

Instructions to create Group, Email group in Gmail

Creating a group of Gmail, or creating a Gmail group, will make it easier for users to send emails to multiple people with the same mail content.

Creating a Gmail group, creating a Gmail group helps users send mail quickly to people in the same work, study group, who have the same email content. Gmail is currently the most popular email service worldwide, supporting many features such as transferring contacts from one Android phone to another, .

Therefore, there are many people who take Gmail as their primary email, exchanging daily tasks. And the need to work with the Gmail team when discussing a topic is not lacking. If searching for each Gmail address to send is quite time consuming, so creating a Gmail group is the best method. The following article will show you how to create groups on Gmail.

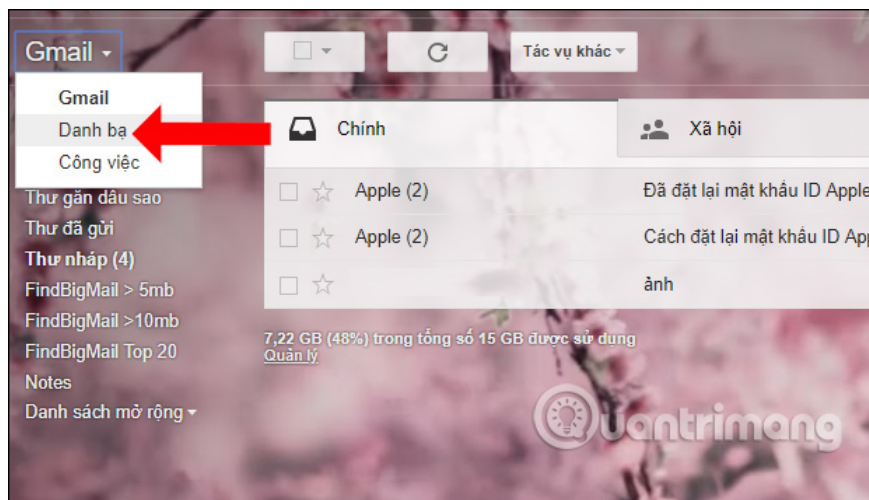
1. How to sign up for Gmail, create and create a Google account
2. 2-layer security for Gmail how?
3. How to recover Gmail account?

Instructions for creating contact groups on Gmail

Step 1:

First log into your personal Gmail account and then click **the arrow icon next to the Gmail button to select Contacts** . Or you can login quickly to the address below.

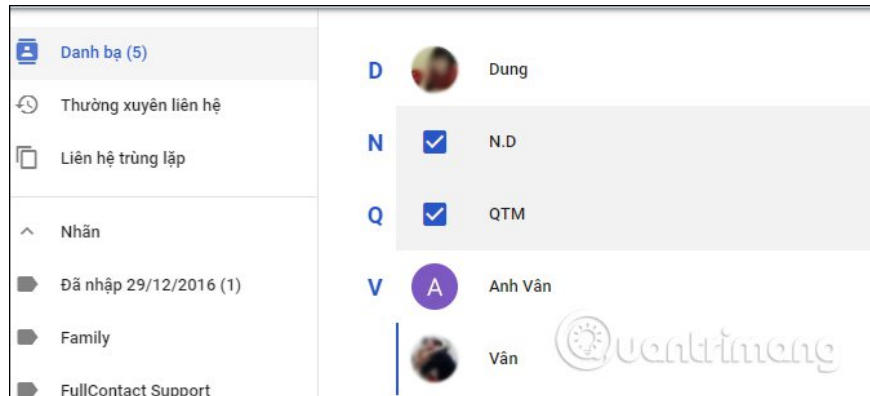
1. <https://contacts.google.com>



Step 2:

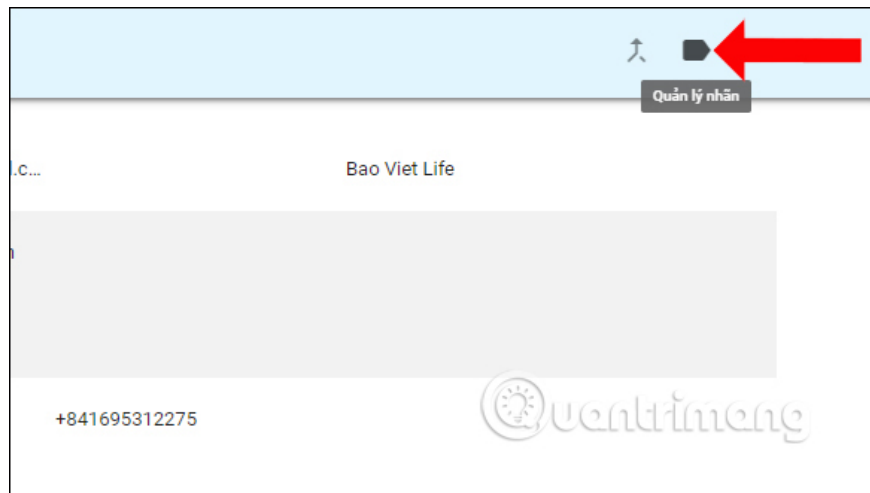
Switch to the contacts interface for Gmail. In case you want to add new contacts, click the plus icon. Read a detailed reference in the article [How to add a new email address to your Gmail contacts](#).

Here, **select the Gmail account you** want to create a group.



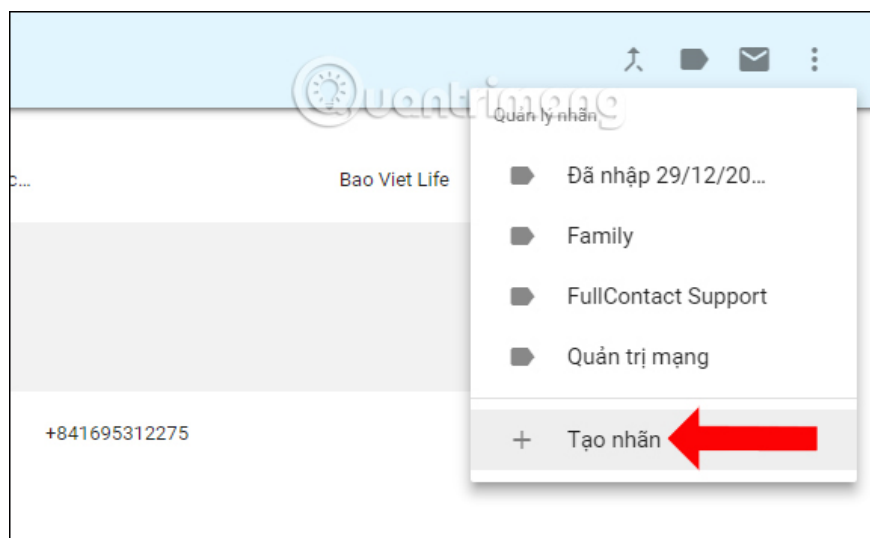
Step 3:

Continue to click on **the label icon** in the top right corner of the screen as shown below.

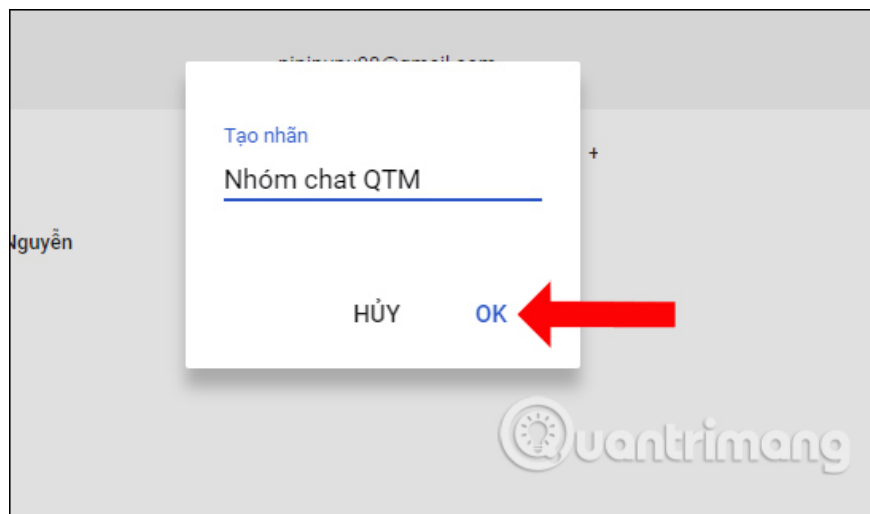


Step 4:

Appears the labels you created earlier. To create a new label click on **Create Label** at the bottom.

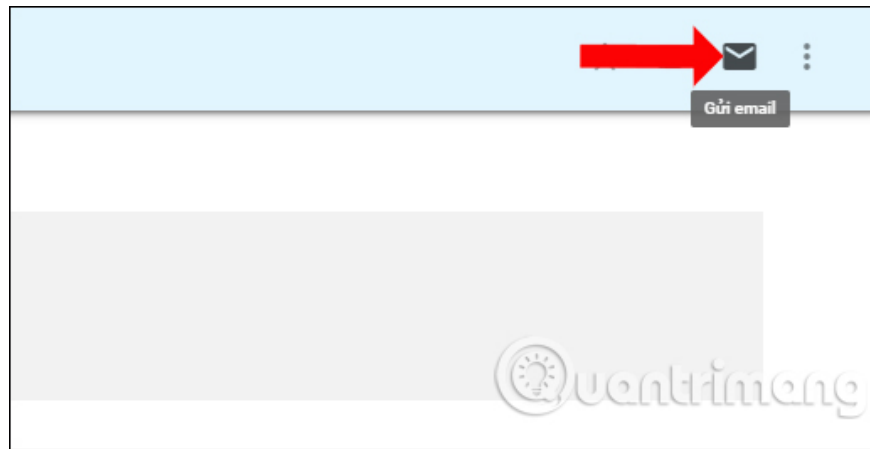


Enter a **new name for the label** to facilitate searching for the Gmail group and then click OK to save it. So the new label has been saved to your personal Gmail. We can create different labels to choose Gmail group email. The number of members in each label is unlimited.

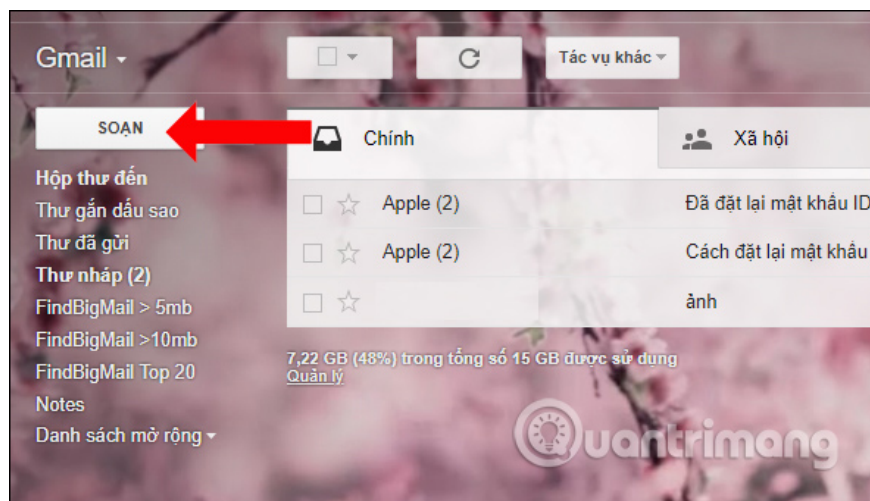


Step 5:

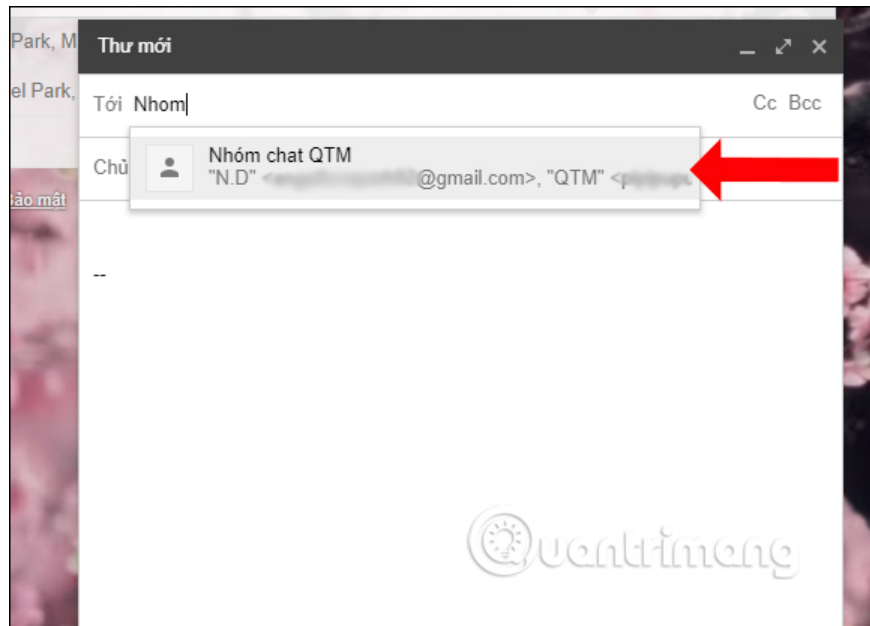
If you want to **send an email to the group right at this Contacts interface** , select the account in the group and select **the mail icon** as shown below to send email.



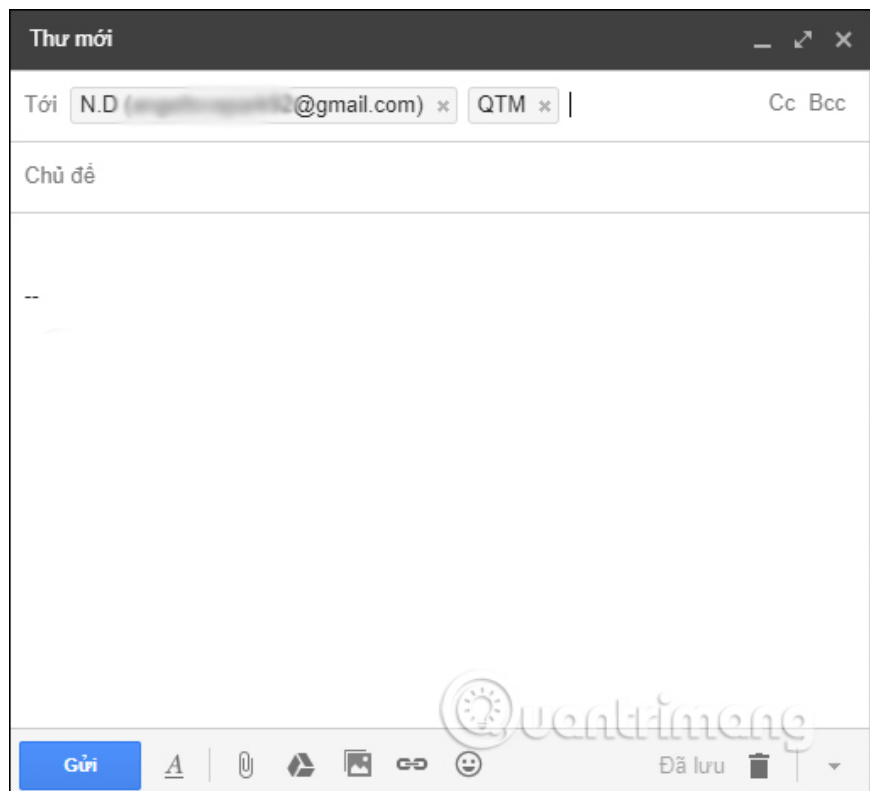
In case of **sending email from the Gmail interface** , access the Gmail account again and click **the Compose button** to send email as usual.



The mailing interface appears. At the section to select the address you want to send, users should **enter the newly created Gmail label name** . You will immediately see the label name appear in the list, followed by the name of each member of the group. Click on that label to send an email.

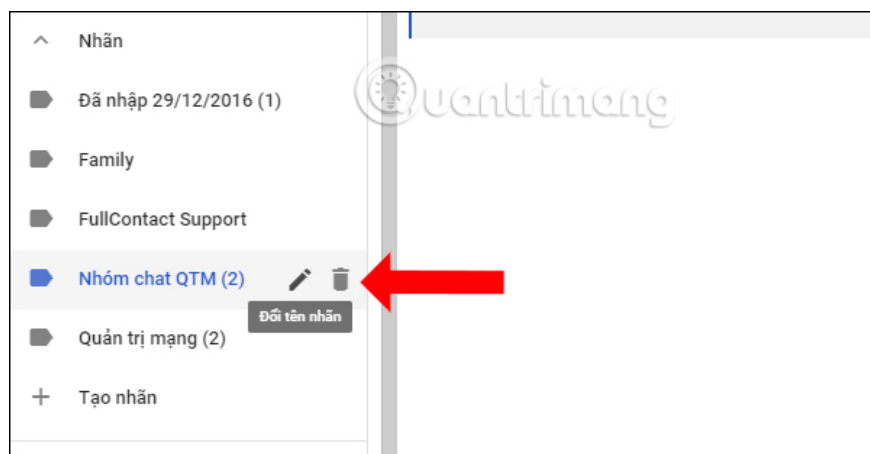


Users will see the Gmail address of the members in the Gmail group. Now you just need to send an email as usual and you're done.



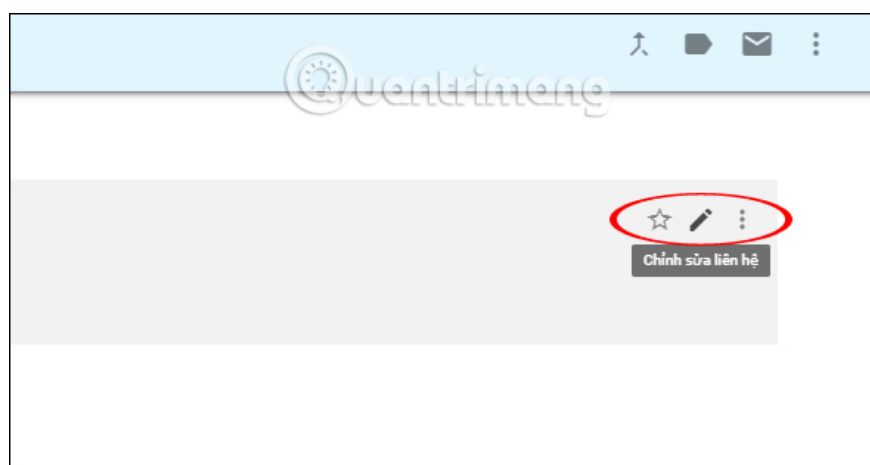
Step 6:

To customize labels such as renaming, deleting labels also need to access the **Contacts section** then go to **Labels**, then in the label to edit, click **the pen icon** to edit. Click **the trash icon** to delete the created label.



Step 7:

To edit the name of the group member, click on the member's name then click **the pen icon** to Edit the contact, click **the star** to Append a star, or click **the 3-dot** to add other editing tasks .



Thus, creating Gmail groups will be through creating labels on Gmail Contacts. This label will automatically be added to Gmail for your search when emailing the Gmail group. When sending emails, members of the Gmail group will receive mail, saving users time and work.

See more:

1. How to enable Gmail's Undo Send feature?
2. Instructions for deleting Gmail and Google accounts
3. Recover deleted Gmail messages in just 3 steps

I wish you all success!

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