How do I add someone in the University Directory to My Contacts in Gmail?

Tell Me

1. Log into your University Gmail account
2. In the top left, click Mail > Contacts
3. Along the left, go to the bottom and click Directory
4. Scroll to find the desired person OR search for their name using the search bar along the top of the screen
5. Once you find the desired contact, click the checkbox to the left of their name
6. Click Add to My Contacts
7. Now the contact is in your contact list and can be assigned to contact groups, if desired

Related FAQs

- How can I send a mass email to faculty, staff or students?
- How do I request a generic email account?
- What types of Generic Accounts are available for Gmail at UNC Charlotte?
- How do I make sure mass email messages from 3rd party vendors will not be blocked or flagged as SPAM?
- Where did my Contacts go in the new Gmail interface?