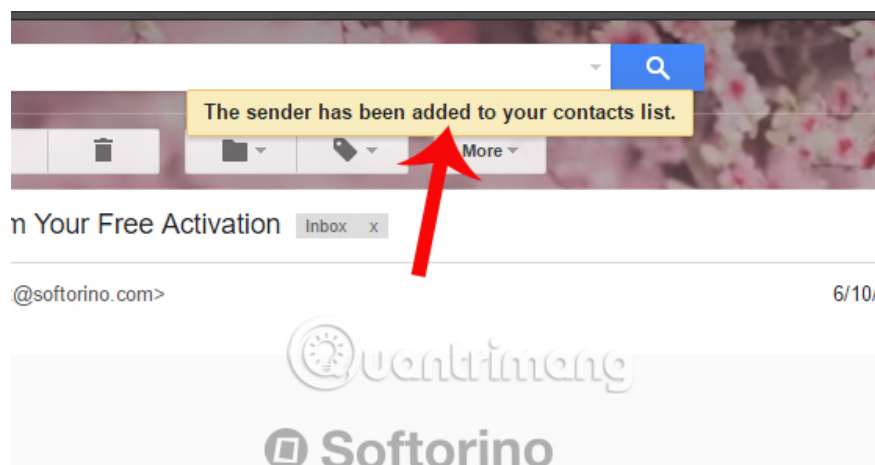


Step 2:

In the content of that email, the above will be accompanied by the sender's email address. Continue you click on **the triangle icon to drop down** and click **Add [Name of email address to add] to Contact list** to add that account to the contacts on Gmail.



If the **Sender** message **has been added to the Contacts list** in the yellow frame, we have added them successfully.



Method 2: Add an address via contacts

In this way, you can add any new email addresses to your saved contacts on Gmail, not through the inbound mail in the Mailbox as above.

Step 1:

In the Gmail interface, users will click on the arrow next to **Gmail** in the upper left corner of the interface, then press **Select Contacts** .



Step 2:

We will be redirected to the new web interface. At this interface, click on **the plus icon** Add new contact to add a new contact.



Step 3:

The interface appears to enter the information of the person you want to add to the contact. Here you fill in the information, name, email address, phone number if available, representative image . into this interface. Then click **Save** to save.

Create contact

MT

Company Job title

@gmail.com| Label

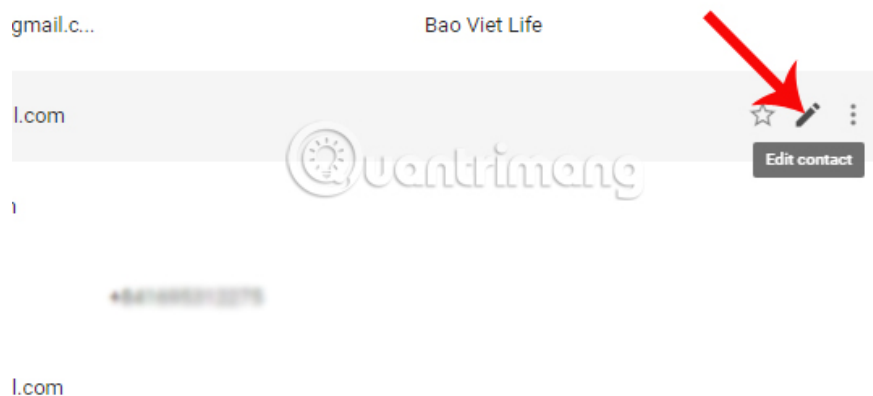
Phone

Notes

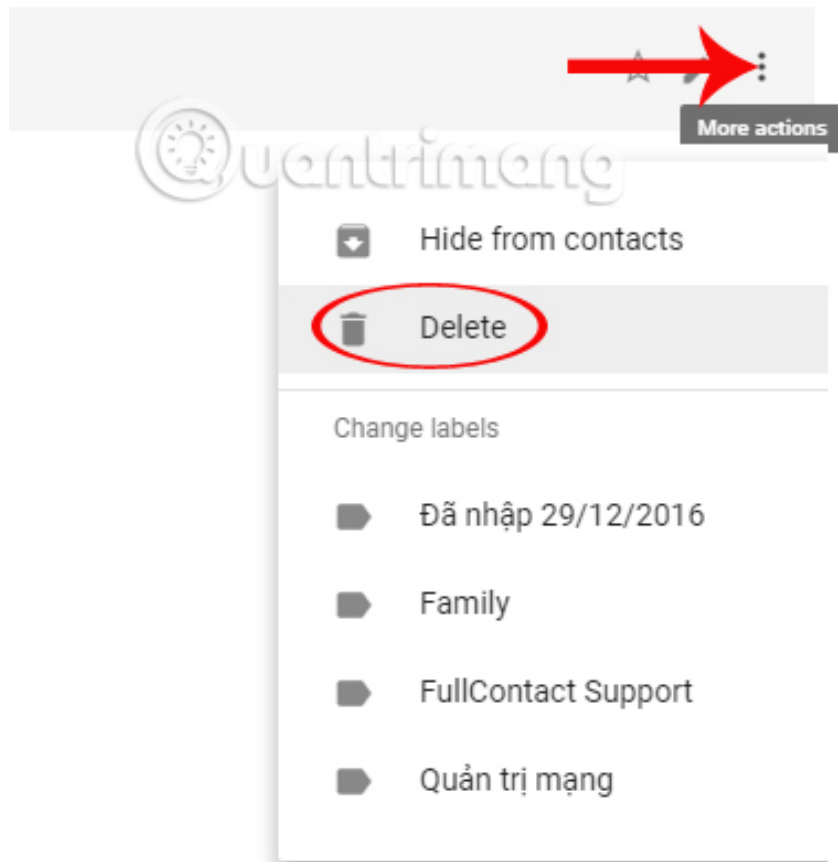
MORE CANCEL SAVE

Step 4:

In case we want **to edit the information** of the new mail account on Gmail, we click on **the pen icon** Edit contact at each account.



If you want to **delete that contact** in Gmail's contacts, click on **the 3 dot icon** and select **Delete** to delete the contact.



These are two ways to help users add new contacts to contacts on Gmail. If you want to add a new address with email messages in Inbox, follow the way 1. In the case of adding any email addresses to your name on Gmail, even if no mail is sent, do it 2.

Refer to the following articles:

1. How to transfer, backup phone contacts from iPhone to Gmail
1. Instructions for recovering email sent on Gmail iPhone / iPad
1. Instructions to create Group, Email group in Gmail

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