Creating Contact Groups in Gmail

Gmail contact groups can be used in Collab to efficiently share multiple documents/folders with groups of people. Examples of this might be teachers sharing with groups of students or staff members sharing with groups of other staff members.

How to Create a Contact Group in Collab

1. Log into your Collab account at http://cloud.district196.org/google
2. Click on "Mail" in the toolbar at the top of the screen.
3. From the red "Mail" pull-down menu, choose "Contacts."
4. Click on "New Group" and give your group a name.
5. A good way to search for staff/students is by entering a person's last name in the large search box at the top of the screen. Then click on the blue search icon.
6. If your search brings up more than one person with that last name, click on the box in front of the desired person's name. (If your search only brings up one person in our district with that last name, then you can skip this step.)
7. Then click on the "Groups" icon:
8. Put a check mark in the box by the proper group. Then click "Apply."
9. Repeat steps 5-8 for all of the people you want to add to the group. Repeat steps 4-8 if you want to create multiple groups (one group per class period, for example.)

How to Share Documents or Folders with the Members of Your Contact Group

1. In your Collab account, open the document you want to share and click on "Share" (or choose "Share" from the pull-down menu of a folder you want to share.)
2. Click in the "Add people" box.
3. Enter the name of the group you created.
4. Decide which level of access you would like them to have. Your choices are "Can edit, Can comment, or Can view."
5. Decide if you want to notify people via email, and add a message if desired.
6. Click on "Share & save."

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