## Group email in Gmail

To send a group email in Gmail.

## 1. Click the compose icon.



2. Click "BCC" (Blind Carbon Copy for privacy) at the top right of the "New Message" window you have. You now should have the BCC line showing under the "To" line.

≡ M Gmail Q Search all conversations	• • •	
Mail From Vic - VicLovan.com <vic@viclovan.com> * Cc Bcc To</vic@viclovan.com>		•
Snoozed Subject	7:23 PM	
D Important Click "BCC"	4:48 PM	
Sent     D Drafts	2:59 PM	
All Mail Vic Lovan	2:31 PM	Ø
O         Spam         WWW.VICIOVAIL.COM           618.767.6728         618.767.6728	2:26 PM	
Trash	1:01 PM	Θ
Categories	10:04 AM	
D 01 Me	8:56 AM	
01 REMINDEF	8:34 AM	
	12:03 AM	
	Oct 24	+
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5 C Sans Serif ▼ TT▼ B I U A▼ E▼ E E E I I I S X	Oct 24	
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Meet	Oct 23	>

- = 附 Gm<u>ail</u> ᇎ Q ? ۰ 🔛 New Message - Mail ÷ From Vic - VicLovan.com <vic@viclovan.com> \* Сс 🔲 Inbox То ☆ Starred Bcc () Snoozed 7:23 PM D Important Subject SentDrafts Click BCC on that new line 2:59 PM 2:31 PM Ø 🗹 🛛 All Mail 2:26 PM () Spam Vic Lovan www.viclovan.com Π Trash 1:01 PM 8 618.767.6728 Categories 10:04 AM D01 - Work 8:56 AM 01 Me 8:34 AM 01 REMINDE 12:03 AM Oct 24 + -5 C\* Sans Serif - T- B I U A - 三・三 三 亘 頭 明 S X Chat Send 🗸 🛯 🖘 😂 🖾 🖍 🖋 : 🗉 Spaces Meet
- 3. Click BCC on that new line, there will be a new box that shows "Select contacts".

4. On the right side there is a drop-down menu with "My contacts" and choose the group you would like to send to.

= M Gmail Q Search all conversations	¢3	
Mail     From Vic - VicLove     Select contacts     Q. Search for contacts     X     Cc	<b>.</b> •	
Snoozed     Bcc     Image: Select All     Manage labels     My contacts		
Sent Drafts MY CONTACTS drop-down menu with "My contacts"		Ø
O     Spam     Vic Lovan       II     Trash     WWW.Viclovan.com       618.767.6728     618.767.6728		0
OD1 - Work     AAMCO Transmissions & Total Car C.     O1 Me     O1 REMINDER		
		+
Adorama Customer Service custserv@adorama.com		
> Chat		
> Spaces		
→ Meet		>

Choose your group(label in Google Contacts)





5. Once this is done, you will want to choose the "Select All" check box at the top left



6. Choose INSERT at the bottom right and it will add all the contacts chosen.

7. You will now see the contacts you've chosen in the list. You can now click the "X" to remove any contacts you want. You can manually add more in that same line.



8. Now you can add your subject, email, and send it to your group!